



# **Minister's Employment Manual**

**Recommended Procedures/Practices for  
Credentialed Unity Leaders Seeking Employment in  
Unity Ministries**

**Unity Worldwide Ministries  
Ministry Employment Services  
PO Box 610  
Lee's Summit, MO 64063**

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# Section I: Resume Information

[Samples of resumes and general articles on the preparation of resumes and cover letters.]

## **Professional Resume Creation--Overview**

A professional resume lists work experience and skills sorted by skill area or job function. This resume is easily read and provides search teams and boards with the information they need easily and quickly. It emphasizes specific professional capabilities and uses experience summaries as its primary means of communicating professional competency. This type of resume highlights particular skills or experience, especially when those particular skills or experiences may have derived from a role which was held some time ago. The functional resume allows you to identify those skills quickly, rather than focus on the length of time passed. In addition, information on a personal web site can provide search teams and boards with additional information about the ministerial candidate.

## **Professional Resume Sample:**

**Jane Smith**  
**1111 Sunny Road**  
**Any Town, International**

### **Vision and Mission**

By endeavoring to live and minister from principle, I actively facilitate spiritual development that demonstrates maturity, integrity, well-being, and attitude of service, prosperity, and life-giving relationships.

### **Summary of Qualifications**

- Ordained and licensed Unity minister
- PhD. And M.A. Communication and Human Relations; B.S.E.D. Special Education
- M.A. Addiction Counseling
- Extensive Experience:
  - Leading spiritual communities
  - Developing effective leadership
  - Directing dynamic education and training programs
  - Developing communication skills and healthy relationship systems
- Continuing Professional Education in:
  - Creating sustainable, ethical spiritual community
  - Leadership from a systems perspective
  - Addiction and family recovery perspectives and skills

### **Professional Experience**

#### **Ministry**

- Led vibrant participatory, vision-mission centered church community. Facilitated transformation of high stress congregation through application of spiritual principle and systems leadership perspective. Focus on: spiritual maturity, demonstration through principle, empowerment, leadership development, healthy boundaries, communication, membership competence, prosperity and consciousness of wholeness.

- Consult with ministries and leaders and conduct workshops and retreats on: Leadership from a Systems Perspective; Healthy Congregations; Co-creating the Future; Ministerial Ethics; Spiritual Counseling; Community Building; Healthy Boundaries; Communication; Board Training; Addiction and Family Recovery; Principles of Prosperity, Forgiveness.
- Present at SpiritPath Retreats:
  - “Expand Your Consciousness, Expand Your Life” – October 2007
  - “Making the Connection” – Adults of Unity Annual Conference – July 2009
- Active in Service to Unity Movement:
  - Council Member – Academic Governance Council of Unity Institute – 2007 – present
  - Convener – Appreciative Inquiry Ethics and Leadership Team – 2007
  - Participant – Appreciate Inquiry Summit – Creating Amazing Partnerships – 2007
  - Certified Peace Worker – Peace Transformation Team – 2001 – present
  - Dream Team Member – Ministerial Education Program – June – November 2005
  - Chair – Northwest Regional Board – 2003 – 04
    - Vice Chair – 2002 -03
    - Member – 2001 – 02
  - Member – Licensing and Ordination Team – 1999 – 2004
  - Member – Minister and Ministry Review Team – 2001- 2003

### **Leadership and Development**

- Directed, launched, and developed successful multi-faceted alcohol and other drug abuse prevention and recovery support program for 15-school consortium, establishing services where none had previously existed:
  - Established and operated Student Assistance Program complete with policies, procedures, curriculum, and staffing.
  - Provided supervision and consultation for administrators, faculty, and parents.
  - Authored successful program grants inclusive of budgets.
  - Supervised and placed student interns in business settings.
  - Conducted two original research projects.
- Co-directed dynamic Interpersonal Communication (IPC) Major and Minor Program in university setting:
  - Implemented overall program and curriculum for IPC Program.
  - Originated and taught new courses for program.
  - Chaired faculty committee through major departmental and curriculum reshaping.
  - Supervised and placed student interns in business settings.
  - Conducted two original research projects.

## Teaching and Training

- Educated continuing education students at Unity School of Religious Studies (new SEE at Unity Institute).
- Educated university students, traditionally-aged and adult, in: Interpersonal Communication, Organizational and Professional Communication, Group Dynamics and Discussion, Advanced Group Facilitation Skills, Female-Male Communication, Intercultural Communication, Public Speaking, Persuasion, Psychology of Communication, and Communication Theory.
- Trained administrators, faculty, students, parents and community members in alcohol and other drug abuse prevention, intervention, and support skills.
- Conducted a variety of original communication and human relations workshops, training adults and young people from diverse community, business, and adult educational settings. Topics: Positive Partners, Self-Esteem, Resolving Conflict, Gender Issues in communication, Meditation and Relaxation, Codependency Recover, Boundaries, Addictive Systems and Recovery, Family Violence and Recovery, Spirituality, Sexual Abuse Recovery.

## Employment History

2007 – Present	<b>Minister</b>	Happiness Abounds Ministry, Any Town, USA
1997 – 2008	<b>Senior Minister</b>	Unity Church, Any Town, USA
1996 – 1999	<b>Adjunct Faculty</b>	USRS – Unity School of Christianity, Unity Village, MO CEP Northwest – 1998, 2004
1995 -1997	<b>Senior Minister</b>	Unity of Light, Any Town, USA
1997	<b>Adjunct Faculty</b>	State College, Any Town, USA
1994 – 1995	<b>Student Minister</b>	Unity Church Happiness, Any Town, USA
1994 – 1995	<b>Counseling Team</b>	Unity of Bliss, Any Town, USA
1989 – 1995	<b>Guest Speaker and Workshop Leader</b>	Unity Southern State, Any Town, USA
1990 – 1992	<b>Director</b>	Alcohol and Other Drug Abuse Prevention Program – School District, Any Town, USA
1989 – 1990 Town, USA	<b>Lecturer</b>	Communication Depart. – University, Any

- |             |                             |  |
|-------------|-----------------------------|--|
| 1984 – 1988 | <b>Assistant Professor</b>  | Interpersonal Communication Program,<br>Division of Language and Literature,<br>University, Any Town, USA    |
| 1979 – 1984 | <b>Faculty Member</b>       | Communication Arts Department<br>College, Any Town, USA  |
| 1975 – 1978 | <b>Assistant Instructor</b> | Speech Communication and Human Relations<br>Program Department of Communication<br>University, Any Town, USA |

### **Education and Credentials**

- **M.A.** Addiction Counseling, University Graduate School of Addiction Studies, 2009
- **Graduate** of Ministerial Education Program – Unity School of Christianity  
Ministerial Education Program Scholarship Award – Unity School of Religious Studies
- **Ordained unity Minister** – Association of Unity Churches
- **Ph.D.** Communications Studies, University of Any Town
  - Dissertation: An Inquiry into Attributions about Incongruent Communications as a Function of Message Mode and Valence and the Cognitive Complexity of the Perceiver
- **M.A.** Speech Communication and Human Relations, University of Any Town
- **B.S.E.D.** Special Education, University of Any Town, Magna Cum Laude

### **Publications and Presentations**

[List article or presentation title, month and year]

- Unity Institute Lyceum
- *Contact Magazine*
- *Daily Olympian*
- *Spirit of Unity Newsletter*
- *Chicken Soup for the Recovering Soul*
- *Unity Magazine*

### **Professional Continuing Education And Training**

- **Lombard Mennonite Peace Center** –
  - Fall, Winter, Spring sessions – 2003 - 04; 06 - 07; 07 – 08 – Advanced Clergy Clinic in Emotional Process – Bowen Systems Theory in the Development of Healthy Ministers and Congregations
  - Spring 2007 – Here I Stand-Self-Differentiation Process Facilitator Training
  - September 2005 – Healthy Congregations Facilitator Training
  - January 2002 – Mediation Skills Facilitator Training
- **A Reunion on the Road Ahead – Honoring the Work of Rabbi Ed Friedman** – Conference on Systems Theory Applied to the Spiritual Community Setting – November 29 – 30, 2006, Washington National Cathedral, Washington D.C.

- **Appreciative Inquiry Training** – Fall 2005, sponsored by Association of Unity Churches
- **Association of Unity Churches Ministry for Peacemaking** – June 15, 2005 – Certification of completion of all requirements as a Certified Peace Worker
- **U.S. Journal Training, Inc.** – 1987, 1991, 2005 – 60 hours professional training in Family Systems Recovery Perspectives and Skills
- **Onsite Training and Consulting** – 1987, 1988, 1999 – 115 hours professional training in Family Systems Recovery Methods

### References

[List reference names and contact information]

### How To Get Results (from your resume)

*Will your resume pave the way to an interview or be filed into oblivion?*

*Learn the top ten strategies for making a resume a standout?*

Excerpt taken from an article by Sarah Medford

Writing a resume is never a waste of time, whether you're happily employed or on a job hunt. In fact, it can be a priceless time-saver if you use it well. A strong resume can land you a job quickly because it shows that you're focused on a professional goal and take your career seriously. A resume also shows you're tuned-in to your job strengths and needs. A strong resume reacquaints you with all your accomplishments and can raise your sense of self-worth. Even when you're happy at work, this is a smart thing to do every year, it gives you a fresh perspective on your direction and progress, and it may help you see if you're as thrilled now with your job as you have been in the past. It's easy to be lazy about changing jobs. Writing a strong resume is the best first step to take, and the experience itself is an asset you shouldn't overlook. Here are ten tips to get you going:

#### **One: Know Your Qualifications**

Before you start writing, ask yourself some basic career questions to help you focus the image you want your resume to project. What are your professional strengths? Do they jibe with the skills valued in your chosen field? Your goal is to market the qualifications that make you an asset in your chosen career.

#### **Two: Create a Career Objective**

An objective is the focal point of a resume. It describes the position you want and then is supported by all the information below. Make sure your objective is broad enough to qualify you for a few different openings but specific enough to show that you know what you want. If you're applying for different types of jobs, you'll need different resumes. It may be a hassle, but remember that you're selling different qualifications each time. If you've just graduated from school or are returning to work after a long absence, however, an objective may cut down some options you don't yet know exist. In these cases, it's better to use your cover letter to explain a general objective.

### **Three: Choose the Right Format**

The information on your resume should be packaged to showcase your strengths. The chronological and functional formats are the two most effective and widely accepted by employers today. A chronological format zeroes in on your career progression by highlighting your past jobs in chronological order. A functional format highlights your job-related skills and achievements by putting your experience under headings like Communication and Administration rather than under job titles.

Which format is good for you?

- A chronological format if your career growth has been steady and you plan to stay in the same field, because it puts your track record right up front. It's also the best choice if you've climbed high up the career ladder.
- The functional format's ability to disguise an uneven job history is its biggest strength. It lets you focus on your accomplishments and downplay the fact that you may have earned them in different fields or in low-level positions. It also works well if you've changed careers, made some lateral moves, or have been out of work for periods of time.

### **Four: Make Your Words Perform**

Clear, concise language makes a great resume. Here are some pointers:

- Use dynamic, active verbs.
- Stay away from verbal phrases like “responsible for,” “deal with,” or “demonstrate ability to.” Instead of saying, “responsible for initiation and review of budget,” just say, “initiate and review budget.” Use “create” instead of “set up,” “direct” instead of “head”—you’ll get the idea. The stronger the better.
- Pare down prose. You can save space and keep your reader awake by cutting out professional jargon and statements of the obvious. For example, trim “monitored progress of work flow in order to insure on-time performance” to “monitored work flow to meet deadlines.”

### **Five: Play Up Your Strengths**

Now that you know how to say it, what do you say? If you've held jobs that are irrelevant, just list the employer, your title, and the dates you worked. If a job seems unrelated to the objective but had a silver lining, make it show. If you want to change careers, it's easier to play up your transferable skills using a functional format. When describing your experience or skills, be specific and quantify. If you're describing your work as a secretary-receptionist, state how many people are in your department; what office equipment you can operate; what your typing speed is; how many memos, letters, and faxes you process each week.

### **Six: Disguise Your Weaknesses**

It takes some clever packaging, but you can camouflage a spate of unemployment or a bumpy career path. If you've jumped quickly from one job to the next, delete the short-lived jobs or combine a few under a single heading. Three different jobs as salesperson, for example, can be listed as, "Sales-person, retail stores in Ann Arbor, 1981 – 1983." Rounding off dates to years looks better on paper and save your reader from doing distracting mental arithmetic. If an employer wants specifics they will ask. One final word **never** put on your resume why you ended a job. You want to sound in control of your career growth at all times. If an employer asks you in an interview why you left, you can answer honestly and move on to a more positive aspect of the job or to what you did next.

### **Seven: Sell Your Unpaid Expertise**

List all your volunteer activities and the skills they demonstrate. The key is to show your experience in a quantifiable, labor-oriented fashion. It's a myth that only paid work has value.

### **Eight: Polish Up Your Education**

Unless you're straight out of school or returning to work after 15 years or more, your education should follow the experience section of your resume and the section would be bare bones in comparison. Don't list your high school experience if you have a college degree. Just give your college name, city, and state; your degree; your major; your overall grade point average if it was very high; any awards or scholarships you received; and your dates of attendance. That's it. No "fencing team," no "dormitory supervisor and Saturday cook." If you attended college but didn't graduate, just list your areas of study and the dates; if you attended for less than one year, list only relevant courses.

### **Nine: Beware the Optional Section**

Optional sections will often do you more harm than good; stick to information that's relevant to your job. Two optional sections that strengthen your resume are "special skills" and "professional awards/affiliations." The first is a list of any abilities that would make you more valuable on the job, such as foreign languages or computer skills. The second is a list of achievements that support your objective. Keep everything brief, and steer clear of political and religious groups.

### **Ten: Make It Easy To Read**

Your resume should be simple, organized, and conservative in appearance, regardless of the job you're after. Even when you're seeking a creative position, this is not the place to play fast and loose with your creative eye [a portfolio will give you more room to shine]. A resume should be printed on a neutral shade of paper, in black ink, and in a type style that's easy to read. Be consistent with your margin widths, type styles, and punctuation.

## How To Write A Cover Letter That Works

A cover letter is more than just a prelude to your resume—it's a valuable sales tool in its own right. "You can actually create a job opening for yourself by sending a super cover letter along with your resume," says Robert O. Snelling, Sr., chairman of Snelling and Snelling, Inc., one of the largest employment services in the United States. While a great cover letter can land you a job that's tailor-made for you, Snelling cautions that a poor one may land your perfect resume in the wastebasket, un-scanned. He offers these tips on writing a winner:

### **State your case.**

If your resume does not give a job objective, your cover letter is the place to explain what kind of position you're seeking and why. Whatever you choose to say, say something—a resume without a cover letter is worthless.

### **Focus on visual presentation.**

A neat cover letter underscores your concise, business-like message. Create your letter using a single-spaced format in the same font, style and paper you did for your resume. Never use company or personal stationery unless you're self employed—both are considered highly unprofessional.

### **Address your letter to a person rather than a job title.**

You can track down names, titles, and proper spellings in business directories, internet searches, or by calling company/ministry switchboards.

### **Keep the letter short, hard-hitting, and aimed at a sale.**

Your letter should fit easily on one page and be no more than three paragraphs long. Begin by snaring the reader's attention, "Your advertisement for a sales manager in last week's *Ledger* caught my eye. My four year's experience as assistant sales manager with XYZ firm would make me an asset to your organization."

Use the second paragraph to sell your past accomplishments. Amplify the skills listed on your resume, highlight those that are essential to the new job, and quantify them, "During the past year, I have solicited ten new accounts for XYZ, resulting in a profit increase of \$8,000."

Your final paragraph should go for the sale. Be specific about your plans to contact the organization on a certain date for an interview.

## Resume Makeovers

*How to give yours an edge and win that job.*

Excerpts from an article by E. Bingo Wyer

A good resume can open the door to key job interviews. The wrong one will put you behind the competition, undermining the most thorough job search. To help you make a winning impression, top professional pinpoint some major pitfalls and tell how to avoid them.

### **Avoid Silly Gimmicks**

“Don’t get creative or cute,” warns William McIlwain, personnel director at Grey Advertising in Manhattan. “Drawing attention to you with tricks can be deadly. Keep the resume neat, factual, straightforward.” As examples of what not to do, he cites one recent resume that showed the job candidate dressed in a tuxedo, surrounded by several bikini-clad girls, carrying a banner that read “standing out in a crowd.” Another pictured a hammer and ice-pick with the heading “everyone needs a chance to break in.”

### **Don’t be Everything to Everyone**

“One of the biggest mistakes is being nonspecific,” says David Hochberg, president of the executive recruiting firm Rex Associates in Manhattan. “If you try to be too many things to too many people, your resume becomes a blur.” The best way to stand out is to target you. Know the exact type of work you’re looking for then write a resume that fits the job description. Unsure of what an employer is looking for—read the help-wanted ads in your chosen industry’s trade journals to learn the terminology and precisely what’s expected of applicants.

### **Less is More**

Prospective employers will spend about fifteen seconds determining whether they want to find out more about you which means resumes should be kept to one page and paragraphs should run no longer than eight lines. Don’t bother to supply information about your personal life – unnecessary details about your age, weight, marital status, and health – advises Sharon Spielman, recruiter with Jerry Fields Associates, in Manhattan. Never include a picture of yourself and never, ever list your current salary.

### **Find the Right Format**

Too many people try to get fancy with their resumes. Only the following two formats should ever be used say career counselors:

- *Chronological:* Jobs are listed in reverse chronology starting with the most recent one, which also gets the most emphasis. “Most employers are familiar with the chronological format,” says Linda Richman, an executive recruiter with the Franklin Mind Company in Philadelphia who sees thousands of resumes every year. “It’s easy to read and is also the easiest to write. It puts a solid, steady job performance in the best perspective.”
- *Functional:* This resume puts the emphasis on qualifications, typically grouped under such headings as writing, research, public relations. The functional resume works well for people considering major career switches, because it stresses skills that can be used in a variety of jobs.

### **Strong Words Work**

The resume is an advertisement—use language that makes the page talk. “Passive phrasing makes you appear ineffectual,” says David Hochberg. Start each brief description with strong action words: administered, conducted, designed, developed, directed, established, expanded, exhibited, evaluated, implemented, maintained, managed, organized, operated, planned, prepared, presented, produced, reduce costs, supervised, supported, taught, trained.

## Pay Attention to Detail

“Proofread your resume as if your potential job depended on it,” urges Lynn Tendler Bignell, cofounder of the international executive search firm Gilbert Tweed Associates, Inc., in Manhattan. “You can never undo a sloppy image.” When writing a draft, find samples of professional-looking resumes and compare. Does yours have an attractive, uncluttered layout? If you can’t arrange to have your resume typeset, be certain your typewriter or printer has a clean typeface. The paper need not be expensive, but it should be of good quality.

## More Resources

*When job hunting, go by the book . . .*

Listed below are a few books that could be helpful during the job hunting and transition process:

- *What Color is Your Parachute?* By Richard N. Bolles, Ten Speed Press.  
It helps the reader examine what he or she really wants to do, using exercises such as drawing up lists of personal interests. It helps job seekers think in creative, non-traditional ways to design their ideal work.
- *Guerilla Tactics in the Job Market* by Tom Jackson, Bantam Books.  
Aggressive approach to job hunting. Approaches to getting information about jobs that aren’t advertised; how to prepare for interviews; and a lot of hard-core tactics.
- *Stay or Leave* by Barry and Linda Gale, Harper & Row.  
Gives a series of probing tests to help you figure out whether to stay or take the plunge.
- *Sweaty Palms: The Neglected Art of Being Interviewed* by H. Anthony Medley, Ten Speed Press  
A quick, simple guide to common interview situations.
- *Knock ‘em Dead: With Great Answers to Tough Interview Questions* and *Knock ‘em Dead: With the Very Best Resumes* by Martin J. Yate, Adams, Inc.  
Advice on how to dress for an interview; how to spot illegal questions; and how to answer the tough ones. Packed with resumes used by real people to land the job.

# Section II: Information Release Code of Ethics and Sexual Conduct Policy Release

Note: Unity Worldwide Ministries is the DBA of the Association of Unity Churches. These names may be used interchangeable in the following policies.

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Please return your resume and signed signature pages for: Information Release, Code of Ethics, and Sexual Conduct Policy to:

Ministry Employment Department  
Unity Worldwide Ministries  
PO Box 610  
Lee's Summit, MO 64063



## Unity Worldwide Ministries

### Release Of Information Authorization Form

I, \_\_\_\_\_ [name of minister] authorize you, the Board of a ministry with Unity Worldwide Ministries to which I have submitted my application for employment, to obtain information from my personal, professional, and employment references in my previous ministries and from my other references that I have submitted in my application for employment to your ministry.

This release of information authorization  does  does not include my present ministry.

This release of information authorization  does  does not include performing a background check. \*\*

This release of information authorization is effective for one calendar year.

\_\_\_\_\_  
Signature of Minister

\_\_\_\_\_  
Date

\*\*If a background check is done, the company doing the check will be required to have you sign another release form.

**Ministers Please Note:** According to Unity Worldwide Ministries / Board of Trustees Policy—your resume **will not be sent** without this signed form. It will accompany your resume to each open ministry that you apply.



Revised: 06/2011

## Code of Ethics for Ministers/Spiritual Leaders of our Unity Worldwide Ministries

### **Introduction and Intention**

Foundational to Unity's principles and teachings is the belief that we are individualized expressions of God; that our spiritual purpose is to give expression to God. This calls us, as Unity ministers/spiritual leaders to live from our Christ nature in all circumstances—thereby, being a healing presence and a role model for those we serve. Because of this, it is our intention to be accountable to a high level of professional ethics.

Our Code of Ethics articulates a vision of ethical behavior grounded in our beliefs and teachings.

Its purpose is to provide guidelines for behavior that is both ethical and authentic, and allows us to give full expression to our Christ nature. This document also serves the purpose of allowing us to hold one another accountable to this standard. When we fall short the Ethics Review System seeks to provide a compassionate process that calls us back to integrity and wholeness. We seek to restore, to rehabilitate, and to make amends whenever possible.

We also recognize that there are certain violations of our covenant that must be addressed. Some behaviors are explicitly illegal, and such violations may require suspension of membership from Unity Worldwide Ministries. Some behaviors and attitudes are unethical by our standards and compromise our ability to perform and provide ministry. Other behaviors and attitudes harm us and interfere with our ministry and our own efforts toward wholeness. Ministers/spiritual leaders who act in ways that are inconsistent with our Code of Ethics may be subject to review through our Ethics Review System. We seek to address these violations honestly, directly, and in such a manner as to assist one another in living our highest potential.

**Section I and Section II relate to our spiritual principles and self-care. It is recommended that all ministers/spiritual leaders aspire to follow these practices. If a minister/spiritual leader falls short of these practices an ethical review would not be probable.**

## **I. Dedication to Truth Principles**

- A.** As a Unity minister/spiritual leader [minister/spiritual leader here and throughout the document refers to those individuals who are credentialed and/or recognized as Unity leaders by Unity Worldwide Ministries] I dedicate myself to the principles of Truth as taught and exemplified by Jesus Christ and interpreted by Unity and Unity Worldwide Ministries [UWM], including:
1. God is Absolute good, everywhere present.
  2. Every human being is an expression of the Divine; the Christ spirit, by whatever name, indwells all people. Their very essence is of God, and therefore they are also inherently good.
  3. Human beings create their experience by the activity of their thinking. Everything in the manifest realm has its beginning in thought.
  4. Prayer is creative thinking that heightens the connection with God-Mind and therefore brings forth wisdom, healing, prosperity, and everything good.
  5. Knowing and understanding the laws of life, also called Truth, are not enough. A person must also live the truth that he/she knows.
- B.** I look to the indwelling Christ for inspiration, to guide, govern, and prosper me.
- C.** I will, to the best of my understanding and ability, bring the freeing truth to humankind. This I will do in a spiritually dignified way, being guided by divine wisdom and good judgment.
- D.** I believe in the power of prayer and I am convinced that, as Jesus said, “All things are possible to one who believes.”
- E.** In consecration to God and the work of ministry, I offer myself as a channel for God’s will to be made manifest that I may honor and glorify God.
- F.** I believe that the true minister/spiritual leader is one who has been called to this work by the spirit of Truth within. I desire only to express this Truth, and to teach others to live it.

## **II. The Ministerial Relationship to Self—Self Care**

Recognizing that wholeness is expressed on all levels of my being I will honor myself in spirit, mind and body.

- A.** Following the example of Jesus I will take time away from the crowds for conscious contact with God, and will maintain a spiritual practice of prayer and meditation.

- B.** I will respect the need to develop and broaden my intellectual and spiritual capacities through personal reading, and professional continuing education programs that are vital and relevant to my growth.
- C.** I will endeavor to maintain a program of emotional and physical fitness that includes vacation time, and time off each week for rest and relaxation.
- D.** Knowing that ministry makes great demands upon the ministers/spiritual leader's time, I will endeavor to maintain a proper balance between the life of the ministry and the rights and privileges of my family relationship.

**Sections III through Section VII relate to standards of behaviors all ministers/spiritual leaders are expected to demonstrate. Failure to do so could result in a review through the Ethic Review System.**

### **III. The Ministerial Relationship with Others**

The ministerial relationship pre-supposes certain role expectations; the minister/spiritual leader is expected to make available certain resources, talents, knowledge, and expertise which will serve the best interests of the ministry.

- A.** The role of minister/spiritual leader carries with it authority and power. I will fulfill my responsibility and use this power to benefit the people who call upon me for service. I will offer acceptance and support to all people with whom I have contact regardless of age, race, socio-economic status, creed, nationality, gender, or sexual orientation. When people are angry, critical, or unkind I will respond compassionately.
- B.** I will conduct my work, private and public, after the standards and in accord with the teachings and ideals of Unity: World Headquarters at Unity Village and Unity Worldwide Ministries without competition and contention, realizing that the more truly I practice the Principles of Unity, the greater will be the good to each and all immediately concerned, and to the community at large.
- C.** I will maintain the boundaries of the ministerial relationship, realizing that crossing boundaries is a betrayal of trust. In honor of that trust, I will not exploit nor violate the emotional, spiritual or physical well-being of people who come to me for help or over whom I have any kind of authority. I will not use my authority to defame or manipulate individuals, or groups, or foster division within the ministry. I will not create or cultivate dependencies. I will avoid situations and relationships which could impair my professional judgment or compromise the integrity of the ministry. I will not exploit situations or relationships for personal gain.

- D.** As a minister/spiritual leader, I shall work within my professional qualifications and limitations. People with needs beyond my expertise shall be referred to a qualified professional.
- E. Confidentiality:**
1. I am honor bound to hold sacred all confidences reposed in me, except that I may choose to comply with local laws if a confidence reveals that the person confiding can pose a threat to self or others.
  2. I will never mention, without permission, either privately or publicly, the name, residence, or locality of any person under treatment in the past or present in illustration or verification of Truth principles.
  3. I will not use privileged information for personal gain.
- F.** I will refrain from sexual contact and/or sexualized behavior with a congregant, client, or employee with whom I have a professional and/or pastoral relationship, realizing it is unethical and is deemed clergy misconduct. (Clergy misconduct involving sexual abuse and/or sexualizing a professional relationship is defined as sexual activity or contact, not limited to sexual intercourse.) [Refer to Unity Worldwide Ministries Sexual Conduct Policy.]
- G.** I believe that more is taught by what a minister/spiritual leader is than what s/he says. Therefore, I will seek to keep my morals above reproach. I will exercise good judgment in regard to my social conduct. My relationships will be such as to command only the highest respect. I am conscious of the fact that to be pure in heart is to be pure in conduct also.

#### **IV. Relating to Colleagues**

- A.** I will hold all ministers/spiritual leaders in esteem and respectful regard, and use all rightful means to protect the personal and professional honor of all other ministers/spiritual leaders.
- B.** I will not interfere with the work of another minister/spiritual leader.
1. If I am asked by a member of a Unity ministry in which I am not serving to conduct a special service or provide pastoral care, I will consult the minister/spiritual leader of that ministry before accepting.
  2. I will not accept an overture from a ministry whose minister/spiritual leader has not yet resigned.
  3. I shall provide cooperative assistance to other minister/spiritual leaders as they endeavor to do ministry, including when working as part of a Unity Worldwide Ministries Ministry Team.

- C.** When assuming the leadership of an established ministry, I will avoid criticism of the former minister/spiritual leader or her/his work. In those rare times when an ethical lapse by a prior minister/spiritual leader has occurred, I will be truthful and compassionate while maintaining confidentiality.
- D.** After leaving a ministry:
1. I will modify my relations with members of a congregation which I have previously served in order to support the highest interest of the current Unity minister/spiritual leader and the ministry.
  2. After relinquishing my work to another minister/spiritual leader I will not participate in that ministry in any way without the approval of the ministry's current minister/spiritual leader.
- E.** When I am disturbed by the activities of another colleague, I will communicate directly with that colleague. When I am disturbed by the activities at another Unity ministry, I will communicate with the appropriate leaders of the ministry.
1. If necessary, I will consult with other Unity Worldwide Ministries representatives who could include any of the following – my Regional Representative, my Regional Judicatory Representative, and/or Unity Worldwide Ministries staff members.
  2. I will hold the situation in prayer.
  3. If guided, I will file an Ethics Review System complaint.
- F.** As assistant or associate minister:
1. I will give the senior minister/spiritual leader full support and cooperation.
  2. I will not criticize the minister/spiritual leader in any way, or discuss the minister/spiritual leader in a negative way with any ministry member, board member, or person outside the ministry.
  3. If a problem arises, I will discuss it directly with the senior minister/spiritual leader.
  4. In cases of perceived violations of the Code of Ethics, I will seek input and guidance from Unity Worldwide Ministries' representatives which could include my Regional Representative, Regional Judicatory Representative and/or a representative from Unity Worldwide Ministries' staff.
  5. If an Ethics Review System review of the senior minister is initiated, I will cooperate full with the review process.
- G.** I will be ethical and respectful in my conduct and attitude toward other ministries or denominations, organizations and metaphysical groups.

- H.** Ethics Review System members and relevant Unity Worldwide Ministries staff must be able to speak frankly about ethical violations in Ethics Review System reviews, in Ethics Review System training, and in evaluations of the Code of Ethics. Performing these activities is not to be construed as a violation of the Code of Ethics; nor is engaging in communications with the Ethics Review Team about a Minister/Spiritual Leader when a review is in process to be construed as a violation of the Code of Ethics.

**V. Relating to Ministries**

- A.** I respect the free will of members to transfer membership away from the Unity ministry I serve and will accept such requests without hesitation or inquiry.
- B.** I will keep in mind that the welfare of the congregation is paramount. Should I experience any personal crisis, the consequences of which could affect the ministry, I will confer with my Board of Trustees and a representative of Unity Worldwide Ministries. I may also choose to seek counseling or confer with colleagues.
- C.** I will not attempt to draw members or congregants away from any other established ministry or group.
- D.** I will not use the ministry for personal gain. Any funds or assets that have been raised in the name of Unity will be registered in the name of Unity and not in the name of an individual. I will take care not to mishandle or appear to mishandle funds.

**VI. Relating to Our Unity Worldwide Ministries**

- A.** I will not attempt to carry on Unity work in any city without first obtaining the full approval of the local Unity Worldwide Ministries for such work and without seeking the cooperation of already active and recognized Unity leaders in that vicinity.
- B.** I work in harmony and accord with Unity Worldwide Ministries in my speaking and teaching programs.
- C.** I will, to the best of my ability, communicate the Unity Worldwide Ministries' values, mission, vision, and goals in service to my ministry.
- D.** I will adhere to the policies and bylaws of Unity Worldwide Ministries.

**VII. My Pledge**

I sincerely devote myself to living in accord with this Code in letter and in spirit. I recognize our Unity Worldwide Ministries and this Code of Ethics as a framework in which I individually agree to function. I recognize that such an agreement augments our mutual and individual effectiveness. If I find myself contemplating or actually functioning outside of this framework, I agree to seek the kind of help described in Section V. (B). Failure to seek such help will mean that, by my own choice, I am functioning outside of the framework of this Code and consequently placing myself outside of Unity Worldwide Ministries.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**This signature page must be returned to Unity Worldwide Ministries.**

## Policy On Credentialed Leadership Sexual Conduct In Ministry

### Appropriate Relationship Boundaries in Ministry

#### I. Purposes

This policy addresses the issue of sexual misconduct including, but not limited to, sexual molestation, sexual abuse/harassment and sexual exploitation by Unity Credentialed Leadership. The policy also specifies procedures by which a Unity Credentialed Leader can ethically transition a pastoral relationship into a personal or romantic relationship.

#### II. Scope of Policy

For simplicity, the term “Credentialed Leader” is used to apply to all a) ordained or licensed Unity Ministers, (active and inactive), b) licensed Associate Ministers, c) Licensed Unity Teachers, d) Spiritual Leaders serving Unity churches under special dispensation from Unity Worldwide Ministries, e) Spiritual Leaders and Study Group Coordinators of churches and study groups affiliated Unity Worldwide Ministries, f) Ministerial Education Candidates, g) Ministers in the Field Licensing Program.

Individual Unity ministries are strongly encouraged to formally adopt their own separate policy on sexual conduct to include lay leaders or associate “interfaith” ministers or guest presenters that are not under the sanction of Unity Worldwide Ministries. [A sexual conduct policy for guest presenters in Unity ministries is available on the website [www.unity.org](http://www.unity.org) ]

#### III. Core Values in Sexual Misconduct Cases

1. Unity Worldwide Ministries is called to respond compassionately and directly to every allegation of sexual misconduct by a Credentialed Leader. Unity Worldwide Ministries has an intention to respond to the spiritual needs of all interested parties: the victim, the ones bringing the complaint, the Credentialed Leader against whom accusations are made, as well as the congregation and the Unity Movement as a whole. This is a very different set of priorities than is commonly found within the private sector.
2. Every allegation of sexual misconduct deserves careful consideration and a prompt appropriate response.
3. Fair procedures for handling complaints of sexual misconduct need to provide due process to all parties in interest.
4. Sexual predators will not be excused or exonerated in Unity Worldwide Ministries.

5. A uniform procedure of peer review for resolving allegations of sexual misconduct provides a sense of justice and impartiality for all concerned.
6. The Ethics Review System [ERS] Case Review Team and/or the Judicatory Representative may consult with other persons with expertise concerning the issues and unique concerns regarding alleged incidents of sexual misconduct in order to facilitate their review.

#### **IV. Definitions of Sexual Misconduct by Credentialed Leaders**

1. The term “sexual misconduct” in the context of Credentialed Leadership embraces several distinct yet interrelated concepts, a) sexual molestation, b) sexual harassment and c) sexual abuse or exploitation.
  - a. Sexual Molestation is the unwarranted sexualized touching of any person, including but not limited to, any sexual involvement or sexual contact with a person who is a minor or who is legally incompetent.
  - b. Sexual Harassment by a credentialed leader can occur both in a situation where there is an employment, mentor or colleague relationship between the persons involved, or in a situation where there is a pastoral relationship. It includes, but is not limited to, conduct such as sexually oriented humor or language; questions or comments about sexual behavior or preference unrelated to legitimate employment qualifications; inappropriately sexualized comments about clothing or physical appearance; and/or or repeated unwelcome requests for social engagements or dates.

The term “sexual harassment” also includes, but is not limited to, acts which constitute a violation of the sexual harassment provisions of Title VII of the Federal Civil Rights Act of 1964:

- (1) “Quid pro quo” harassment refers to sexual harassment (requests for sexual favors, sexual remarks about an individual’s body or clothing, sexual stereotyping, unwelcome or offensive sexual comments, and other conduct of a sexual nature) by a supervisor or other person in authority which operates – either through submission or rejection by the victim – as the basis for any employment decision affecting the victim. Common examples of “quid pro quo” harassment are hiring, granting or denying a promotion, demotion, transfer, training, salary increase, discharge, work assignments and/or volunteer opportunities on the basis of the victim’s response to unwelcome acts of sexual harassment.
- (2) “Hostile work environment” harassment is any conduct that creates a hostile work environment even though the victim has not suffered a tangible employment injury as, for example, denial of raises or promotion or termination. To state a legal claim for “hostile work environment” harassment, the sexual harassment must be sufficiently

## Sexual Conduct Policy

severe or pervasive to alter the conditions of the victim's employment and create an abusive working environment.

(3) Under federal law, "sexual harassment" also includes any reprisal or retaliation against anyone by any co-workers or supervisors because that person in good faith, reports a violation or suspected violation of sexual misconduct, whether or not the reported violation is substantiated by an investigation.

(4) Any pertinent state or common law definition of "sexual harassment" that is enacted would also apply.

c. "Sexual Exploitation" includes but is not limited to, the development of or the attempt to develop a physical or sexual relationship between a credentialed leader and an employee, church member or volunteer as well as any person with whom he/she has any pastoral or professional relationship, whether or not there is apparent consent from the individual.

2. The term "pastoral relationship" or "ministerial capacity" means: a relationship between a credentialed leader and any person to whom such credentialed leader provides counseling, pastoral care, prayer support, spiritual direction or spiritual guidance, including that received from Sunday services and/or church related classes, workshops, retreats, weddings, funerals or any other church related activity.
3. A "romantic relationship" includes dating and/or an expressed desire for personal, physical and/sexual intimacy with another person.
4. The term "minor" means anyone who has not attained eighteen [18] years of age or as defined by applicable local law.
5. The term "professional counseling" means counseling by an accredited professional in the area of psychiatry, psychology, social work, or family therapy which does not include any elements of spiritual direction or guidance.

## V. Sexual Misconduct

1. Child sexual abuse and/or molestation includes physical, sexual and psychological harm to minor or any person who is incompetent or who has a diminished mental capacity that is at the level of a child. It includes, but is not limited to, any act against a minor or incompetent person that constitutes a crime under applicable state and federal law. Allegations of child sex abuse or molestation shall be reported to proper authorities.
2. Any unwelcome or non-reciprocal sexualized overtures or conduct either verbal, non-verbal, or physical by a credentialed leader towards a co-worker or a member of his or her staff or congregation constitutes sexual misconduct. It includes, but is not limited to, acts, which constitute a crime under state or federal law. It may include sexually oriented humor or language, questions or comments about one's sexual behavior or

## Sexual Conduct Policy

preference, unwelcome or undesired physical contact, inappropriate comments about one's clothing or body, or repeated requests for dates or social engagements.

Sexual harassment includes but is not limited to:

- a. Verbal sexual innuendo, suggestive comments, insults, degrading humor and jokes about sex or gender specific traits, threats.
  - b. Non-verbal suggestive or insulting sounds; leering; whistling; obscene gestures; display of objectionable posters, cartoons, pictures and/or magazines. c. Physical touching such as pinching; brushing the body; coerced sexual relations; assault.
3. Sexual misconduct occurs whenever a Credentialed Leader has any sexualized or romantic contact, interaction and/or relationship with anyone whom the Credentialed Leader came into contact with while serving in any ministerial capacity. When there is an imbalance of power there cannot be meaningful consent for romantic or sexual relations between a Credentialed Leader and anyone the credentialed leader meets while in a ministerial role. One way to define "power" is having access to pertinent resources. Within a ministry, the Credentialed Leader has the greatest access to pertinent resources and therefore more power than others in the ministry.

Even if the possibility of romantic or physical involvement appears to be initiated by the congregant, it is the Credentialed Leader's responsibility to maintain the boundaries of the pastoral relationship. The question of the intent of the Credentialed Leader is not a factor: romantic or physical involvement with an adult congregant is sexual misconduct until and unless the pastoral relationship has been discontinued by following the procedures specified in Section VI. Beyond the Pastoral Relationship.

## VI. Beyond the Pastoral Relationship

[**Note:** This is about helping the Credentialed Leader be responsible in reciprocal adult relationships, with provisions that protect the Credentialed Leader, Church, Unity Worldwide Ministries and other individuals involved.] The rule is that no Credentialed Leader shall have a romantic relationship with any person with whom s/he has a pastoral relationship. However, in circumstances in which a romantic relationship might develop, these are the procedures to follow to comply with Unity Worldwide Ministries' Sexual Conduct Policy:

1. A relationship between a Credentialed Leader and a person with whom the Credentialed Leader has a pastoral relationship at the same time carries with it the risk of coercion, misuse of power, and consequently, sexual exploitation. As such, no credentialed leader shall have a romantic relationship with any person with whom he or she has any ongoing pastoral relationship.
2. Whenever a Credentialed Leader recognizes that a romantic relationship is developing in the course of a pastoral relationship, they will immediately terminate the pastoral relationship, while ensuring that the other person has been referred to another independent source for appropriate pastoral support.

## Sexual Conduct Policy

3. The Credentialed Leader should promptly advise the Chair of the Board of Unity Worldwide Ministries, and/or the President of Unity Worldwide Ministries, and/or the President's designee of the existence of the romantic relationship and keep them apprised of any developments and be willing to openly discuss with the Chair and/or the President and/or the President's designee, the issues and dangers inherent in this type of romantic relationship. If the Credentialed Leader is an Associate Minister or LUT, they shall notify their Senior Minister and/or sponsoring minister as well.
4. No Credentialed Leader shall pursue or encourage romantic relationship with any person with whom he or she has ever had a prior pastoral relationship unless both parties meet for professional counseling, outside their regular areas of ministry and/or work involvement. The Credentialed Leader shall notify the same people as identified in the above paragraph before instituting a romantic relationship.

Before a Credentialed Leader pursues or encourages any sexual or romantic relationship with any person with whom he or she had any prior pastoral relationship they must: a ) contact those identified above to review the requirements of the sexual conduct policy and to familiarize themselves with the issues and dangers inherent in pastoral congregant relationships and b) if serving at a local church must notify his or her board of a developing romantic relationship and c) before any sexualized contact occurs arrange a meeting with their prospective partner and an independent professional counselor who can advise them both of the inherent issues and dangers in a pastoral congregant relationship. The Credentialed Leader and/or their church shall pay for this counseling.

## Review Procedures

1. **Decision to review.** The decision to initiate a review of a minister accused of sexual misconduct shall be made by the Judicatory Representative after consultation with the VP Minister & Ministry Services. The policies and procedures outlined here are guidelines. A decision to review may be made or not made based on all of the facts and circumstances known to the appropriate Unity Worldwide Ministries' officials.
2. **Preliminary Review.** The Judicatory Representative has the authority to conduct a preliminary review and to initiate an Ethics Review System [ERS] process.

In a preliminary review, the Judicatory Representative will determine the exact nature of the allegation and request the reviewee complete a written statement in response to the allegation.

In a preliminary review, the Judicatory Representative, after hearing from the complaining party and the party against whom the complaint is brought, and after consulting with two (2) other individuals trained in the Ethics Review System process, has the authority to propose a resolution of the complaint to the parties involved. If the parties are agreeable to the resolution, and if the Judicatory Representative concludes that the ministry leader shall be cleared, then the preliminary review will be concluded except for "notice of disposition" and "handling records and information" as required by, and outlined herein. If, however, the Judicatory Representative feels that a Required

Plan of Action or suspension of the ministry leader might be warranted, then the Judicatory Representative will initiate an Ethics Review System process.

**3. Receipt of complaint.**

- a. Involving an adult.** Complaints of sexual misconduct involving an adult must be received from the complainant, preferable in writing. In the event that the complainant(s) chooses not to submit a written allegation, the Judicatory Representative may still decide to initiate a review if in his/her judgment an Ethics Review System process is warranted.
- b. Involving a minor.** In addition to being reviewed according to the procedures outlined here, complaints alleging sexual contact between a minister and a child will be reported to state child protection agencies.
- c. Time sensitive.** Any complaint of misconduct within the past five [5] years will be considered a current complaint. A complaint more than five [5] years old will be considered a lapsed complaint. Depending on the nature of a lapsed complaint, the Judicatory Representative may decide to initiate an Ethics Review System process. Complaints of sexual contact between a minister and a minor will be considered current no matter how long ago the alleged behavior occurred.

**4. No promise of confidentiality.** Unity Worldwide Ministries makes no promise of confidentiality with respect to communications of complaints or other allegations of any form of sexual misconduct. Unity Worldwide Ministries reserves the right to disclose information for the protection of others, to ensure the adequacy of the review by Unity Worldwide Ministries and the ability of Unity Worldwide Ministries to take appropriate action consistent with this policy. Nevertheless, Unity Worldwide Ministries shall intend to limit disclosure to those individuals, who have a need to know, including Unity Worldwide Ministries' Board of Trustees and Leadership Team, Director of Peacemaking Services and persons referred to in [IV. 6.], among others, and shall proceed with due sensitivity to the protection of the legitimate privacy interests of the persons affected by the allegations.

- a. Demand for confidentiality.** A complainant may demand confidentiality. In that case the person receiving the complaint should advise the complainant that in most cases the request denies Unity Worldwide Ministries the ability to take any action to discipline the accused or prevent a recurrence. The President and CEO of Unity Worldwide Ministries shall be advised of the situation.

**5. Commencement of review.** The Judicatory Representative will begin his/her preliminary review as soon as possible, but not later than twenty-one [21] days after receiving the complaint, unless documented circumstances exist for delaying the commencement of the preliminary review.

**6. Paid leave of absence without prejudice.** Within three days after determining that a complaint merits an Ethics Review System process and prior to the commencement of the Ethics Review System process, the Judicatory Representative will recommend to the church's Board that the accused leader be placed on a leave of absence with pay and without prejudice of ministerial standing pending the outcome of the Ethics Review

System process. This recommendation to the Board for a leave of absence without prejudice occurs as a matter of policy.

- 7. Non-interference and cooperation with civil agencies.** If the alleged misconduct must be reported to any civil agency for investigation [as in the case of child abuse], the Judicatory Representative and/or Ethics Review System Case Review Team will contact the VP Minister & Ministry Services and conduct the respective review(s) in a manner that does not interfere with a civil or criminal investigation carried out by local authorities.
- 8. Procedures for Review.** Allegations of sexual misconduct will be reviewed under the provisions of the Ethics Review System policies and procedures.
- 9. Unsubstantiated allegations.** If the Judicatory Representative finds that the allegation of sexual misconduct cannot be substantiated and does not warrant an Ethics Review System process, he/she will provide the written decision to the VP Minister & Ministry Services and share such written decision as widely as the original allegation. The Judicatory Representative will also provide a written recommendation to terminate the leave of absence without prejudice specifying a date to the ministry and to the Director of Ministry Employment.
- 10. Notice of disposition.** When an outcome has been determined, the Judicatory Representative will contact the complainant and inform him or her of the action taken. The complainant will also be advised that the accused may choose to appeal the decision.
- 11. Handling records and information.**
  - a. Substantiated complaints.** As outlined in the Ethics Review System [ERS].
  - b. Unsubstantiated complaints.** A report of all unsubstantiated complaints and related recommendations, along with any statement submitted by the minister about the complaint, shall be kept and maintained indefinitely in the minister's personnel file at Unity Worldwide Ministries' home office.
  - c. Disclosure of facts.** Nothing in the policy or in these procedures will be deemed to preclude disclosure of facts and circumstances surrounding any complaint or allegation to any insurer, attorneys or other individuals whose assistance is sought in connection with the preliminary review or defense of any complaint or allegation.

**UNITY WORLDWIDE MINISTRIES  
SEXUAL CONDUCT POLICY**

**ACKNOWLEDGEMENT FORM**

I acknowledge that I have received a copy of Unity Worldwide Ministries Sexual Conduct Policy. I acknowledge that I am expected to know and be familiar with the contents. I understand:

- That as a Spiritual Leader, I am responsible to maintain the boundaries of the pastoral relationship.
- That a variety of behaviors, some of which do not include physical contact, constitute sexual misconduct.
- That sexual misconduct is grounds for disciplinary action, including termination of employment or suspension from service.
- That this policy may be updated from time to time and that I will be responsible for reading and complying with the updates.
- That this policy does not create or affect any contract of employment and in no way limits the rights of Unity Worldwide Ministries to change its policies or procedures described herein.

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Signature

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Date

# Section III: Candidate Processing and Review

The following worksheet is used by Unity ministry boards and search teams to evaluate ministerial applicant's resume.

# Applicant Review Worksheet

Applicant Name: \_\_\_\_\_

Listed below are areas for possible consideration when reviewing an applicant's resume. Put an 'x' in the box of each item you feel has been **favorably** reflected in the applicant's resume. Total the boxes marked for overall rating.

- Visionary / planner / organizer
- Communications
- Human Relations (observe listening, communication, and compassion skills)
- Leadership
- Chaplaincy / Pastoral
- Spiritual Counseling
- Administration
- Degree Bachelor's
- Degree Master's
- Doctorate or PhD
- Expression of enthusiastic, positive approach to life
- Stability in professional career path
- Expression of goals and objectives
- Credentialed or ordained Unity leader

**Overall rating:** \_\_\_\_\_

**Applicant's rating:** \_\_\_\_\_

5 = Outstanding, definitely bring for site visit

4 = Shows promise, has definite strengths

3 = Satisfactory, but I have some concerns

2 = Does not measure up

1 = Absolutely no

**Comments / Questions:**

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# **Section IV:**

## **Ministry**

# **Employment Policies**

## Ministry Employment Services Policies

### Step-by step policy for ministry employment

One of the major services of Unity Worldwide Ministries (UWM) provides its ministers and ministries is providing support and acting as a clearinghouse in the orderly succession of leadership in Unity ministries. The following policies have proven effective for all parties and aid in facilitating an orderly, healthy change of leadership. Many steps are involved in the ministry employment procedure and they normally take place in the following manner:

1. A call is placed to Unity Worldwide Ministries Employment Services Department by the departing minister or the president of the board indicating that an opening has/will occurred.

As stated in *Recommended Bylaws for a Unity Ministry*, Article IV, Section 4.03 (d) Board of Trustees—Members: **Employment of Minister(s)**: “It is the responsibility of the Board of Trustees to employ a licensed or ordained Unity minister(s) for the church through cooperation with the employment management procedures of the Association of Unity Churches.”

2. Unity Worldwide Ministries’ *Hiring a New Minister Packet* will be sent to the board president. The ministry completes and returns the *Church Information Packet* [Section 1] and other requested documents to UWM.

The information in the *Church Information Packet* will give a clear picture of the open ministry and provide accurate background to those ministers who express an interest in applying for this opening. Resumes will **not** be sent to the open church until the completed packet has been received by the Ministry Employee office of Unity Worldwide Ministries.

3. Upon receipt of the above documents, the open ministry’s information will be placed on our web site and announced in our bi-monthly email, *The Path*, which is sent to all Unity ministers, ministries, licensed teachers, and leaders.

To locate open churches on our website go to [www.unitychurches.org/openings](http://www.unitychurches.org/openings). Click on any church opening and the *Church Information Packet* will open along with additional information such as the church bylaws, financials, and history.

4. Ministers seeking employment in a Unity ministry are required to work through the Unity Worldwide Ministries’ Ministry Employment Services office.

Bypassing the approved ministry employment process could result in the minister being required to meet with a minister review team. The boards and search teams of open Unity ministries are directed to contact Unity Worldwide should the church receive **any** resumes that did **not** come through the Ministry Employment Service Department.

5. Ministers making a formal application for an open ministry the minister must provide the following to Unity Worldwide Ministries' Ministry Employment Services office:
  - a. An updated resume
  - b. *Release of Information Form*—signed and dated
  - c. Acknowledgement page for both the *Ministers Code of Ethics* and *Sexual Misconduct Policy*—signed and dated

Upon receipt, the minister's resume, release form and signed acknowledgements will be emailed to the ministries that the minister requests.

6. The open ministry's board of trustees may appoint a Search Team of 6 – 8 persons depending, upon the size of the congregation. Nominees may be accepted to serve on the Search Team from the congregation. **Note: No member of staff or licensed Unity teacher should serve on the team.**

The Search Team may recommend a team chair to be approved by the board. One board member is a liaison to the team, but, should not be considered for service as the Search Team Chair. Various groups within the church should be represented. The Search Team makes recommendations to the board only and the board makes the actual selection of the minister.

7. Applicant screening should be handled as rapidly as possible for the best interest of both the applicants and the open ministry. The Search Team reviews the applicant's resumes and selects two or more for further consideration. Initial interviews, done by telephone or internet are a good way to help narrow the number invited to personally visit the ministry.
8. Once the list of prospective candidates has been selected and approved by the ministry's board, the Search Team will call the candidates to work out a mutually agreeable time for a visit and advise the Unity Worldwide Ministries Director of Ministry Employment Services of its choices. (It is very important to inform the Director of the candidates chosen so that accurate information can be shared when other minister candidates inquire whether the position is still open.)

Usually the candidates chosen will be invited to speak on successive Sundays. The candidate(s) and the ministry's board are responsible for working out a mutually agreeable decision on who is responsible for handling the cost of a non-refundable airline ticket should the tryout visit be canceled. The cost of transportation and accommodations for candidate's to visit is the ministry's financial responsibility.

9. After all the candidates have visited, references checked, previous church board members called for references, and prayer work has been done by all concerned, a decision is made by the board. When agreement is reached on the succession of the ministry's leadership, the board submits a letter of confirmation containing the details of the agreement as understood by its members to the new minister and a copy to the Director of Ministry Employment Services at Unity Worldwide Ministries.
10. The board will immediately notify all other candidates of the choice that has been made.

11. The ministry will accept the responsibility for the cost of moving its new minister, his/her family, and household goods, including reimbursement of the minister's gas mileage and expenses for the trip to the new location. Should the minister choose to leave a ministry before **two full years of service**, it is the minister's responsibility to reimburse the ministry a percentage of the original moving costs based on their length of service.

We recognize, in creating a structure of this kind for ministry employment that all employment occurs through the activity of Spirit based upon the consciousness of all concerned. Trust the process and let go and let God's work be done through all.

### **Tapes, CD's, and DVD's**

Occasionally a ministry board will request that candidates send an audio /CD/DVD as a part of the pre-screening process. Once our office has notified you that your resume has been sent to the church in question you may then send a hard copy of your resume along with a cover letter and any other media you wish directly to the church. Contact information for each church is listed in their church packet on our website [[www.unitychurches.org/openings](http://www.unitychurches.org/openings)].

### **Minister's Compensation**

During the time of a ministry's change in leadership, the board is faced with the serious responsibility of determining adequate remuneration for the new minister. The following information is presented as guidelines for the prayerful consideration of a board seeking new leadership. In keeping with the principles of Truth understood and taught by Unity we recognize the direct connection between the prosperity consciousness of a minister and that of the ministry that they serve. A Unity minister is a highly qualified professional who renders a specific service and their professional status should be of primary concern to a board considering terms of compensation.

In order to attain the ideal of an open-ended compensation structure our Unity Worldwide Ministries recommends three specific areas of compensation:

- A **reasonable base salary** should be guaranteed, based upon the financial position of the ministry. The base salary should be generous and one that will allow a minister to meet their living costs. Generally, this portion of the compensation is computed on a monthly basis and should be reviewed annually.
- A **predetermined bonus package** of the increase brought into the ministry through the general fund by the consciousness and efforts of the minister.
- **Contributions to the minister** for weddings, funerals, counseling, and in some instances classes that they teach.

In addition, the ministry will want to consider additional areas of compensation:

- **Manse allowance:** The manse allowance should be an amount sufficient to cover rent or house payment, furnishings, utilities, maintenance [upkeep] and insurance, either on house and contents or in the case of rental quarters what is know as "tenant's insurance."

This figure should be included in the minutes of the board meeting after the new minister is employed and knows what their housing expenses will be. The manse allowance should be recalculated and reported annually in the minutes of the board thereafter. This fulfills the requirements of the Internal Revenue Service and makes this amount deductible from income before taxes. Check our website, [www.unity.org](http://www.unity.org) for valuable [pension information](#).

- **Car allowance:** It is also desirable to establish a car allowance to help cover insurance, maintenance and mileage [for ministry use only]. This amount, too, must be specifically set forth in the minutes of the board meeting and repeated annually providing a further tax advantage for the minister.
- **Retirement program:** If not already provided for in the initial agreement, the Board of Trustees of every ministry is urged to give prayerful consideration to providing for its minister opportunity for participation in Unity Worldwide Ministries' retirement program [403(b)]. Additional information on these benefit programs is available through the Vice President of Finance at Unity Worldwide Ministries. If the minister participates in this plan then the manse may be declared upon retirement.
- **Paid Vacation:** At least three week's annual paid vacation, preferably four weeks, should be provided for any minister.
- **Attendance at Regional and National Conferences:** To support our movement and the growth of the ministry it is important that all ministers participate in both the national and regional conferences. Most ministries cover the expense of such participation for the minister(s). Attendance at such conferences should not be considered part of your minister's vacation time even though they may be away from the local ministry.

Regional and national conferences provide a number of valuable learning and networking opportunities for ministers and lay leaders alike. In addition, required postgraduate courses are offered to all ministers and licensed Unity teacher at these conferences. This assures the minister's skills are constantly being upgraded and that they re growing in their service to humankind.

### **Transitional Leadership**

Depending upon the circumstances surrounding the vacancy in a ministry, it is valuable to consider the possibility of transitional leadership. Unity Worldwide Ministries continues to develop a staff of capable, qualified, experienced ministers available for transitional leadership who can render tremendously valuable service to a ministry undergoing a change in leadership; especially where there is a need for a healing consciousness to be established. When it seems advisable to the ministry board and the Director of Ministry Employment Services, a ministry can arrange through the home office for this specific assistance. When a transitional minister is employed the local ministry is responsible for round-trip transportation, reasonable temporary living quarters, and an equitable remuneration. Informational material is available through the Director of Ministry Employment Services if needed. [**Note:** The Transitional Minister **cannot** be a candidate for the permanent ministerial position.]

The developmental tasks of the transitional minister are:

1. Coming to terms with history.
2. Education about the impact of changing sizes of congregations.
3. Discovering a new identity.
4. Allowing needed leadership change.
5. Renewing denominational linkage.

If you are interested in learning more about how to pursue a career on this dynamic and transformational ministry path, please contact our Director of Peacemaking and Transitional Services at Unity Worldwide Ministries.

### **Associate or Assistant Ministers**

With approval from the board, the senior minister may invite another minister to serve as associate/assistant minister. Generally speaking, an **assistant** minister has little or no experience. An **associate** minister may have some experience, although not always. Both are directly responsible to the (senior) minister. If a church has an associate and an assistant minister the senior minister may ask the assistant to report to the associate minister. An associate and assistant minister should be licensed or ordained through Unity Worldwide Ministries. When succession of senior leadership occurs in a ministry where there is either an assistant or an associate minister also serving—it does not necessarily follow, that the assistant or the associate will succeed to the senior leadership role or even that they will indeed be retained as a member of the staff.

**Section V:  
Interview Guidelines  
for Board &  
Guidelines for  
Prospective Minister**

## Guidelines for Interviewing for a Prospective Ministry

The church to which you are applying has been guided by Spirit to select a new minister. Naturally they will want to get to know you better. To assist you and the church board in getting to know one another better consider the following topics of discussion.

- If you currently involved in a ministry why are you considering leaving.
- How did you choose this ministry as a possible future assignment?
  - If you are currently involved in a ministry—what has been its growth pattern and to what does the applicant relate that growth?
  - Be willing to describe a major challenge experienced in the ministry and how it was dealt with?
  - What do you see as a key to building a successful, thriving spiritual community?
- What do you expect of a Board of Trustees? How can the board and applicant work together?
- How would you promote/develop an intentional plan for spiritual development within the spiritual community?
- How do you feel about the development of youth and young adult education programs?
  - How would you be involved with youth/young adults at the ministry?
  - How have you been involved with youth/young adults in the past?
- How do you feel about the formation of groups within the ministry such as YOU, NGU, singles, couple's, men's, or women's groups?
- Are you willing to promote small group ministry? What has been your previous experience with small group ministry?
- How do you feel about developing lay leaders within the ministry?
- How do you feel about membership criteria in the ministry?
  - Should membership be emphasized?
  - Do you plan to have prospective members take specific Unity basics training, such as "Lessons in Truth," prior to membership?
  - Should prospective board members have special qualifications?
  - What steps might the minister, board and key leaders implement to grow attendance?
  - What steps might the minister, board and key leaders implement to develop and support new leaders within the ministry?
- Do you train chaplains for hospital visitation and praying with members?
- What role do you feel music plays in a ministry?
- What areas of ministerial activities would you be willing to delegate?
- How do you feel about utilizing and supporting licensed Unity teachers and applicants?
  - Please give examples of you have worked with LUTs and LUT applicants previously.
- What is your general vision for a ministry?
- What short-term and long-term goals do you have in a new assignment?
- What are your personal goals and objectives?
- What do you consider their strengths and weaknesses?

- What do you love to do most in their role?
  - What do you least like to do in their role?
- What kinds of ministry programs and activities do you envision?
  - Strictly Unity teachings
  - Intellectual, lecture-type approach, or participatory or experiential activities
  - Programs that incorporate other approaches and methods with Unity teachings
  - Leadership development for lay leaders, such as teaching SEE classes
- Are you interested in social activities in the ministry and what is your level of involvement in the activities likely to be?
- If the ministry is preparing for a building program, how do you picture their involvement?
- If you are selected as the new minister what do you see as your first three priorities?
- What one experience in the ministry has been of most value to you?
- What regular self-care practices do you use to meet/support their physical, emotional, intellectual, and spiritual well-being?
  - What type of sabbatical leave practice would support you and ministry?
- As a minister, what has been the greatest blessing to you?
- Be prepared to tell about specific experiences in your life: “Tell us about a time when you...”
  - Communicated well; be specific and include the outcome.
  - Did not communicate well; be specific and include the outcome.
  - Experienced a conflict with your board; what was the outcome
  - Made a decision regarding your ministry that did not work out well and what was the outcome
  - Made a decision regarding your ministry that was successful and what was the outcome
- Using specific examples; how have you worked with teams?

The Search Team and board members should have a formal interview with you and you will also want to interview the board members. Time should also be scheduled for friendly informal gatherings.

Use a positive affirmation as you go through this process such as—“God guides me through this process and I give thanks that I am employed by my right church in the right time and in divine order.”

## Information to Consider when Looking for a New Church

Here is a checklist of topics you may want to know about a prospective ministry.

### Ministry Financial/Facilities

- General financial make-up of the congregation—lower, middle, or upper income.
- Present financial condition of the ministry including any indebtedness.
- Tithing Policies:
  - Does the ministry tithe/to whom?
  - Are board members required to tithe?
  - What is the tithing expectation for members?
  - Does the ministry thank contributors and congregants who tithe?
  - Is prosperity consciousness regularly taught and practiced in the ministry?
- Immediate or future building plans.
- Are the buildings/facilities in good repair? If not, what are the plans to correct issues?
- What is the ministry's policy toward use of the building for weddings, funerals of non-members, renting to other groups, dancing, church bazaars, bingo, potluck dinners, etc.?

### Minister Financial/Benefits

- Is there a job description and performance instrument for the minister and paid employees?
- Is a manse provided; is the manse suitable for your needs?
- Is there an adequate office/study space for the minister in the ministry?
- What is provided for the minister's annual vacation and how long?
- Is there any provision for minister's car expenses?
- Is there a provision in the salary agreement for annual cost-of-living adjustments?
- Does the ministry provide health and medical insurance?
- Does the ministry pay social security payments and provide other retirement benefits?
- Does the ministry encourage the minister to take off two days a week?
- Is there a policy for sabbatical leave?
- Have previous ministers been encouraged to practice self-care? How?
- What is the policy regarding minister involvement on regional and national ministerial teams?
- How much time per year is granted to the minister to be away for special meetings, speaking engagements, and national and regional conferences?
- What allowance in time and/or money is provided for educational opportunities?
- What duties/involvement are expected of the minister's spouse / partner?

### Spiritual Community

- Type of neighborhood where the ministry is located; this often indicates a ministry's potential.
- Average attendance at the various services.
- Statistics of decrease/increase of membership, attendance, and finances over recent years.
- Cultural and educational background of the congregation.
- Is the ministry multiracial, and if not, is there an effort/desire to create diversity?

- Is there potential/desire for future growth and room for expansion?
- Youth Education: Are youth education facilities adequate? Have teachers and staff had training in sacred safety? Are teachers trained regarding curriculum? Is the youth education material being taught up to date? What are the programs or meetings for youth? Are they involved with their regional youth representative?
- Is there a nursery or child care?
- Is there an atmosphere of friendliness?
- Are there programs for young couples, college age, and adults?

#### Administrative

- Ministry's bylaws.
- Does the ministry have a policy manual?
- Does the ministry have a mission and purpose statement; what plans/goals does the board have for short-term and long-term?
- Provisions for assistants and other staff; their duties and to whom they are responsible.
- Policy of the ministry concerning paid musicians, soloist, choir director, and or organist. What musical ability is evident; is this a strong, weak, or sore point to the ministry; is the musical staff adequate?
- The community and board's relationship with the previous minister and their reason for leaving.
- The community and board's relationship with the previous minister and their reason for leaving.
- What is the quality of work done by ministry staff?
- Does the ministry take advantage of the services provided by Unity Worldwide Ministries' home office staff?

#### Regional/National Involvement

- Is the ministry involved with their region? Do they send representatives to regional events regularly?
- Is the ministry involved with the Unity movement on a national level? Do they send representatives to the Annual Unity Peoples Convention or participate on national ministry teams?
- If there is a YOU/NGU group, do they attend regional and national events?
- What ministry teams are active within the ministry, city, and region?
- Is there a city ministerial association and was the former minister active?

We recommend you understand much of this information about the spiritual community **before accepting any position**. Knowing these questions ahead of your interviews and arrivals will allow you to take stock of where the ministry is with these issues and be prepared to ask any additional questions you may have. The more information you have the more informed you will be about your decision of whether the church is a good fit for you and the congregants.

## Steps to be Taken by the Board and Search Team Seeking New Leadership

[This information is given to all church boards seeking a minister.]

1. It is important to the health of the church to seek a minister immediately. Send the completed ministry employment packet information and required documents to the Ministry Employment office at Unity Worldwide Ministries.
2. Upon receipt of resumes an acknowledgement should be sent immediately to all ministerial applicants acknowledging receipt of their resumes. Follow through on this step as ministerial candidates are eagerly seeking right employment and may have resumes with other churches. They need to be informed of where they stand in your employment process.
3. Set a date for review of all resumes, selecting a number of candidates to be interviewed by phone. [For free services with conference lines check - [www.freeconferencecall.com](http://www.freeconferencecall.com) ].
4. Check ministerial candidate's references and previous employment.
5. After all resumes have been reviewed and candidates have been invited a letter should be send to those ministerial applicants who will not be invited.
6. Establish dates for ministerial candidates to interview and speak. The board and candidate should agree who will handle the cost of a non-refundable ticket if the commitment is canceled.
  - a. Have the candidate come in on Thursday, if possible.
  - b. Arrange for someone to take the candidate on a tour of the city on Friday.
  - c. Plan a workshop for Saturday morning followed by a potluck lunch.
  - d. Early dinner with board and candidate on Saturday evening.
  - e. Sunday service followed by a question and answer time for congregants with ministerial candidate.
  - f. Search Team and board interviews with ministerial candidate Sunday afternoon.

# **Section VI: Evaluations and Forms**

Board is to distribute candidate evaluation forms to members for responses.

## Ministerial Applicant Evaluation Form

Applicant's name: \_\_\_\_\_

<b>Your reactions will aid us in evaluating the speaker. Please place an 'x' in the space provided.</b>	<b>Excellent (5)</b>	<b>Very Good (4)</b>	<b>Good (3)</b>	<b>Fair (2)</b>	<b>Poor (1)</b>	<b>Additional comments</b>
The content or message of this lesson was –						
The delivery of the lesson was –						
The speaker's enthusiasm was –						
The meditation was –						
Overall I thought the service was –						
What is your overall rating of the leader –						
Ability of applicant to establish a positive rapport with the congregation –						
The lesson was inspirational and / or educational –						

**Additional Comments:**

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## Final Ministerial Applicant Evaluation

Indicate below your willingness to actively support and commit yourself to the ministry should one of the ministerial applicants names be selected as minister.

Name of ministerial applicant: \_\_\_\_\_   
Yes  No

Name of ministerial applicant: \_\_\_\_\_   
Yes  No

Name of ministerial applicant: \_\_\_\_\_   
Yes  No

Name of ministerial applicant: \_\_\_\_\_   
Yes  No

I heard all of the ministerial applicants.  Yes  No

If you missed hearing any applicant, list the name(s) here:

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My first preference for minister is:

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My second preference for minister is:

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Additional Comments:

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## Ministerial Expectations

This form is included in the Ministry Employment Manual each open ministry completes. We encourage you to objectively complete this form as you begin the employment process and compare your skills and strengths to those sought by the open ministry. Use this as a tool to assist you in your search for your right and perfect ministry—do your skills / strengths synchronize with expectations of the church.

Please select four of the following skill categories that best describe you.

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### **Visionary / Planner / Organizer**

- Plans for keeping mission and vision current and in alignment
- Plans for building / financial development strategies
- Plans for ministry growth
- Plans for training youth, YOU, Next Generation, volunteers, lay leaders, etc.
- Plans for and develops marketing / public relations strategy

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### **Communication**

- Demonstrates prayer consciousness
- Effective Sunday speaker
- Speaks and writes clearly
- Good teacher
- Good listener
- Develops and leads worship experiences

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### **Human Relations**

- Compassionate and caring person
- Sensitive to needs of others
- Negotiates and /or compromises
- Demonstrates appreciation for volunteers and lay leaders
- Deals effectively with different points of view

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### **Chaplaincy / Pastoral**

- Trains / or supports outside training of chaplains to make hospital visits; visit shut-ins and nursing homes; prayer with members

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### **Leadership**

- Team player with board and other teams
- Promotes small group ministry
- Encourages diversity
- Encourages others to become involved in ministry
- Builds spiritual community
- Helps develop leadership abilities in others
- Inspires a sense of confidence
- Develops marketing / public relations strategy

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**Spiritual Counseling**

- Helps people develop a spiritual life
- Provides guidance in solving problems
- Ministers to people in crisis
- Maintains confidentiality

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**Administration**

- Empowers staff [paid and volunteer]
- Delegates well
- Awareness of maintaining balanced budget
- Implements appreciation letters [contributors and volunteers]

**This information was collected from:**

- The board of trustees only
- The board of trustees and the search team
- The board of trustees and congregation
- The board of trustees, congregation, and search team

**Other comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[**Note:** Ministry Employment policy regarding purchase and payment of airline tickets for tryout applicants: Should a commitment by either the ministry or an applicant scheduled to try out be cancelled, the applicant and board are responsible for working out a mutually-agreeable decision on the cost of non-refundable tickets. This should be determined **prior** to purchase of tickets.]

### **Travel Expense Reimbursement**

[Appropriate expenses for ministry to reimburse. Actual receipts required for reimbursement.]

Dates of Visit: \_\_\_\_\_

Ministerial Applicant Name \_\_\_\_\_

Spouse or Partner Name \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Ministry Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

**Travel** [train/bus/airfare] [receipt must be attached]:

Applicant Travel \$ \_\_\_\_\_

Spouse/partner travel: \$ \_\_\_\_\_

**Parking** at departure terminal \$ \_\_\_\_\_

**Lodging** during visit \$ \_\_\_\_\_

**Meals** during visit [receipts must be attached] \$ \_\_\_\_\_

**Mileage:** if driving personal car to ministry destination:

\_\_\_\_\_- \_\_\_\_\_ = \_\_\_\_\_ x .45 per mile = \_\_\_\_\_  
Starting Odometer      Ending Odometer      # of miles      Total

**Amount to be reimbursed:** \$ \_\_\_\_\_

Date report sent: \_\_\_\_\_ Date report received: \_\_\_\_\_

Amount paid \$ \_\_\_\_\_ Date sent \_\_\_\_\_

# **Section VII: Minister's Contract Considerations**

Tools for negotiating and contracting with the church.

## The Minister's Compensation

Over the past several years the Unity Worldwide Ministries' Ministry Employment Services office has collected compensation agreements between ministers and ministries. From this information, we have created the following list of compensations/benefits to be discussed and considered when a minister is initially employed or at the regular review.

### Salary Agreement Checklist

The following are areas that should be addressed when employing a new minister.

\_\_\_\_\_ **Salary:** Be aware of the cost of living in your area and offer a salary commensurate with that standard of living.

\_\_\_\_\_ Base pay amount

\_\_\_\_\_ Proportion to be manse allowance:

### \_\_\_\_\_ Housing details

\_\_\_\_\_ Manse allowance: This is the portion of the minister's salary going to cover all household expenses. It should be written in the minutes and established a little high, as taxes can easily be paid on the insupportable portion. If actual expenses exceed the amount claimed it is too late to declare the addition expense as tax deductible.

\_\_\_\_\_ Manse provided: Establish details of payment on mortgage, utilities, telephone, repair, redecorating, insurance, yard care, etc.

### \_\_\_\_\_ Determination of additional love offerings between ministry and minister

\_\_\_\_\_ Counseling during ministry operating hours

\_\_\_\_\_ Counseling after hours

\_\_\_\_\_ Wedding fees to ministry

\_\_\_\_\_ Funerals

\_\_\_\_\_ Weekly classes

### \_\_\_\_\_ Professional Ministerial Expenses

\_\_\_\_\_ Option #1:

The ministry agrees to reimburse the minister on a monthly/quarterly basis for professional expenses including auto, meals, and entertainment, professional dues, office supplies, postage, equipment depreciation, books and journals, telephone charges, materials and supplies, gifts to congregants/indigents based on credit card charges, receipts and other documentation reported directly to the ministry monthly/quarterly. [Not income – cross out any item above not agreed to.]

\_\_\_\_\_ Option #2:

The ministry agrees to reimburse the minister on a monthly/quarterly basis for

professional expenses through a salary reduction plan establishing a Professional Reimbursement Account for this purpose to include all the above mentioned items. [This is **not** income and receipts are required.]

\_\_\_\_ **Time and Study Benefits**

- \_\_\_\_\_ Regular days off—2 are normal
- \_\_\_\_\_ Paid vacation time—3 weeks minimum]
- \_\_\_\_\_ National Conference expense
- \_\_\_\_\_ Regional Conference expense
- \_\_\_\_\_ National/Regional Ministry Teams expense
- \_\_\_\_\_ Continuing Education—seminars/workshops

\_\_\_\_ **Employment Benefits**

- \_\_\_\_\_ Health Insurance
- \_\_\_\_\_ Tax Deferred Annuity Plan [403(b)]

Please consider [ministers and ministries] utilizing our **Unity Worldwide Ministries retirement program** which allows the minister to declare manse allowance at retirement; manse **may not** be declared at retirement through outside retirement programs.

\_\_\_\_ **Other Benefits**

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\_\_\_\_ **Ministry and minister determinations**

- \_\_\_\_\_ Minister to be self-employed versus ministry employed
- \_\_\_\_\_ Date of regular review of performance and salary

## Minister's Contract Samples/Considerations

The following are examples of possible contract provisions for an agreement between a Minister and a Ministry. This document should **not** be considered to be a fill-in-the-blank form contract, but rather should be used as a tool to facilitate discussion between the Minister and the Board of Trustees regarding each area.

Remembered that each Board/Minister relationship is unique and one form will not govern the many different Board/Minister relationships that exist. It also must be remembered that the principles and Truth taught by Jesus should be foremost in the minds of the Minister and Board in all their dealings with one another.

**AGREEMENT** effective [date] \_\_\_\_\_, by and between \_\_\_\_\_, a non-profit corporation, organized and existing under the laws of the State of \_\_\_\_\_, hereinafter referred to as the "CHURCH" and \_\_\_\_\_, a licensed/ordained Unity Minister, hereinafter referred to as the "MINISTER."

Whereas this CHURCH desired to employ a Minister to devote full-time to the activities of the CHURCH, and the MINISTER desired to be so employed.

**THE PARTIES** agree as follows:

1. **Employment.** CHURCH agrees to employ MINISTER, and MINISTER agrees to be employed in the capacity of Minister of \_\_\_\_\_, for a term of \_\_\_\_\_ year[s] effective [date] \_\_\_\_\_ and terminating [date] \_\_\_\_\_. In such capacity and during such term MINISTER shall act as the spiritual and administrative director of \_\_\_\_\_.
2. **Time and Efforts.** MINISTER shall devote the time necessary to discharge the duties as Minister of CHURCH.
3. **Minister's Duties.** MINISTER shall discharge his/her duties in conformity with the Bylaws of \_\_\_\_\_, dated \_\_\_\_\_, which are incorporated herein by reference.
4. **Compensation.**
  - (1.) **Salary**
    - (a.) Commencing with the effective date of this agreement, the CHURCH agrees to pay to the MINISTER the sum of \$ \_\_\_\_\_ per month as compensation for services. This salary will be reviewed on an annual basis, coinciding with the anniversary date of this agreement. Nothing in this paragraph shall be construed as preventing salary reviews on more frequent basis as may be merited.
    - (b.) If the parsonage is owned by the church, then the CHURCH agrees to provide the residence located at \_\_\_\_\_, for the sole and exclusive use of the MINISTER and his/her family as part of the salary

package. All costs, including, but not limited to taxes, leases or fair rental fees, mortgage payments, maintenance expenses, repairs, utility charges, and basic monthly charges for local telephone service, shall be paid by the CHURCH.

If the parsonage is NOT owned by the church, then the CHURCH agrees to provide the sum of \$\_\_\_\_\_ per month as manse allowance to the MINISTER as part of the salary package. This manse allowance generally reflects the actual costs, and includes fair rental value [or mortgage payment and down payment], lawn care, indoor and outdoor maintenance and/or decorating, all utilities, basic local telephone, home furnishings, etc. This manse allowance is excluded from taxable income to MINISTER per IRS SEC 107.

- (c.) Fees or love offerings are paid to the Minister from weddings, memorials, counseling, etc.
- (d.) **Classes or Seminars.** When the Minister conducts classes or seminars, Minister shall receive as compensation one of the following: [a] one-half [1/2] of the total income received for the class or seminar, or [b] any amount of income remaining after all expenses for the class or seminar have been deducted.

An exception to the amount of compensation received by the Minister for classes taught would be in teaching the 4T Program or any class for which tithing is required. Compensation received by the Minister for the 4T Program should be negotiated prior to the class being taught.

- (e.) **Compensation in Outreach Work.** After all expenses of the Outreach Work have been paid, [depending on driving distance, etc. might include some expenses of the Minister] the Minister who teaches the Outreach activity [ies], will receive one-half [1/2] of the love offering.

**(2.) Fringe Benefits.**

- (a.) CHURCH agrees to provide MINISTER with a pension fund [retirement plan] with a sum of \$\_\_\_\_\_ per month, or \_\_\_\_% of the Minister's salary [total of the above 4. (1.) (a.) and (b.).] [Optional if Minister wishes to contribute also to pension fund. Minister's contribution \$\_\_\_\_\_ per month, or \_\_\_\_% of their salary.] Total combined contribution by CHURCH and MINISTER shall not exceed basic salary minus manse allowance.

[**Note:** If minister participates in the Unity Worldwide Ministries' plan, manse allowance can be declared after retirement. Manse cannot be declared from any other program.]

- (b.) CHURCH may agree to provide MINISTER with Social Security reimbursement. A total of \$\_\_\_\_\_ per year. All ministers pay self-employment social security tax of 15.3% on the total salary [before

excluding manse allowance]. The only exception is for some Ministers who qualify, file, and are approved for social security exemption. Churches often provide an allowance to assist the minister in paying a portion or all of the social security tax.

- (c.) CHURCH agrees to provide MINISTER with an insurance premium with total sum of \$\_\_\_\_\_ per month, which may include health, disability, group term life, dental, etc. [Note: If Minister were covered under an insurance plan other full-time employees would also be eligible for coverage.]

**5. Time.**

- (a.) **Vacation.** MINISTER shall be entitled to \_\_\_\_\_ weeks paid vacation during each year.
- (b.) **Sick Time.** MINISTER shall be entitled to \_\_\_\_\_ weeks paid sick time during each year.
- (c.) **Days Off.** MINISTER shall have two [2] regular days off per week.
- (d.) **Holidays.** MINISTER shall be entitled to eight [8] paid holidays per year.
- (e.) **Spiritual Renewal.** MINISTER requires as part of his/her ministerial duties, time for spiritual renewal. This time shall not be considered as time off.
- (f.) **Annual and Regional Conferences.** MINISTER shall be entitled to attend the Annual Conference of the Unity Worldwide Ministries and of the Region which are held each year and the CHURCH shall pay expenses incurred in attending such conferences including travel, meals, lodging, and fees. Time spent traveling to, from, and attending the Annual Conference shall not be considered vacation time.
- (g.) **Minister's Service.** CHURCH recognizes obligation of MINISTER to tithe of his/her time to the Unity Movement and to the community and agrees to pay all expenses incurred in rendering such service. Time spent in such service shall not be considered to be vacation time.
- (h.) **Sabbatical Leave.** At the completion of seven [7] years as MINISTER of this CHURCH, the MINISTER is eligible for sabbatical leave at the discretion of the Board. Such leave shall be for the purpose of personal study and enrichment in further strengthening his/her ministerial qualifications, and shall be with full pay. The sabbatical leave shall normally be for a six [6] month period, though this may be adjusted slightly at the Board's discretion. The specific timing of the leave shall be determined on a mutually acceptable basis between the Board and the Minister.

6. **Professional Expenses Reimbursement.** The CHURCH will give allowance/reimbursement to MINISTER for all reasonable and necessary expenses incurred by him/her in carrying out his/her duties under this agreement. MINISTER shall present an itemized account of such expenses. (Receipts required.)

The professional expense reimbursement/allowance will include:

- (a.) **Automobile:** Up to a total of \$\_\_\_\_\_ per year. [Minister can elect to deduct own auto expenses for tax purposes.]
- (b.) **Book/Subscription/Tapes:** Up to a total of \$\_\_\_\_\_ per year.
- (c.) **Continuing Education:** Up to a total of \$\_\_\_\_\_ per year.
- (d.) **National Convention/Regional Conferences:** [See 5. (f).]
- (e.) **Church Related Entertainment:** Up to a total of \$\_\_\_\_\_ per year.
- (f.) **Others:** \_\_\_\_\_ Up to a total of \$\_\_\_\_\_ per year.

7. **Termination by Either Party.** This contract agreement may be terminated by either party by following the prevailing state and federal laws and by following the steps outlined in (a.) and (b.) below:

- (a.) By a two-thirds (2/3) majority vote of the Board of Trustees or active church membership:
  - (1.) The President and CEO of the Unity Worldwide Ministries is to be informed of the church's intent prior to taking any action steps to terminate the minister's employment.
  - (2.) Termination by the Board of Trustees or active church membership shall include thirty [30] days standard pay, plus one [1] weeks pay for each year employed, and the continuation of health benefits coverage for ninety [90] days in the severance package.
  - (3.) Severance pay is typically a minimum of one [1] month plus one [1] week additional for each year served with thirty [30] days written notice.
- (b.) By the Minister:
  - (1.) Thirty (30) days minimum written notice to the Board of Trustees and the President and CEO of the Unity Worldwide Ministries.
  - (2.) MINISTER receives all vacation pay.
  - (3.) Cooperates fully in the employment process of the future MINISTER per Unity Worldwide Ministries Code of Ethics.

## 8. **Grievance and Dispute Resolution.**

- (a.) Should any grievance or dispute arise between MINISTER and the CHURCH as to the meaning, interpretation, or application of the provisions of this agreement, the parties shall meet in a good faith effort to resolve the grievance or dispute.
- (b.) If the grievance [or dispute] cannot be resolved as outlined in item (a.), the grieving party may reduce the grievance to writing and present it to the other party. The served party shall respond, in writing, within fifteen [15] calendar days of receipt of the grievance.
- (c.) If the grievance [or dispute] cannot be resolved through the above procedure[s] as outlined in item (a.) or (b.), then either party may within fifteen [15] calendar days following receipt of the response to the grievance, refer the matter to arbitration.
- (d.) The party desiring to arbitrate the grievance [or dispute] shall request the American Arbitration Association [or similar local organization providing arbitration services] to provide an arbitrator, qualified to consider and decide the issue, who can hear the matter within thirty [30] days and render a decision within thirty [30] days following the hearing.
- (e.) Expenses for the arbitrator's services and the services of the American Arbitration Association shall be borne equally by both parties, except where the dispute specifically involves the termination of this agreement [at any time other than its expiration date] through the resignation or discharge of the MINISTER. In the latter case all expenses for the arbitration will be borne by the losing party [as determined by the arbitrator].
- (f.) The decision of the arbitrator will be final and binding on both parties.
- (g.) The arbitrator shall have no power to add to, subtract from, modify, or alter in any way the provisions and terms of this agreement.
- (h.) Copies of all correspondence relating to the grievance [or dispute] and its final outcome will be sent to the Unity Worldwide Ministries.

## 9. **General Provisions.**

- (a.) **Notices.** All notices required, or permitted to be given under this agreement, shall be given by certified mail, return receipt requested, to the parties at the following addresses or at such other addresses as either may designate the writing to the other party.
  - Minister's Name and Current Address
  - Ministry's Name and Current Address

- (b.) **Governing Law.** This agreement shall be construed and enforced in accordance with the laws of the State of \_\_\_\_\_. The parties shall at all times endeavor to conduct themselves in accordance with the teachings of Jesus Christ and those teachings shall guide their relationship.
- (c.) **Automatic Renewal.** This contract shall be automatically renewed and extended from year to year, unless intent not to renew is given sixty [60] days prior to the end of the agreement.
- (d.) **Entire Agreement.** This agreement constitutes the entire understanding and agreement between the CHURCH and MINISTER with regard to all matters herein.

10. **Savings Clause.** Should any part or provision of this agreement be rendered or declared invalid by reason of any existing or any subsequently enacted legislation or by decree of a court of competent jurisdiction, such invalidation of such part or portion of this agreement shall not invalidate the remaining portions hereof, and they shall remain in full force and effect.

Executed at \_\_\_\_\_, state on this \_\_\_\_\_ day of [date] \_\_\_\_\_.

CHURCH \_\_\_\_\_.  
 [Type name of Church.]

By: \_\_\_\_\_.  
 [Type name and designation of persons signing. All officers of the Church should sign, i.e. President, Secretary, Treasurer.]

MINISTER \_\_\_\_\_.  
 [Type name of Minister.]

## **Addendum—Definition of Terms:**

### **A Unity Ministry**

A recognized, member ministry with the Unity Worldwide Ministries with a duly ordained or licensed Unity Minister as its Spiritual Leader [for additional criteria, contact the Unity Worldwide Ministries office].

### **Senior Minister**

A Senior Minister shall be a Unity Minister duly ordained or licensed by the Unity Worldwide Ministries [or Unity School of Christianity prior to July 1, 1966] serving in a member ministry. He/she is in charge of an affiliated Unity ministry. A Senior Minister is charged with the spiritual and administrative responsibility of the member ministry to work in conjunction with its Board of Trustees and oversee the activities of lessons, classes and counseling for all individuals. The Senior Minister is further responsible for the five areas of a Unity ministry being provided. The five areas are teaching, preaching [lessons], healing, counseling, and fellowship.

### **Co-Minister**

In shared partnership ministries, a Unity Minister duly ordained or licensed by the Unity Worldwide Ministries [or Unity School of Christianity prior to July 1, 1966], who equally assumes the spiritual and administrative leadership role with another co-minister in a member ministry. These leaders work in conjunction with the Board of Trustees of the member ministry, and oversee the teaching, preaching [lessons], worship services, healing, counseling, prayer, administrative, and fellowship activities of the ministry.

### **Associate Minister**

An Associate Minister shall be a Unity Minister duly ordained or licensed by the Unity Worldwide Ministries [or Unity School of Christianity prior to July 1, 1966] serving in a member ministry. He/she may be equal in ability but may function with less responsibility than the Senior Minister. The Associate reports to the Senior Minister who determines the scope of the Associate's responsibilities.

### **Assistant Minister**

An Assistant Minister shall be a Unity Minister duly ordained or licensed by the Unity Worldwide Ministries [or Unity School of Christianity prior to July 1, 1966] serving in a member ministry. An Assistant Minister's skills and/or experience are less than those of a Senior Minister. An Assistant Minister may be placed in a specialized service area of the member ministry; skills and experience may thus be allowed to develop in areas of ministry operations, for a more comprehensive range of ministry service.

# Section VIII: Moving Policy

Suggestions for moving to your new ministry.

## Moving Policy

(Information for both the new minister and Board)

**Notice** – Should the new minister choose to use one of the several national moving companies Unity Worldwide Ministries recommends (see list below), the moving bill will be sent directly to your ministry. Payment must be made within thirty [30] days of the date of the invoice and any claims will be handled once payment is made.

As a general policy, ministries hiring a new minister pay the cost of moving their new minister's household effects from their former city to the new one. To establish a standard procedure and relieve individual ministries and ministers of as much detail and expense as possible the following plan is offered as a service of our Unity Worldwide Ministries:

1. Unity Worldwide Ministries' home office has established contact with the several national moving companies listed on page 47. Should you desire to take advantage of one of these services, under **no** circumstances should you contact any other North American, Allied, or United Van Lines agents. Our contracts are handled through a national account with specific individual movers. Be sure to let the moving company know this will be a **Unity move**.
2. When moving from one ministry area to another, contact the account coordinator for the specific moving company you have chosen. Prices vary depending upon how the load is priced—by weight, in some cases, and by the piece in others. It is recommended to get more than one price quote.
3. Carefully go over the inventory check sheet with the driver both at loading and unloading. Should there be any damaged or missing items upon arrival you should note that on the inventory sheet and make a notation on the bill of lading. Then contact the coordinator of the moving company who will arrange for a claim form to be sent or initiate tracing procedures. A copy of your claim should be sent to the moving company.
4. You will be sent a sheet of instructions which should help you move with minimal inconvenience. Due to the nature of the moving industry, the time of year in which you move, the geographic location, the size of your load, and the distance traveled, please give the mover an optional pick-up day and as much latitude as possible. The above will further enhance your chances of a good move.
5. Upon completion of the move, the bill will be forwarded directly to the ministry involved, which will then pay the carrier. According to ICC regulations, the bill must be paid within thirty [30] days.
6. The ministry should pay for:
  - a) Complete packing
  - b) Appliance service [origin and destination]
  - c) Storage in transit not to exceed thirty [30] days / will receive a 25% percent discount.

7. This ministry will not be responsible for and will not be required to pay for moving the following or providing services related to:
- a) Firewood
  - b) Fences
  - c) Bricks
  - d) Autos, boats, trailers
  - e) Dogs, cats, or other pets
  - f) Housecleaning
  - g) Maid service
  - h) Someone to hang draperies or pictures
  - i) Installation of gas lines or 220 volt electric lines
  - j) Installation of dryer vents or any other out-of-the ordinary items.

## Approved Moving Companies

### Daniels' Moving & Storage—Atlas Interstate Agent

To schedule an estimate contact:

Contact: J.D. Bowen  
4800 E. 119<sup>th</sup> Street  
Grandview, Missouri 64030  
816.761.6600 or toll-free 800.821.3598  
email: [jd@danielsmoving.com](mailto:jd@danielsmoving.com)  
website: [www.danielsmoving.com](http://www.danielsmoving.com)

### Fry-Wagner Moving & Storage—United Van Lines

To schedule an estimate contact:

Kathy Dunlap, Client Services Counselor  
913.905.1010 [direct line] or 800.394.0049 x 278  
[kldunlap@fry-wagner.com](mailto:kldunlap@fry-wagner.com)

Rick Marriott, Vice President Corporate Development  
800.394.0049 x 224

Fry-Wagner Moving & Storage  
15850 Santa Fe Trail Drive  
Lenexa, Kansas 66219  
816.455.0588 x 18  
[www.mayflower.com/moving](http://www.mayflower.com/moving)

### U-Pack Moving

This is a self-load alternative to truck rental or full-service moving for smaller or more economical moves. You pack your belongings into the trailer or relocate, U-Pack drives to your new home and you unload. The ministry will be required to complete a credit application for this type of move.

To schedule an estimate contact:

Sue Brucker  
877.450.3608  
[sbrucker@abf.com](mailto:sbrucker@abf.com)  
[www.upack.com](http://www.upack.com)

**Note:** The above approved moving companies, **does not imply a recommendation from Unity Worldwide Ministries**. These companies have agreed to provide what may be a cost reduction and will allow thirty [30] days before the ministry must pay for the move.