

Field Licensing Program

*Handbook of
General Information*



Field Licensing Program Handbook of General Information

Table of Contents

Vision and Mission.....	2
The Field Licensing Program Involves:	2
Applicant/Candidate Information	3
Who can apply?.....	3
Prerequisites	4
Paths of Study in the Field Licensing Program	5
Licensed Unity Teacher Path	5
Youth and Family Minister Path.....	6
New Thought Minister Path.....	7
Other Faith Ordination Path.....	8
Masters of Divinity Path	9
Application Process	10
Interviews and Written Examination	11
Acceptance	12
Assigning of Mentor	12
Field Licensing Tuition.....	12
Responsibilities of the Candidate.....	12
Candidate Evaluation Procedures	14
Reporting Requirements	14
The Ministry Journal.....	14
The Credo Process	15
Practicum	15
Changes within the program	16
Probation.....	16
Dismissal.....	16
Withdrawal.....	17
Changes in Ministry	17
Licensing and Ordination.....	17
Ministry Information.....	19
Ministry Qualifications	19
Responsibilities of Candidate's Ministry.....	20
Ministry Team Information.....	21
Responsibilities of Ministry Team.....	21
Responsibilities of Candidate's Mentor.....	21

The Field Licensing Program

The Field Licensing Program is a program through which ordination as a Unity minister may be obtained. This program is designed for Licensed Unity teachers, ministers ordained in another faith and individuals with a master's in divinity who are already serving as employed spiritual leaders, associates, or assistants to the senior minister of a recognized Unity ministry. These individuals must be integral to the ongoing growth and well-being of the ministry in such a way that the absence of the applicant would have an adverse affect on the ministry.

The Field Licensing Program is lead by the Field Licensing Policy Team, and is administered by the Credentialing Staff of Unity Worldwide Ministries (aka Association of Unity Churches International.)

Vision and Mission

Field Licensing Team Vision Statement:

Centered in God, we co-create a world that works for all by developing thriving Unity Ministers and Ministries.

Field Licensing Team Mission Statement:

In a prayerful, loving consciousness, we honor and guide the candidates and support their ministries. We evaluate, hold candidates accountable, and celebrate success.

The Field Licensing Program Involves:

1. The applicant and his/her ministry meeting certain criteria in order for an individual to apply to enter the Field Licensing Program.
2. Financial, time, and resource support from the applicant's ministry—including the congregation, the board of directors and senior minister if applicable. This will be supported by a contract agreed upon by the applicant, Unity Worldwide Ministries, and the applicant's ministry.
3. A process which includes an initial evaluation at the time of application and an ongoing evaluation throughout the program. The applicant will be assigned a mentor from the Field Licensing Ministry Team at the time of acceptance into the program.
4. A tuition fee payable each year by the candidate's ministry to Unity Worldwide Ministries for the duration of the candidate's program of study with the first year due upon acceptance into the program.
5. An individualized program of study and reflection through which the candidate examines, articulates, and demonstrates a personal credo or belief system for ministry.
6. Yearly intensives hosted by Unity Worldwide Ministries. These intensives will focus on administrative skills, spiritual leadership, and self-care for the minister, and a familiarization with the Unity Worldwide Ministries, Unity and Silent Unity.

7. Yearly attendance at Unity sub-regional, regional and national ministers' conferences/conventions.
8. A 16-hour "hands-on" outreach practicum in chaplaincy, or other approved area, completed in the candidate's local area. It is the responsibility of the candidate to arrange for the practicum which must have ministry team approval.
9. Two on-site visits by the mentor to the candidate's church
10. Active Audit of three Unity Institute Administration, Leadership, and Development courses online (MAS 551, 552, & 553), beginning in March of the year that candidates are admitted to the Field Licensing Program (MAS 552.) Tuition and fees for these three audited courses is paid directly to Unity Institute by the ministry.¹ If applicants have already completed these three specific courses, a transcript from Unity Institute and Seminary will satisfy this requirement.

Applicant/Candidate Information

Who Can Apply?

- Licensed Unity Teachers in an approved avenue of employment
- Ordained New Thought ministers
- Ordained ministers of a recognized denomination
- Masters of Divinity students and graduates

¹ All candidates admitted to the Field Licensing Program in March 2011 and thereafter, are required to actively audit three (3) online Ministry Administration, Leadership, and Development courses offered through Unity Institute. (MAS 551, 552 and 553)

- Active auditing requires that books are purchased, required reading is done, and projects and assignments are completed as specified by the instructor.
- Ministry Administration (MAS 552) must be taken in the Unity Institute Spring Term upon admission to the Field Licensing Program. The Unity Institute spring term begins in March of each year. **All applicants who are invited for interviewing and testing during the March Intensive are required to apply to Unity Institute and register to take MAS 552 in the Spring Term before attending the testing and interview week activities.** Once you have been invited for testing and interviews, we recommend that you apply to Unity Institute FussMA@unityonline.org and register for this Unity Institute online class FveRL@unityonline.org as soon as possible and before February 1st.
- Ministry Leadership (MAS 551) and Ministry Development (MAS 553) must be taken in the second and third years in the FLP program. Unity Institute has agreed to offer Ministry Leadership (MAS 551) in the summer term of each year commencing in 2010. If applicants have already completed these three specific courses, a transcript from Unity Institute and Seminary will satisfy this requirement.
- Unity Institute has agreed to offer Ministry Development (MAS 553) in the fall term of each year commencing in 2011.
- **Tuition and fees for these online courses are paid directly to Unity Institute.** Tuition and fees for the first course total \$440.00. For subsequent courses the tuition and fees will be \$390.00.
- The estimated total cost to the ministry for books, fees, and tuition for these three courses is \$1,500.00. For registration and more detailed information on Unity Institute schedules and fees, go to unity.org/education/MRS, and contact FveRL@unityonline.org or FussMA@unityonline.org
- If an applicant who registers for MAS 552 is redirected after attending the testing and interview week, and wishes to drop the course, Unity Institute has agreed to refund all but the \$50.00 registration fee, based on a timely request.

Prerequisites that all applicants must meet:

- Have a bachelor's degree from an accredited institution of higher learning *or* have an approved academic demonstration granted by the Unity Worldwide Ministries in cooperation with Unity Institute. For more information about obtaining an approved Academic Demonstration, contact OBrienCA@unityonline.org .
- Be employed in a leadership position in a Unity ministry for no less than one year.
- Currently serve as **one** of the following:
 - (a) the spiritual leader of a recognized Unity ministry
 - (b) an assistant to the senior minister of a recognized Unity ministry
 - (c) performing the function of minister within a Unity ministry whose work represents an established major program such as youth and family ministry
 - (d) an ordained minister of a recognized independent New Thought church (Barbara King, Johnnie Coleman, United Church of Religious Science, Religious Science International, Emerson Theological Institute, Lola Mays School of Metaphysics, Emma Curtis Hopkins College and Seminary, Power Circle Institute) with a documented history of success in ministry
 - (e) an ordained minister of a recognized denomination serving as the senior minister of an independent church seeking affiliation
 - (f) An ordained minister of a recognized denomination with a documented history of success in ministry.
- Meet minimum salary requirements of the program (currently \$1200/mo, \$800/mo for Youth and Family path) working a minimum of 20 hours per week at the time of application and at the ministry which agrees to support the applicant through the program.
- Be integral to the ongoing growth and well-being of the ministry in such a way that the absence of the applicant would have an adverse affect on the ministry.
- Complete the application following approved guidelines.
- Computer, internet and email use.

Paths of Study in the Field Licensing Program

Licensed Unity Teacher Path - Three Years

(For those admitted to this path before March 11, 2011, see footnote².) An individual that meets the requirement qualifications (refer to page 4 a, b, or c) must:

- Have recognition as a Licensed Unity Teacher for a minimum of one year. The license must have been granted one year or more before the deadline for the Field Licensing Program application.

OR: If the Licensed Unity Teacher credential is approved by the Unity Worldwide Ministries Board of Trustees in January and the Licensed Unity Teacher has been employed in a paid position for that church for at least two consecutive years prior to application, then the Licensed Unity Teacher may apply to the Field Licensing Program within the current calendar year. If the Licensed Unity Teacher has not been employed for two years, s/he must wait for the next calendar year to apply.

OR: Individuals who have served successfully as spiritual leaders of a Unity ministry for more than two years may apply to the Field Licensing Program at any time following completion of the Licensed Unity Teacher program.

- Employment for a minimum of one year in a paid capacity; earning no less than \$1200 per month and committed to no less than 20 hours per week as the spiritual leader, assistant or associate to the senior minister.

Step 1: Consultation

After reading the Field Licensing Handbook, contact the Director of Credentialing at 816.434.6843 for a phone consultation to determine the appropriate path and eligibility.

² Licensed Unity Teacher Path, Four Years (For those admitted to the program before March 1, 2011)

An individual that meets the requirement qualifications (refer to page 4 a, b, or c) must:

- Have recognition as a Licensed Unity Teacher for a minimum of one year. The license must have been granted one year or more before the deadline for the Field Licensing Program application.

OR: If the Licensed Unity Teacher credential is approved by the Unity Worldwide Ministries Board of Trustees in January and the Licensed Unity Teacher has been employed in a paid position for that church for at least two consecutive years prior to application, then the Licensed Unity Teacher may apply to the Field Licensing Program within the current calendar year. If the Licensed Unity Teacher has not been employed for two years, s/he must wait for the next calendar year to apply.

OR: Individuals who have served successfully as spiritual leaders of a Unity ministry for more than two years may apply to the Field Licensing Program at any time following completion of the Licensed Unity Teacher program.

- Employment for a minimum of one year in a paid capacity; earning no less than \$1200 per month and committed to no less than 20 hours per week as the spiritual leader, assistant or associate to the senior minister.

Step 1: Consultation

After reading the Field Licensing Handbook, contact the Director of Credentialing at 816.434.6843 for a phone consultation to determine the appropriate path and eligibility.

Youth and Family Minister Path - Two or Three Year Options

(For those admitted to this path before March 11, 2011, see footnote³)

Qualifications include fulfilling all requirements of the current program:

- Be a licensed Unity teacher
- Hold a bachelor's degree or an approved Academic Demonstration.
- Earn at least \$800 per month, and have the commitment of the minister and ministry
- Be employed at least one year as assistant to the minister, youth education director in service to a ministry, or youth consultant in service to a Unity Worldwide Ministries region
- Be a Certified Spiritual Educator (For more information, see the CSE booklet and contact KID@unity.org)

³ Youth and Family Minister Path, Two or Four Year Options (For those admitted to this path before March 11, 2011)

Qualifications include fulfilling all requirements of the current program:

- Be a licensed Unity teacher
- Hold a bachelor's degree or an approved Academic Demonstration.
- Earn at least \$800 per month, and have the commitment of the minister and ministry
- Be employed at least one year as assistant to the minister, youth education director in service to a ministry, or youth consultant in service to a Unity Worldwide Ministries region
- Be a Certified Spiritual Educator (For more information see the CSE booklet and contact KID@unity.org)

Youth and Family Minister Path Options

The Two Year Option

The **two year** program credentials the graduate as an associate licensed minister with a specialty in youth and family ministry.

- The license must be renewed every two years.
- The individual's work is limited to youth and special services related to youth and family, or tasks appropriate to an LUT as assigned by the minister.
- An individual who completes this program and later wishes to be ordained must have the recommendation of his or her senior minister. S/he will then be required to complete two more years of the Field Licensing Program, and meet all other requirements of the four-year program. In addition, recommendations are required from two of the following three individuals: the president of the region, the regional representative, and the chair of youth and family ministry for the region.

Step 1: Consultation

After reading the Field Licensing Handbook, contact the Director of Credentialing at 816.434.6843 for a phone consultation to determine the appropriate path and eligibility.

The Four Year Option

The **four year** program makes it possible to credential the graduate as a fully ordained minister with all the rights and privileges, with a specialty in youth and family ministry.

Step 1: Consultation

After reading the Field Licensing Handbook, contact the Director of Credentialing at 816.434.6843 for a phone consultation to determine the appropriate path and eligibility.

Youth and Family Minister Path - The Two Year Option

The **two year** program credentials the graduate as an associate licensed minister with a specialty in youth and family ministry.

- The license remains valid for two years. To continue serving as a licensed Unity minister beyond the two years, the license must be renewed (a minimum of once every two years.).
- The individual's work is limited to youth and special services related to youth and family, or tasks appropriate to an LUT as assigned by the minister.
- An individual who completes this program and later wishes to be ordained must have the recommendation of his or her senior minister. S/he will then be required to complete two more years of the Field Licensing Program, and meet all other requirements of the four-year program. In addition, recommendations are required from two of the following three individuals: the president of the region, the regional representative, and the chair of youth and family ministry for the region.

Step 1: Consultation

After reading the Field Licensing Handbook, contact the Director of Credentialing at 816.434.6843 for a phone consultation to determine the appropriate path and eligibility.

Youth and Family Minister Path - The Three Year Option

(For those admitted to the program before March 1, 2011, this path is four years. See footnote 3.)

The three year program makes it possible to credential the graduate as a fully ordained minister with all the rights and privileges, with a specialty in youth and family ministry.

Step 1: Consultation

After reading the Field Licensing Handbook, contact the Director of Credentialing at 816.434.6843 for a phone consultation to determine the appropriate path and eligibility.

New Thought Minister Path - Three Years

This path is for those who have completed a course of study that led to ordination through: Barbara King's School of Ministerial Studies, Johnnie Colemon's Institute, United Church of Religious Science, Religious Science International, Lola Mays School of Metaphysics, Emerson Institute, the Emma Curtis Hopkins College and Seminary, and Power Circle Institute. Seminaries other than these would need to be assessed by Unity Worldwide Ministries before proceeding.

For individuals ordained in New Thought ministries in the above accepted categories, the following steps must be taken before applying to the field licensing program.

Step 1: Consultation

After reading the Field Licensing Handbook, contact the Director of Credentialing at 816.434.6843 for a phone consultation to determine the appropriate path and eligibility.

Step 2: FLP Program Preparation

For those ordained in a New Thought denomination, the Field Licensing Program offers this path. It requires completion of the S.E.E. Personal Development Program.

It is highly recommended that the minister begins taking S.E.E. courses during his/her first year of employment in a Unity ministry. Due to the rigorous nature of the Field Licensing Program, it is suggested that 150–180 hours of courses are completed before beginning the program. These classes are available on-line, in local churches, regional events and/or at Unity Village, Missouri.

This process includes:

- Begin taking S.E.E. courses. It is recommended that 150–180 hours of courses are completed before being beginning the Field Licensing Program. These classes are available on-line, in local churches, or at Unity Village, Missouri. It is also strongly recommended that applicants have taken Unity’s S.E.E. courses on Bible Interpretation, Metaphysics, Prayer, History, and Prosperity, before being admitted to the Field Licensing Program.
- Submitting (with the Field Licensing application) an official transcript from an approved school/training program and documents of the award of ordination, or an official transcript accompanied by a certified copy of the ordination certificate.
- Completing the S.E.E. Program through Unity Village, MO. This consists of 250 contact hours/credits of basic Bible, metaphysics, Unity history, Unity philosophy, and prayer which establishes a theoretical base in Unity. Must be completed by December 15 of the second year of the field licensing program. These classes are available on-line, in local churches, or at Unity Village, Missouri.
- Submitting evidence of completion of the S.E.E. Program to Unity Worldwide Ministries’ Director of Credentialing and the candidate’s mentor by December 15 of the second year.
- To explore the possibility of transfer of hours from another school to the S.E.E. program, contact hasselbeckap@unityonline.org .

Path for Those Ordained In Another Faith, Not New Thought - Three Years

Individuals ordained in a recognized denomination that is not considered to be New Thought, as referenced on page three (f) must first complete the following steps before applying to the field licensing program.

Step 1: Consultation

After reading the Field Licensing Handbook, contact the Director of Credentialing at 816.434.6843 for a phone consultation to determine the appropriate path and eligibility.

Step 2: FLP Program Process - S.E.E. Program

Ministers ordained in another denomination go through the S.E.E. Program. This process includes:

- Begin taking S.E.E. courses. It is recommended that 150–180 hours of courses are completed before beginning the Field Licensing Program. These classes are available on-line, in local churches, or at Unity Village, Missouri. It is also strongly recommended that

applicants have taken Unity's S.E.E. courses on Bible Interpretation, Metaphysics, Prayer, History, and Prosperity, before being admitted to the Field Licensing Program

- Submitting a Field Licensing application, Form A1, available from the Director of Credentialing. Include an official transcript from an approved school/training program and documents of the award of ordination, or an official transcript accompanied by a certified copy of the ordination certificate.
- Completing the S.E.E. Program through Unity Village. This consists of 250 contact hours/credits of basic Bible, metaphysics, Unity history, Unity philosophy, and prayer which establishes a theoretical base in Unity. Must be completed by December 15 of the second year of the field licensing program. These classes are available on-line, in local churches, regional events and/or at Unity Village, Missouri.
- Submitting evidence of completion of the S.E.E. Program to Unity Worldwide Ministries' Director of Credentialing and the candidate's mentor by December 15 of the second year.
- To explore the possibility of transfer of hours from another school to the S.E.E. program, contact hasselbeckap@unityonline.org.

Path for Master of Divinity Students and Graduates - Three Years

This path is for individuals currently studying, or having successfully completed, a Masters of Divinity program at an approved institution of higher learning located on a physical university campus. Upon completion of studies and award of degree, an individual may apply for Field Licensing for a 3-year path similar to that of those ordained in another faith. Individuals must first complete the following.

Step 1: Consultation

After reading the Field Licensing Handbook, contact the Director of Credentialing at 816.434.6843 for a phone consultation to determine the appropriate path and eligibility.

If currently in the Masters of Divinity Program:

- Consider taking one weeklong session of required S.E.E. courses per year during a break in the university's schedule. Elective courses may be taken but are not required.

If graduated from the Masters of Divinity Program:

- Begin taking S.E.E. courses. It is recommended that 150–180 hours of courses are completed before beginning the Field Licensing Program. These classes are available on-line, in local churches, or at Unity Village, Missouri. It is also strongly recommended that applicants have taken Unity's S.E.E. courses on Bible Interpretation, Metaphysics, Prayer, History, and Prosperity, before being admitted to the Field Licensing Program.

Step 2: FLP Program Process - S.E.E. Program

Those who have obtained a Masters in Divinity go through the S.E.E. Program. This process includes:

- Submitting a Field Licensing application, Form A1, available from the Director of Credentialing. Include an official transcript from an approved school/training program.
- Completing the S.E.E. Program through Unity Village. This consists of 250 contact hours/credits of basic Bible, metaphysics, Unity history, Unity philosophy, and prayer which establishes a theoretical base in Unity. Must be completed by December 15 of the second year of the field licensing program. These classes are available on-line, in local churches, regional events, and/or at Unity Village, Missouri.
- Providing evidence of success in doing the work of ministry by the completion of at least one-year employment in an approved position in a Unity church.
- Submitting evidence of completion of the S.E.E. Program to Unity Worldwide Ministries' Director of Credentialing and the candidate's mentor by December 15 of the second year.
- To explore the possibility of transfer of hours from another school to the S.E.E. program, contact hasselbeckap@unityonline.org.

Application Process for Entrance into the Field Licensing Program:

1. Phone consultation with the Director of Credentialing is required before you can receive an application. After approval by Director of Credentialing, an application will be provided. The phone number for the Director of Credentialing at Unity Worldwide Ministries is 816.434.6843. Fax 816.875.1207; email: credential@unity.org P.O. Box 610, Lee's Summit, MO 64063.
2. Applications must be completed and returned to Unity Worldwide Ministries by September 30th. Be sure to allow plenty of time for delivery. Unity Worldwide Ministries' office hours are Monday through Thursday, and overnight mailing has not been reliable in last minute deliveries of applications and supporting documents.

The application includes 5 parts:

- Form A1 - Application for Acceptance. The applicant completes this form.
- Form A2 - The Standardized Reference Form. Four persons who are aware of the applicant's ministry activities and personal character must each complete this form and return it to the Unity Worldwide Ministries office by the specified date. At least two of these are to be Unity ministers now serving in the field. If the applicant is an associate or an assistant, then the senior minister must complete this form. One may be from a non-Unity professional in the community where the applicant is working as a spiritual leader. The fourth person to complete and return this form by the specified date is the Regional Representative for the area where the applicant is working.
- Form A3 - The Center Agreement. This form is to be completed by the spiritual center's board of trustees and (if applicable) the senior minister. It is to be returned by September 1. Required attachments to this form are the center's bylaws and financial statement.

Form A3 reg – *The Center Agreement* covering regional education consultants. This form is to be completed by the regional board of trustees. It is to be returned by September 1. Required attachments to this form are the region’s bylaws and financial statement.

Form A3ca – *The Contractual Agreement for Associates/Assistants in Ministry*. If applicant serves as an associate or assistant to a senior minister, complete the Field Licensing Contractual Agreement for Associates/Assistants in Ministry.

- Form A4 - *Checklist for the Applicant*. This list is provided for the applicant as a means of assuring the applicant that all of the required actions have been taken regarding the application. This form does not have to be returned.
 - Application fee. The current application fee is \$575.00 USD (subject to change).
3. Applications are initially reviewed by the Director of Credentialing of Unity Worldwide Ministries, and/or other designated persons, for completion, content, accuracy and compliance.
 4. Applications that successfully pass the initial review are then forwarded to the Field Licensing Ministry Team for review.
 5. When an application successfully passes the Field Licensing Ministry Team review, the applicant is invited for testing and interviews during the March Field Licensing Intensive. Written letters of invitation for interviews (or redirection) will be mailed by December 1st.
 6. When an applicant receives a letter of invitation to interview with the Field Licensing Team, the applicant shall promptly notify the Credentialing Staff of Unity Worldwide Ministries of their intention to attend the interview week (including submission of the registration form for the March intensive.) The applicant shall also promptly contact Unity Institute enroll in Ministry Administration MAS 552 online for the Spring Term (beginning in March.) Once you have been invited for testing and interviews, we recommend that you apply to Unity Institute FussMA@unityonline.org and register for this Unity Institute online class FyeRL@unityonline.org as soon as possible and before February 1st. If applicants have already completed these three specific courses, a transcript from Unity Institute and Seminary will satisfy this requirement.
 7. Upon completion of these steps, testing and interviews, the applicant will be notified of the team’s decision.

Interviews and Written Examination

If invited for interviews by the Field Licensing Program Ministry Team, applicants will travel to the Unity Worldwide Ministries’ home office to complete all tests and interviews consistent with current policy, which may include psychological testing and interviews, ministry team interviews, and general competency testing. Tests, interviews, and supporting documents will be reviewed, with all decisions being made by the Field Licensing Program Ministry Team.

Interviews will focus on the candidate’s consciousness of ministry and the ability to articulate an understanding of Unity metaphysics, Bible history, and interpretation. Language skills and communication ability will be evaluated. As a part of interviews, applicants will be required to do a 10 minute talk and a 5 minute meditation. After applicants are invited for interviews, more

information will be provided by the Credentialing Staff of Unity Worldwide Ministries in preparation for the testing and interview week.

Acceptance

Notification of acceptance into the program is given during the interview process. A formal letter of acceptance and welcome is sent to the applicant and the applicant's ministry.

If not accepted, notification of redirection from the program is given during the interview process. A formal letter of redirection is sent to the applicant and the applicant's ministry. If an applicant who registers for MAS 552 is redirected after attending the testing and interview week, and wishes to drop the course, Unity Institute has agreed to refund all but the \$50.00 registration fee, based on a timely request.

Assigning of a Mentor

A mentor will be assigned by the Field Licensing Ministry Team at the time of acceptance into the program. Applicants may not choose their own mentor and may not be mentored by the senior minister of their Unity center.

Field Licensing Program Tuition

The Field Licensing Program is administered by the Credentialing Staff of Unity Worldwide Ministries. Field Licensing Program tuition is paid to Unity Worldwide Ministries. The current Field Licensing Program tuition is \$1,250 per year. (Tuition is subject to change.) The first tuition payment to Unity Worldwide Ministries is due upon acceptance into the program (and not later than May 1st of the year that the candidate is admitted to the program.) In subsequent years that the candidate is in the program, this tuition is due and payable by March 1st.

For Candidates applying to the program for admission after March 1, 2011, their ministries are also required to separately pay tuition directly to Unity Institute for the three required online courses. (For more information, see page three of this handbook)

Responsibilities of the Candidate:

The candidate is responsible for:

1. Working with their mentor to create a yearly individualized contract. Each contract will include areas the candidate will focus on and a schedule for accomplishment of the Field Licensing Program requirements.
2. Working with their ministry in fulfilling the requirements of the Field Licensing Program Center Agreement. (Form A3 or A3 reg, A3ca)
3. Maintaining a ministry journal under the guidance of their mentor, beginning at the time of acceptance into the program.
4. Scheduling and initiating (at least) monthly telephone reports to their mentor.

5. Sending quarterly reports to their mentor, the Director of Credentialing, and retaining a copy for the candidate's own file. (For those in the New Thought Minister Path; Ordained in Another Faith, not New Thought Path; or Masters of Divinity Path, the current S.E.E. transcript must be included with each quarterly report.)
6. Active audit of three Unity Institute Administration, Leadership, and Development courses online (MAS 551, 552, & 553), beginning in March of the year that candidates are admitted to the Field Licensing Program (MAS 552.) (See page 3 of this handbook for details.)
7. Participating in sub-regional, regional, and national conferences and meetings as agreed to in individualized contracts, and as guided by FLP policy. (The Peace Making Skills Institute, Spiritual Board and Leadership Forum or Lombard Mennonite Mediation Training can be substituted for one national conference.)
8. Attending the required number of Field Licensing Intensives (one Intensive for every year in the program).
9. Submitting an annual reflection paper based on the Intensive experience to the mentor and the Director of Credentialing. This reflection paper is to contain the candidates personal insights based on attendance and participation at the March Intensive. (Evaluation forms for feedback on the content and experience of the intensive are separately provided by the Credentialing Staff of Unity Worldwide Ministries.)
10. Submitting a series of credo papers to their mentor and the Director of Credentialing (Candidates shall refer to the Credo Manual, and Credo course materials for more information.)
11. Arranging an outreach practicum with a local organization and having it approved by their Mentor. The Candidate shall complete the Candidate's Practicum Checklist, obtain the approval of their mentor, and send a copy of it to their mentor and to the Director of Credentialing no later than June 1st of the Candidate's first year in the program.
12. Arranging visits to Unity churches as agreed to in the individualized contracts and as guided by FLP policy.
13. Arranging two on-site visits to their ministry for their mentor.
14. Obtaining the description and confirmation of completion from their practicum supervisor, and submitting it to their mentor and the Director of Credentialing by July 30th of their second year in the program.
15. Confirming that their ministry is submitting tuition for year one by May 1, and for the second and third years by March 1. (For those admitted to the program on the Licensed Teacher Path before March 1, 2011, the fourth year's tuition is also due by March 1st.)
16. Confirming that their Ministry is sending yearly annual progress reports to the mentor and the Director of Credentialing by January 30 of each year in the program.
17. Reporting to their mentor and to the Director of Credentialing any change in status, including position, departure, salary reduction, etc.
18. Submitting a reflection paper on their Field Licensing Program experience to their mentor and the Director of Credentialing by March 1st of their final year in the program. This paper should reflect the candidates personal insights gained through the Field Licensing Program.

19. All candidates applying for admission to the Field Licensing Program after April 1, 2010 are required to continue serving at the same ministry for a minimum of one year after their ordination through the Field Licensing Program
20. For more information, Field Licensing Candidates admitted to the program shall refer to the Candidates Manual.

Candidate Evaluation Procedures

1. Evaluation of the candidate's progress will be based on monthly telephone reviews, quarterly reports, on-site visits, annual progress reviews from the ministry, timely completion of practicum and Credo assignments, timely completion of Unity Institute online course requirements, timely compliance with contract responsibilities, timely completion of S.E.E. course requirements (if applicable), and the candidates growth as demonstrated during annual progress interviews conducted during March Field Licensing intensives by the Field Licensing Ministry Team.
2. For candidates successfully completing successive years in the Field Licensing Program, Licensing and ordination will be conferred as specified in this handbook (see *Licensing and Ordination*, below.)

Reporting Requirements

The candidate will provide the following quarterly reports to the mentor and a copy to the Director of Credentialing:

1. A quarterly report of the ministry status. (Form C3 or Form C3reg)
2. Copies of the ministry's newsletter.
3. Copies of the ministry's board meeting minutes.
4. A narrative report which includes:
 - (a) Brief remarks about books the candidate has read
 - (b) Personal growth experiences including, but not limited to, conferences, retreats, workshops, and classes attended
 - (c) Special successes the candidate and/or the ministry has enjoyed
 - (d) Challenges or difficulties the candidate and/or the ministry has faced
 - (e) Questions that the candidate is dealing with at this point in his/her unfoldment growth.
 - (f) Any changes in salary
 - (g) Insights from and completion of required Unity Institute online courses.

The Ministry Journal

Candidates will be required to begin a process of reflective journaling at the beginning of their contract, and will continue throughout the Field Licensing Program. The journal will be a private document from which the candidate will share insights in his/her dialogue with the ministry team mentor. This process is designed to facilitate personal insight, inner awareness, and growth in consciousness and ministry. Each candidate will be provided an instruction manual covering the

journaling process. This confidential ministry journal work serves as phase one of the Credo process.

The Credo Process

After the first year of ministry journaling, candidates will be instructed how to compose a credo, which is a written expression of a person's belief system. Phase II and III of the credo process begins in the second year and continues through the third year, with a final integrative credo during the final year in the program. During this time the candidate will develop and provide, by means of written reports, an articulation of his/her understanding of the following:

1. How the candidate's belief system has been influenced by certain formative factors: tradition, scripture, revelation, experience, culture, and reason.
2. The candidate's understanding of the nature of God, the human condition, and the way we become reconciled with God.
3. The development and articulation of the candidate's consciousness of the four functions of ministry: administration, worship, pastoral care/prayer, and education.

In order to evaluate the candidate's understanding of Unity Teachings regarding the Bible and Metaphysics, the candidate may be required to furnish copies of the outlines used to teach S.E.E. Classes for credit. For further information concerning the credo, program participants shall refer to the Field Licensing Candidate Manual.

Practicum

The purpose of the outreach practicum is for the Candidate to learn about an area of ministry that they want to know more about. It can serve to:

- Strengthen an area of their ministerial skills, or
- Allow exploration of a ministry related interest.

This is a "hands on" or experiential outreach practicum in the candidate's local community (beyond the walls of the church).

- It is to include a minimum of sixteen hours in a supervised course of training by an outside organization, focusing on skill building in an area of ministry that the candidate needs to strengthen or desires to explore (pastoral care, leadership, administration, education, Hospice, serving a community organization, etc.).
- After completing that course of training, then the candidate shall volunteer and use those newly acquired skills for a minimum of three months in the outside organization.
- It is the responsibility of the candidate to arrange for the practicum and have it approved by their Mentor.
- A candidate admitted to the program shall review the Candidates Manual for the approval and reporting requirements to successfully complete this practicum.

Changes within the Program

Probation

A Field Licensing candidate can be put on probation if he/she fails to engage in the process in a meaningful way, as determined by the Candidates Mentor and the Field Licensing Policy Team.

Demonstration of engagement in the process in a meaningful way includes but is not limited to:

- Completing the assignments and complying with the contract responsibilities in a timely manner (Including but not limited to quarterly reports, reflection papers, practicum requirements, monthly telephone calls, credos, church visits, Intensives, conferences and conventions, S.E.E. requirements, online course requirements, and all other contractual agreements.) Requests for exceptions must be agreed to by the Mentor and approved by the Policy Team. Any requests for exceptions shall be promptly communicated to the Credentialing staff at Unity Worldwide Ministries, for consideration by the Policy Team.
- Knowing all program and contract requirements, and initiating the timely fulfillment of those requirements, (including but not limited to any needed reminders to their ministries about annual progress reports and pre-ordination documentation of minimum salary.)
- Initiating monthly telephone contact with their mentor.
- Demonstrating ministerial consciousness in the program and in ministry.
- Adhering to the code of ethics and sexual conduct policies prescribed for Unity ministers.
- Demonstrating anticipated growth through the program in annual progress interviews.
- Promptly responding to any correspondence from mentors, the Policy Team and Unity Worldwide Ministries Credentialing Staff.

Further information on Probation:

- By January 30th, all paperwork must be turned in to qualify to attend the March Intensive.
- Failure to attend the Intensive will result in repeating the year and being put on probation.

Probation is determined by the candidate's mentor and the Policy Team taking into consideration any external issues.

Dismissal

A candidate can be dismissed from the program for any of the following reasons:

1. Lack of response to probation.
2. Not attending the Intensive week.
3. Not engaging in the process in a meaningful way, as determined by their Mentor and the Field Licensing Policy Team.
4. Not adhering to the code of ethics and sexual conduct policies prescribed for Unity ministers.
5. Seeking the leadership of a ministry in which s/he serves as an associate or assistant to the minister when appropriate ministry employment policies have not been followed.

Withdrawal

If a candidate must withdraw from the program for a time, approval must be obtained from the Field Licensing Ministry Team prior to leaving. Request for such approval must be made in writing. Request for withdrawal and subsequent re-entry, must include:

1. Notice to the ministry team that the candidate must leave the program.
2. Rationale for the withdrawal.
3. An estimate of when the candidate expects to be able to resume active status.

Re-entry into the program will be subject to the determination of the Field Licensing Ministry Team.

Changes in Ministry

If during the program a candidate changes ministries, an additional year in the program will be required. If the reason for the change is unacceptable to Unity Worldwide Ministries or the Field Licensing Ministry Team, the candidate may be dropped from the program. A candidate who experiences two changes in ministries will be dropped from the program.

If a candidate's church opens a satellite ministry under its sponsorship and the candidate is sent to the satellite with no time lapse, an extra year may be excused by the Field Licensing Ministry Team.

All licensing and ordination status may be conferred only by the Unity Worldwide Ministries Board of Trustees. The Field Licensing Ministry Team can only recommend to the Board that a candidate is eligible.

Licensing and Ordination

Unity licensing and ordination status may only be conferred by the Unity Worldwide Ministries Board of Trustees. The Field Licensing Ministry Team can only recommend to the Board that a candidate is eligible for licensing or ordination.

For all candidates admitted to the Field Licensing Program after March 1, 2011 (including Licensed Teacher, Youth and Family Ministry, New Thought⁴, Another Faith, and Master of Divinity):

1. Upon successful completion⁵ of the first year in the program, attendance of the corresponding March Intensive, and demonstration of anticipated growth in annual progress interviews, a determination for licensing as a Unity minister may be made.

⁴ During the first year of Field Licensing, those ordained in another faith may use the title "Reverend" followed by the faith in which they were ordained so as not to confuse their ordination with a Unity ordination, for example: Rev. Taylor Grace, a Religious Science minister.

⁵ Successful completion of successive years in the Field Licensing program is determined by the mentor, the Field Licensing Ministry Team, and with the leadership of the Field Licensing Policy Team. During the first year of Field Licensing, those ordained in another faith may use the title "Reverend" followed by the faith in which they were ordained so as not to confuse their ordination with a Unity ordination, for example: Rev. Taylor Grace, a Religious Science minister.

2. Upon successful completion of the second year, attendance of the corresponding March Intensive, and demonstration of anticipated growth in annual progress interviews, a recommendation for continued Licensed Unity Minister status may be made.
3. Upon successful completion of the third year, attendance of the corresponding March Intensive, and demonstration of anticipated growth in annual progress interviews, a recommendation for ordination may be made.

For Candidates admitted to the Field Licensing Program before March 1, 2011:

1. For the Licensed Teacher Path and Youth and Family Path:
 - (a) Upon successful completion⁶ of the first year in the program, attendance of the corresponding March Intensive, and demonstration of anticipated growth in annual progress interviews, a determination for licensing as a Unity minister may be made.
 - (b) Upon successful completion of the second or third year in the Field Licensing Program, attendance of the corresponding March Intensive, and demonstration of anticipated growth in annual progress interviews, a recommendation for continued Licensed Unity Minister status may be made.
 - (c) Upon successful completion of the fourth year as a Licensed Unity Minister, attendance of the corresponding March Intensive, and demonstration of anticipated growth in annual progress interviews, a recommendation for ordination may be made.
2. For The New Thought Minister Path, Those Ordained in Another Faith, Not New Thought⁷ or Master of Divinity Path:
 - (a) Upon successful completion of the first year in the program⁸, attendance of the corresponding March Intensive, and demonstration of anticipated growth in annual progress interviews, a determination for licensing as Licensed Unity Minister may be made.
 - (b) Upon successful completion of the second year, attendance of the corresponding March Intensive, and demonstration of anticipated growth in annual progress interviews, a recommendation for continued Licensed Unity Minister status may be made.
 - (c) Upon successful completion of the third year, attendance of the corresponding March Intensive, and demonstration of anticipated growth in annual progress interviews, a recommendation for ordination may be made.

⁵ Successful completion of successive years in the Field Licensing program is determined by the mentor, the Field Licensing Ministry Team, and with the leadership of the Field Licensing Policy Team.

⁶ Successful completion of successive years in the Field Licensing program is determined by the mentor, the Field Licensing Ministry Team, and with the leadership of the Field Licensing Policy Team.

⁷ During the first year of Field Licensing, those ordained in another faith may use the title "Reverend" followed by the faith in which they were ordained so as not to confuse their ordination with a Unity ordination, for example: Rev. Taylor Grace, a Religious Science minister.

⁸ Successful completion of successive years in the Field Licensing program is determined by the mentor, the Field Licensing Ministry Team, and with the leadership of the Field Licensing Policy Team.

Ministry Information

An applicant's ministry must also meet certain criteria in order for an individual to apply to enter the Field Licensing Program.

Ministry Qualifications

1. Designation

(a) An Expansion Ministry *pioneered* with the intent to become a Full Status Ministry and which has:

- Employed a licensed teacher as it's spiritual leader
- Established a working Board of Trustees
- Adopted Bylaws
- Achieved the financial stability necessary to support the full participation of a candidate in the Field Licensing Program
- Followed the guidelines of the Unity Worldwide Ministries' Expansion Program.

(b) If an applicant is an associate or assistant to the senior minister from an established ministry, that ministry must show the contribution made by the individual to the health and continuation of the program(s) they serve and ultimately to the ministry.

(c) A Regional Unity Association in good standing with Unity Worldwide Ministries.

2. Support: The Field Licensing Program is a three year mutual commitment of growth (financially, numerically, and spiritually) which is a benefit to both the candidate and the ministry community. During the course of the Field Licensing Program the Candidate will be provided with an abundance of information and resources for ministry that will be a blessing to the community they serve. Knowing that the mutual benefit of this program will be great, the ministry commits to the following:

(a) The ministry is willing and able to financially and morally support the applicant in fulfilling the requirements of the Field Licensing Program, by way of a written agreement as specified below (and in form A3 or A3reg included in the Field Licensing Application):

- Paying annual Field Licensing Program tuition to Unity Worldwide Ministries (\$1,250 per year)
- Paying the candidate a minimum salary of \$1,200 per month (\$14,400 annually) to be eligible to apply for the program (\$800 for Youth and Family Minister; \$9,600 annual)
- Growing to provide a salary of at least Unity Worldwide Ministries' standard guideline before the candidate is eligible for ordination (The Unity Worldwide Ministries' standard guideline for this program is currently \$24,000 annual minimum; \$16,000 annually for Youth and Family Ministry).

- Hosting two trips to the ministry by the candidate's mentoring minister. This includes travel expenses and lodging for the mentoring minister.
- Supporting the Candidate's attendance at Intensive seminars hosted by Unity Worldwide Ministries. This entails absence from the ministry for at least 10 days each March, as well as travel and lodging expenses for the candidate during the seminars.
- Supporting the candidate in attending sub-regional, regional and national conferences, including registration, travel, and lodging expenses.
- Paying the costs for active audit of three required Unity Institute on-line courses (approximate total of \$1500 for tuition and fees paid directly to Unity Institute and books) including enrollment in the first required course before attending the Field Licensing Admissions Testing and Interview Week in March.
- Supporting the candidate in his/her position in the ministry in moral and financial ways as well as with time and resources.

(b) If its leader is accepted into the Field Licensing Program, by the completion of the program the church will be capable of, and willingly paying, the Field Licensing minimum recommended salary for ministers (currently \$24,000/yr; youth and family ministry, \$16,000/yr).

Responsibilities of the Candidate's Ministry

1. Provide a written agreement to provide financial and moral support for the candidate throughout the program (Form A3 or Form A3reg), and fulfill the terms of that agreement (see Ministry qualifications above for details.).
2. Continue to support the efforts of the candidate throughout the process or as long as the candidate is affiliated with the sponsoring ministry.
3. Host and finance two visits from the candidate's mentor.
4. Provide annual progress reports to the Mentor and the Credentialing Staff of Unity Worldwide Ministries by January 30th of each year that the Candidate is participating on the Program.
5. Inform the Mentor and Unity Worldwide Ministries' Director of Credentialing of any change in the candidate's employment status.
6. Providing financial documentation (by January 30th of the year that the Candidate is planning to be ordained) that the candidate's salary meets or exceeds the minimum standards set by the Unity Worldwide Ministries' Field Licensing Program (currently \$24,000/yr; youth and family ministry \$16,000/yr). If this documentation is not received, the candidate will not be considered for ordination.

Ministry Team Information

Responsibilities of the Field Licensing Ministry Team:

1. Honoring and guiding the candidates and supporting their ministries, by evaluating, holding candidates accountable, and celebrating success with a loving consciousness.
2. Reviewing and evaluating applications for the program.
3. Being present to interview applicants each year during the March Intensive.
4. Reporting to the Unity Worldwide Ministries' Board of trustees about the applicants that have been accepted as candidates in this program.
5. Assigning a mentor, who is a member of the Field Licensing Ministry Team, to follow and support the accepted candidate's progress through the course of the program as specified in item one.
6. Working with the mentor and candidate to create an individualized program and contract.
7. Being present and evaluating the candidate's progress during the program through yearly progress interviews conducted during the Intensive week.
8. Recommending licensing and ordination, when appropriate, to the Unity Worldwide Ministries' Board of Trustees.

Responsibilities of the Candidate's Mentor

1. Working with the candidate to create an annual individualized contract, and compassionately holding the candidate accountable for the items in the contract.
2. Providing support and guidance throughout the process, including but not limited to:
 - (a) Being available to receive the candidate's calls.
 - (b) Reviewing and providing feedback to the candidate on quarterly reports, credos, reflection papers, practicum proposals/checklists, and other information about the candidate's progress.
 - (c) Serving as a contact between the Unity Worldwide Ministries and the candidate.
 - (d) Serving as a source of reference for the candidate's ministerial needs.
 - (e) Providing continuing evaluation of the candidate's progress.
3. Conduct at least two on-site visits to the candidate's ministry.
4. If the candidate has successfully completed each year of the program, submit a written recommendation for licensing, re-licensing, and/or ordination by March 1st of each year.
5. For more information, Field Licensing Mentors shall refer to the Mentor's Manual.