

New L&O Process - February 2012

In order to streamline and harmonize our Unity ordination paths, and to more closely align the L&O process with the variable circumstances of students at Unity Institute, the Licensing and Ordination Team is implementing a New Process starting in June 2012.

1. The New L&O Process to be launched in June 2012:
 - a. De-links the L&O interview weeks from course prerequisites and ceu/credit hour requirements
 - b. There are no themed interviews, except for Credo the last interview week. (But the team recommends focusing on Call to Ministry at the first interview, and growth toward Credo.)
 - c. All interviews will include talks with some Bible and Metaphysics.
 - d. Candidates shall have one L&O interview week in the year following admission, and a minimum of one each year until completion.
 - e. One L&O interview week is required 6 months before anticipated ordination, and one immediately prior to ordination.
 - f. There is still a minimum of 4 L&O interview weeks (all including 5-7 minute talks).
 - g. Completion of all credits is still required to do the final L&O.
 - h. Please see the detailed description below.

2. One time exceptions were made for four candidates in extraordinary circumstances who were caught in the middle of two L&O processes (under specific circumstances) so their graduation can align with ordination.

Ministry Path Candidate Requirements For L&O Interviews

NEW L&O PROCESS (Revised 2.21.12)

1. About Licensing & Ordination (L&O) Interview Weeks:
 - L&O interview weeks are generally conducted during the last full week of January and the first full week in June. (Contact Credentialing Coordinator credast@unity.org for specific dates.)
 - Every Candidate shall have a *minimum*¹ of four (4) L&O interview weeks, where they present a 5-7 minute talk to the interviewing teams.
 - An L&O Interview Week includes:
 - Two 60 minute interviews, beginning with a 5 to 7 minute talk, and generally including questions based on the candidate's progress on any

¹ Additional interviews may be required to for successful completion of the process depending on the candidates individual circumstances (See Item 2, *About the Prerequisites and Required Timing of L&O Interview Weeks.*)

past recommendations by the L&O or Admissions Teams, the contents of their profile form, the contents of their talk, the L&O Study Guide, and cumulative questions from any past L&O interviews.

- A third interview with an additional team, if requested by the L&O Team
- A 15 minute meeting with the primary interviewing team, regarding the L&O team's statements (Unless it is the Final Interview week.²)

2. During interview weeks:

- An interviewing team member will go to the designated location to accompany the candidate to all interviews.
- The 60 minute interviews begin with prayer by an interviewing team member. The candidate shall tell their Teams the title of their talk before beginning. After the talk, interviewers will ask the candidate questions. To conclude the interview, the candidate will be asked to pray.
- The L&O Team will meet and consider the two interviewing teams' evaluations. If there is agreement between a candidate's primary and secondary teams about whether a Candidate is performing at the standard acceptable for the interview, no third interview is scheduled. If there is disagreement between a candidate's primary and secondary team on whether a candidate is performing at the standard acceptable for the interview, a third interview will be scheduled (See *About Third Interviews*, below.)
- During all L&O interview weeks, fifteen-minute feedback interviews are pre-scheduled with a candidate's primary interviewing team; unless it is their anticipated final L&O interview week (see footnote 2 below.)
- During the fifteen-minute feedback interviews, primary interviewing teams will meet with candidates and give them a copy of the interviewing teams' statements. Candidates shall ask any clarifying questions of the primary team about their statement at that time. If a candidate has clarifying questions for their secondary or any third interviewing team, the candidate shall immediately contact their Faculty Advisor with those questions.
- The appropriate dress code for L&O interviews is conservative platform clothing.

3. About Questions asked by the L&O Team:

- Questions may be based on the candidate's progress on any past recommendations by the L&O or Admissions Teams, the contents of the candidate's profile form, the contents of the candidate's talk, the L&O Study Guide, and cumulative questions from any past L&O interviews.

² If it is the final scheduled L&O week, and the candidate successfully completes L&O requirements, they will be notified in writing (student mailbox area) of the L&O Team's recommendation for their ordination. If it was hoped to be the final scheduled L&O week for a candidate, and a candidate is not recommended for ordination by the L&O Team, the candidate will be contacted during L&O week to schedule a feedback interview.

- Questions may assess the candidate’s current Spiritual and Personal Development, Ministerial Professionalism, Ethical Living, and Ministry Skills.
 - Questions may assess the candidate’s current Foundational Academic Knowledge of (Unity Bible, Unity Bible Metaphysics, Unity Theology, Unity History/History of New Thought, Unity Polity, etc.)
 - Questions asked by the interviewing teams will generally be Behavior Based, when appropriate to the subject matter. This allows candidates to demonstrate academic knowledge and how they are applying the principles in their life.
4. About the Prerequisites and Required Timing of L&O Interview Weeks:
- Candidates must enroll and register for Unity: Institute & Seminary ministry studies within one year of admission to the Unity ordination path. Candidates must continue to be actively enrolled in Unity Institute ministry studies (through graduation) while they are on the Unity ordination path.
 - Within one year of admission to the Unity ordination path, every candidate shall meet with the L&O Team for an interview week.
 - Once a candidate has had their first L&O interview week, they shall meet with the L&O Team a minimum of once a year until they have completed the process.
 - One L&O interview week is required 6 months before a candidate’s anticipated final L&O Interview week, and one immediately prior to any L&O Team recommendation for ordination.
 - There are no ceu/credit hour prerequisites for L&O Interview weeks; but completion of all graduation requirements is a prerequisite for the final L&O interview week.
5. About Required L&O talks:
- All L&O interview weeks include a 5-7 minute talk. The candidate will give the same talk to their primary, secondary (and third interview, if needed) teams that week.
 - All talks should demonstrate a basic familiarity with Unity Bible Interpretation and Unity Metaphysics.
 - There are no required themes for candidate’s talks; except for the final interview week. The final L&O interview week talk will be on Credo³.
 - Although not required, the L&O Team recommends focusing on Call to Ministry⁴ in the first L&O interview week talk, and tracking the development of the Call to

³ The message is to be a prepared try out talk based on your “Good News”. The members of the teams are to be considered part of the congregation. Personal examples can be used, but this not to be a personal ‘witnessing’ talk.)

⁴ The recommended Call to Ministry talk is a Sunday message for a Unity congregation based on the candidate’s “Call to Ministry”. It is a Truth based talk on the candidate’s story of how they got here.

Ministry as it develops into Credo in moving toward the planned final L&O Interview week.

6. About Registration for L& O Interview Weeks:

- Candidates must contact the Unity Worldwide Ministries' Credentialing Coordinator credast@unity.org to schedule an L&O interview week.⁵
- **Registration deadlines for L&O interview weeks:**
 - March 1 for June interview weeks
 - October 1 for January interview weeks

7. About Profile Forms for L& O Interview Weeks:

- Candidates must submit newly updated L&O candidate profile forms to the Credentialing Coordinator credast@unity.org one month in advance of each of their L&O interview weeks (For current forms contact credast@unity.org.)
- Information required on new forms includes:
 - A current phone number where the candidate can reliably be reached during the specified hours of an L&O interview week (if an additional interview is needed.)⁶
 - Activities participated in during residential studies at Unity: Institute & Seminary,
 - What the candidate has been doing recently in ministry,
 - Life changes since Admission or the last L&O interview week, and
 - Actions the candidate has taken based on any past recommendations by the L&O Team or the Admissions Team.
 - Anticipated date of graduation

8. About Preparation for L& O Interview weeks:

- Candidates may be asked questions on any topic (Bible, Metaphysics, etc.) at any L&O. If they have not had a particular class, they can say so and come prepared for next time (but not with all questions.)
- Candidates are expected to know basic Unity definitions and teachings (see the L&O Study guide) In answering questions, students should provide the basic Unity definition first, then expand on that idea based on recent studies or personal experience/life application.

⁵ If a candidate fails to timely register for the L&O interview weeks required by this process, the candidate will be placed on *L&O Concern*.

⁶ If an additional interview is scheduled during an L&O Interview week, and the Credentialing staff is unable to inform the candidate of a third/additional interview, or the candidate is not present at the scheduled time, the candidate is automatically placed on L&O Concern. (It is the candidate's responsibility to provide the Credentialing Coordinator with a phone number where they can be contacted at designated times during the L&O interview week as a part of their L&O profile, in the event an additional interview is scheduled.)

- It is important for candidates to know what Unity Metaphysical Bible Interpretation is, and that it is different from maeutics. Demonstrating knowledge of the distinction in answers to questions about Bible interpretation is important. In an initial response to a question on Unity Metaphysical Bible Interpretation, candidates should be prepared to share the common Unity metaphysical meanings of biblical names and terms (see the L&O Study guide) After that, the Candidate may expand on that basic Unity knowledge with recent studies or personal experience/life application.
- The manner of preparation for L&O interviews varies from one candidate to the next. Generally, the recommended preparation involves, but is not limited to:
 - Prayer
 - Practiced and timed talks, and life application
 - Review of highlights from prerequisite courses, and life application
 - Review of the L&O Study Guide (except chronological dates) and life application
 - Review of any past recommendations by the Admissions and L&O Teams, follow-up actions, and life application.
 - Peer or faculty facilitated “mock L&O interviews.”

9. About Third Interviews:

- If there is disagreement between a candidate’s primary and secondary team on whether a candidate is performing at the standard acceptable for the interview, a third interview will be scheduled.
- When a third interview is scheduled, a different interview team will conduct a 60 minute interview.
- After a third interview, if two interviewing teams indicate that a candidate is performing at the standard acceptable for the interview, the candidate is in good standing with the L&O Team.
- If two interviewing teams indicate that a candidate is not performing at the standard acceptable for the interview, the candidate is placed on L&O Concern (see *About L&O Concern.*)
- L&O Team Statements provided at Feedback Interviews clearly indicate whether a candidate is In Good Standing or On Concern.

10. About L& O Concern:

- L&O Concern is reserved for special circumstances when either:
 - Two interviewing teams indicate that a candidate is not performing at the standard acceptable for the interview, or
 - A candidate is not in compliance with the L&O process⁷

⁷ If a candidate is placed on *L&O Concern* for non-compliance with the L&O Process, they will receive a letter that states:

- If a candidate is placed on L&O Concern during an L&O Interview week:
 - It will be clearly indicated on the Team statement.
 - The L&O Team statements will include details that the candidate (Student) and their advisor will use to develop an Action Plan to support them in preparing for future L&O interviews.

11. About the L&O Team:

- The L&O Ministry Team is made up of ordained Unity ministers who have had a minimum of three years experience in the field. They come from diverse backgrounds. Team members travel to Unity Village at their own expense. Although the L&O process involves evaluation of candidates regarding their progress and readiness for ordination, ministers serve on this Team because they are investing in the future of the Unity movement, and meeting their future colleagues.
- The candidate's presence and participation in the L&O process is a blessing to the interviewing teams. It is the team's intention that the L&O experience be sacred and successful, while supporting the candidate in serving the Unity Movement as an effective, spiritually conscious, and committed minister.

12. About the Unity Worldwide Ministries Ethics Review System and the L&O Process:

- In the weeks prior to an anticipated final L&O interview week, the Credentialing Staff routinely requests preliminary approval from the Unity Worldwide Ministries Board for ordination or licensing, subject to the recommendation of the L&O Team. If a candidate has a review pending or underway with the Unity Worldwide Ministries Ethics Review System, their name will not be submitted to the Board for preliminary approval. If a candidate has a review pending or underway with the Unity Worldwide Ministries Ethics Review System during their anticipated final L&O interview week, and they are recommended for ordination or licensing by the L&O Team, the normal team statement will be provided to the candidate, along with a letter saying that the team has recommended them for ordination or licensing, and that they will be able to

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- The candidate is on L&O Concern and their standing as a candidate for ordination through this path is in jeopardy
 - The candidate must contact the Credentialing Coordinator within 30 days of the date of the letter to register for the next scheduled L&O Interview Week (June or January).
 - Failure to do so will result in the candidate's release from the Unity Licensing and Ordination Path without further notice.
 - If they are released under these circumstances, and they wish to pursue Unity Ordination, they will be required to re-apply in the future.
 - Candidates can request a leave of absence for up to one year for consideration by the L&O Team Chair (a leave of absence form will be enclosed with the letter.)
 - The letter will be sent certified mail/return receipt requested, and a copy of the letter will be sent to the Unity Institute Admissions Officer.



contact the Credentialing Staff to proceed with licensing or ordination upon successful completion of the Ethics Review process.

***This process is subject to change. Candidates will be notified as soon as possible regarding any changes. For the most current information on the L&O Process, contact the Credentialing Coordinator credast@unity.org**

