

Unity Ministry Ordination Path Unity Urban Ministerial School Application Instructions

Licensing and Ordination as a Unity minister is granted by Unity Worldwide Ministries. This application form is to be completed by applicants for the Unity Ministry Ordination Path and returned to the Credentialing Registrar at Unity Worldwide Ministries (aka Association of Unity Churches International). Please send by certified mail and include your non-refundable application fee.

Please Submit Forms That Are Computer-Generated

The fees and due date for this application and all supporting documents are as follows:

For the Unity Urban Ministerial School Ministry Ordination path:

- **January 30th** for the April/May Admissions Interview Week.
To complete your application for the Unity Urban Ministerial School, you are also required to complete, sign and provide the following original documents to Unity Worldwide Ministries by the applicable due date specified:
- Universal Application form
- Unity Ministry Ordination Path Questionnaire, and
- Unity Ministry Ordination Path Narrative,
- All supporting documents (transcripts, certificates, agreements, letters, references, payment, etc).
- Non-refundable application fee of \$575.00.
- See below for pre-requisite, required or strongly suggested classes.

Pre-requisite, required or strongly recommended classes for Unity Ministry Ordination Path through Unity Urban Ministerial School

- A minimum of completion of the Head Start Program and substantial completion of the Ministry Readiness Program are strongly recommended before applying to this Ministry Ordination Path.

Additional Information:

- We recommend that you print out the entire package before beginning the application. This will let you begin to formulate your answers as well as making completion of the application be faster. A partially completed application cannot be saved.
- Use an 11 or 12-point Times New Roman or Arial font.
- It is important that every item on the forms be completed in detail. Failure to do so may jeopardize the applicant's entry into the program. If an item is not applicable, indicate N/A.
- Complete and return pages 3 – 11 with non-refundable application fee.
- Pages 12 - 14 is the instruction and reference form. The reference form is to be completed and the original form sent directly to Unity Worldwide Ministries.
- If additional space is needed, attach a separate page and refer to the question number. Do not attach more than 10 pages.

- **Do not staple any information together.** If you must separate into groupings, **please use paperclips.**
- **Applications that are stapled, bound, or organized with anything other than paperclips will not be returned or have further consideration nor will fees be refunded.**
- Prior to sending to Unity Worldwide Ministries (UWM): Make a copy of the completed application, including all signature pages, for your records.
- Send original signed application and supporting documents by certified mail – return receipt requested to: Credentialing Registrar, Unity Worldwide Ministries, 401 SW Oldham Parkway, Lee’s Summit, MO 64081.
- Reference forms are to be sent to Unity Worldwide Ministries **by the person giving the reference.** Please give the appropriate reference forms to these persons with a reminder of the deadline dates.
- **Please note: Computer, Internet and email use are required to apply for this program.** We do most, if not all, of our communications electronically. Notification of invitation to interview or redirection will be sent via email.
- Fees are subject to change without further notice.

Unity Ministry Ordination Path Unity Urban Ministerial School Application

Licensing and Ordination as a Unity minister is granted by Unity Worldwide Ministries. This application form is to be completed by applicants for the Unity Ministry Ordination Path and returned to the Credentialing Registrar at Unity Worldwide Ministries (aka Association of Unity Churches International).

Application to Unity Ministry Ordination Path through Unity Urban Ministerial School and non-refundable application fee of \$575.00 are due on or before **January 30th**.

Method of Payment: <input type="checkbox"/> Check (Payable to Unity Worldwide Ministries)	
<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Amex. <input type="checkbox"/> Discover Total to be charged <u>\$575.00</u>	
Card # _____	
exp. date ___/___/___ CID # _____	
Name as appears on card _____	
Card Billing Address _____	
City _____ State _____ Zip _____	
Signature: _____ Date: ___/___/___	
For Office Use:	
Date Received _____	Acct # _____
Amount Received \$ _____	Reference # _____
Processed by _____	Fund <u>69</u>

Part I: General Personal Information

1. Date: 2. Date of Birth:

3. Name:

(First) (Middle) (Last)

Other names used and dates of use:

Current Mailing Address:

Country: Email Address (required)

4. Residence Phone: Business Phone

Cell Phone: Fax:

*If permanent address and phone are different, provide on an attached page

5. Have you moved within the past 5 years? Yes No

If yes, please give your previous addresses and dates and reasons for moving:

Academic Background:

6A. Degrees:

It is your responsibility to request that each institution attended send official transcripts directly to the Credentialing Registrar at Unity Worldwide Ministries.

High School: Date, school, & location

Bachelor's degree: Date, school, & location, Major/Minor

Master's degree: Date, school, & location, Major/Minor

Doctorate: Date, school, & location, Major/Minor

6B. Other Education:

List all other colleges and professional schools attended, including date, school name and location, number of credits earned, and major or minor, starting with the most recently attended.

6C. Equivalents:

Approved Academic Demonstration: Date Granted: (It is your responsibility to provide a copy of your letter of approved Academic Demonstration with this application)

List any other equivalencies earned, starting with the most recent.

List all College Honors and/or extracurricular activities:

Employment Background:

7. List your employment and career background **outside** of a Unity church or center covering the last 10 years, beginning with the most recent. Give employer name and address, job title and dates of employment.

Acknowledgments:

Photo/video release:

I understand that occasionally, candid, posed or staged photographs and/or videos of applicants and candidates are taken. All applicants are required to release Unity Worldwide Ministries and Unity Urban Ministerial School from any and all claims so that these photos and/or videos may be used, at the discretion of Unity Worldwide Ministries, in promotional materials such as publications, brochures and press releases. My signature below releases them from any and all claims arising from use of photos and/or videos.

Submission of Documents:

I understand that to complete my application, I am also required to complete, sign, provide, and arrange for the timely delivery of the original documents listed on the instruction sheet by the applicable due date specified.

Waiver of right to inspect reference letters:

My signature below also acknowledges that I waive my right to inspect any reference letters submitted on behalf of my application.

By signing I certify that the information provided in this application and any attached documents are true and accurate to the best of my knowledge. I have read and understood the instructions for completing this application and understand that any omissions, falsifications or improper completion of the application could forfeit my financial investment and chance for application to be considered for this application deadline as well as result in the withdrawal of my admission to this ministry path. I also understand that my application materials, once submitted will not be returned or photocopied.

Applicant's Signature_____

Date_____

Unity Ministry Ordination Path Questionnaire

Personal Information:

8. Marital Status:

Single

Married/Life Partner

Spouse / Life Partner's Name

Divorced Date Divorced Times Divorced

Widowed Date

9. If married/life partner, does your partner support your decision for ministry?

10. What clubs, organizations, or activities have you been active in during the last 10 years outside of Unity? What positions did you hold in them? Please mention particular achievements.

11. Describe any financial difficulties you have had in the past, or that you are currently experiencing, and what steps you have taken to resolve them.

12. Have you ever been convicted of a crime? If so, state the charges and date of conviction. (Attach a copy of the police report and or/court records to your application.) Describe what you have learned from that experience, and actions you have taken to amend or resolve the problems that lead to that conviction.

13. If accepted into the Unity Ministry Ordination Path, please notify the Credentialing Registrar if you will be requiring any special accommodations..

Unity Education

14. If you have graduated from any the following programs, state the date of graduation and attach a copy of your graduation certificate. If you have not graduated, list the dates that the required courses were taken. (Official transcripts should be received by Credentialing Registrar on or before due date of application.)

SEE Spiritual Development:

SEE Leadership Development:

Unity Institute M&RS Diploma or MDiv programs:

Unity Urban Ministerial School Head Start:

Unity Urban Ministerial School Ministry Readiness:

Unity Urban Ministerial School Post Graduation Internship/Fourth year:

Unity Background

15. Unity Ministry Affiliations (list each ministry separately and in chronological order)

Ministry name & location:

Senior minister name:

Attendance dates:

Membership dates:

Volunteer positions and dates of service:

Paid positions, hours per week, monthly salary, and dates of service:

16. Have you applied to any Unity Ministerial Program (AUCI, MEP, FLP, UUMS) before?

Yes No

If yes, which program?

How many times? Dates

(Attach copy of all re-direction letter(s).)

17. If you were previously admitted and then released, or you withdrew from another ordination path, explain the circumstances. (Attach any letter of release you have received from a Unity ordination program.)

18. Are you a Licensed Unity Teacher? Yes No

If yes, date of licensing:

(Attach a copy of your Licensed Unity Teacher certificate or ID Card.)

Unity Ministry Ordination Path
Unity Urban Ministerial School
Narrative Questions

On a separate page, answer the following in your own words. Refer to the question number when answering the question. Your responses should be comprehensive, clear, and reflect your own personal beliefs. Limit your response to 200 words per question.

Spiritual and Personal Development:

19. In what type of work have you been most interested, successful, and fulfilled?
20. What fields of knowledge have interested you most?
30. Are you currently employed? If not, please state the date last worked and your reason for leaving. What was your most significant revelation from that work experience?
31. Have you ever received psychiatric/psychological treatment of any kind? If yes, explain in detail, giving dates. What did you learn from this experience, and what action have you taken to apply what you have learned? How did this support you in your healing and forgiveness?
32. How have issues arising from your family of origin impacted your spiritual growth?
33. In your current life circumstances, what do you see as your spiritual and emotional growing edges as you explore the ministry path?
34. Discuss an experience where you believe prayer played an important part. How did you pray? What was the result? What did you learn?

Ministerial Professionalism:

35. Have you taught Unity Principles in a Unity adult education class? If so, please give details. Describe what you learned from that experience about facilitating adult learners.
36. Have you taught in a Unity Youth & Family Ministry program? If so, please give details. What did you learn about how you can best support emerging young leaders in ministry?
37. Do you have platform or other Unity leadership experience? (i.e. board member, meditation leader, etc?) If so, please give details. What have you learned from those volunteer positions, and how has that affected your desire to become a Unity Minister?
38. Tell us about a challenging circumstance that you have had in a Unity Ministry. What did you learn from that experience?
39. Tell us about an experience, (in addition to applying to this ministry path), that demonstrates your commitment to Unity Ministry? What have you learned from that experience?
40. Unity ministers bring a rich variety of gifts to ministry. Describe some of the gifts you bring to ministry, and discuss how these gifts will be a blessing to the people you serve.

41. Discuss a situation from your life where you have applied an insight you gained from a Bible story. Cite the chapter and verse for the story, state what the insight was, and describe how you applied it.
42. What is the Law of Mind Action? Discuss a situation where the power of one of your thoughts expressed or manifested.
43. As concisely as possible, state your definition of Unity.
44. Explain why you want to become a Unity minister.
45. Describe your personal vision of ministry.

Diversity and Cultural Context of Ministry:

46. What do you see as the role of a minister in our world today?
47. Describe a situation where you ministered to someone from a different cultural or socioeconomic background. What did you learn from that experience?
48. Is there any information or comment you would like to share with us that we have not asked for?
49. List people we should be expecting reference letters from and relationship (lay leader, non-Unity professional, Unity ministers for last 5 years) as specified on the reference form instructions.

Unity Ordination Ministry Path Applicant Profile and Photo

As a part of your application, attach a brief profile to assist your interviewing teams in getting to know you. The profile includes a small recent photo (a head shot, 2x3” or business card size.) attached (or printed) in the upper right corner of the profile page. When printed, your profile (including picture) should be no more than 2 pages.

Profile Contents:

- Preferred Name
- From (City & State)
- Birth Date
- Birthplace
- Marital Status: (Married /Single/Divorced/Widowed/Life Partner?)
- If married / partner (name)
- Children.(names and ages)
- Academic Degrees
- Unity Education/credentials
- Current Unity Ministry/Home church
- Church Size (i.e. Family, Pastoral, Program, Corporate?)
- Your current and past, paid and volunteer positions in the ministry
- Unity region (ex: South Central, Great Lakes, etc)
- Other employment/career
- What is your passion in ministry?
- What areas do you need support/mentoring in?
- What would you like us to know about you?
- What would you not like us to know about you?
- List names and relationship of any relatives serving in the Unity movement. (Ordained Unity ministers or licensed teachers)

Unity Ministry Ordination Path - Unity Urban Ministerial School Checklist

Applicant Name: _____

Is the application complete and ready to be sent?

1. _____ Will be sent in time to be received on or before January 30?
2. _____ Code of Ethics signed and included?
3. _____ Sexual Conduct Policy signed and included?
4. _____ Memorandum of Understanding signed and included?
5. _____ Background Check Disclosure and Consent signed and included?
6. _____ Official college transcripts sent to Unity Worldwide Ministries?
7. _____ Academic Demonstration approval letter included? (if needed)
8. _____ Copies included (if applicable) of police report? (A1)
9. _____ Transcripts included for Unity credit hours and certificates referred to at Question No. 14 of the application?
10. _____ Redirection Letters included? (if needed)
11. _____ Reference forms sent to all references?
12. _____ All references reminded of the deadline date of **January 30th**.

References sent to: Minister: _____

Minister: _____

Unity Reference: _____

Non-Unity Reference: _____

13. _____ All signatures?
14. _____ Application fee enclosed?
15. _____ Complete copy of application made for my file?
16. _____ Divine Order affirmed?
17. _____ All of the above sent by certified mail to be received at Unity Worldwide Ministries, Credentialing Registrar, P.O. Box 610, Lee's Summit, MO 64063 on or before January 30?

Be sure there are only paper clips holding papers together. No staples, binders, etc. Please include this sheet with your application.

Unity Ministry Ordination Path Reference Forms (UM2)

Copy of the Reference Form is to be provided by the applicant to at least three persons who are aware of the applicant's ministry activities and personal character.

Form must be given to two different people who have seen the applicant exhibit leadership skills and meet the following criteria:

- Every Unity minister or spiritual leader that the applicant has served with in the last five years.

- A layperson in the applicants' current Unity church. This person could be a board member, licensed Unity teacher, office manager, etc.

- A non-Unity professional in the applicant's community who has seen the applicant exhibit leadership skill.

All original reference forms (no electronic copies) are to be sent directly to Unity Worldwide Ministries' Credentialing Registrar by the recommending individual.

It is the responsibility of the applicant to follow-up and ensure that the recommendation forms are received by the Credentialing Registrar at Unity Worldwide Ministries on or before the due date.

Unity Ministry Ordination Path Reference Form UM2-M

To be filled out by all of the following:

- Every Unity minister or spiritual leader that the applicant has served with in the last five years,
- A layperson in the applicants' current Unity church, who has seen the applicant exhibit leadership skills (e.g. board member, licensed Unity teacher, office manager, etc.) AND
- A non-Unity professional in the applicant's community who has seen the applicant exhibit leadership skill

The completed and signed original form shall be mailed by the referencing person to: Credentialing Registrar, Unity Worldwide Ministries, P.O. Box 610, Lee's Summit, MO 64063.

The form must be received by Unity Worldwide Ministries on or before the application due date of _____ (Date will be provided by the applicant.)

Applicant's Name: _____ Your Name: _____

Address: _____ Phone: _____ Email: _____

How long have you known the applicant? _____ In what capacity? _____

What is your frequency of contact?

Person-to-Person: Enter number in appropriate spaces provided

_____ Weekly _____ Monthly _____ Quarterly _____ Yearly

Phone Contact: Enter number in appropriate spaces provided

_____ Weekly _____ Monthly _____ Quarterly _____ Yearly

In what capacity do you presently have contact with the applicant?

What do you see as the strengths of the applicant?

What do you see as areas of personal concern?

What is the contribution made by this applicant to your ministry? (to be completed by Unity minister or spiritual leader that the applicant has served with in the last five years)

Is there anything else you would like to tell us about the applicant that we have not asked?

Do You...

Highly recommend

Recommend

Recommend with reservations

Not recommend

the applicant for the Unity Ministry Ordination Path and Unity ministry?

I understand that this reference is one part of the total information considered in the admissions evaluation process.

Signed: _____ Date: _____

Memorandum of Understanding

FOR INDIVIDUALS UNDERGOING PSYCHOLOGICAL EVALUATION AS PART OF SCREENING FOR MINISTRY OR LICENSED UNITY TEACHER WITH UNITY INSTITUTE AND UNITY WORLDWIDE MINISTRIES AKA ASSOCIATION OF UNITY CHURCHES INTERNATIONAL

The psychologist performing the evaluation has agreed to conduct psychological assessments of candidates for the ministry (including positions of Licensed Unity Teacher etc.) for Unity Worldwide Ministries aka Association of Unity Churches International. This document is designed to inform you (the applicant) about the duties of the evaluating psychologist and ensure that you understand the professional relationship you are entering into. The psychologist has a current professional license as a psychologist. The psychologist is trained in psychological assessment of adults as well as individual psychotherapy.

It is understood that the psychologist will be screening candidates referred by Unity Worldwide Ministries for the purpose of identification of psychological problems or issues that may interfere with the ability to perform either as a minister or Licensed Unity Teacher. You should assume information gathered via psychological testing, interview, or anecdotally can be reported to Unity Worldwide Ministries.

There are certain situations in which the psychologist is bound to report actions disclosed in a psychological evaluation to proper authorities outside of Unity. These include:

1. If it is determined you are a danger to yourself or others (but the psychologist will make every attempt to include you in this determination);
2. Child, elder, or dependent person abuse reporting as mandated by law;
3. If the psychologist is ordered by a court to disclose information (this includes the possibility in future litigation).
4. You direct the psychologist to tell someone else by signing a release of information form.

In situations of voluntary disclosure to a third party to assist in your care, you can limit what is disclosed.

Special laws apply to alcohol and drug information disclosure. By signing this document you are giving permission to the psychologist to share information you may disclose about past or present drug or alcohol use (legal or illegal) with Unity personnel involved in admission to credentialing processes.

In the event the psychologist feels the need to consult another professional in order to achieve clarity on particular information, this will be done in a professional manner. If the other professional is someone outside of those involved in the Unity evaluation/selection process, your identity will be kept anonymous.

The payment agreement for the evaluation will be in accord with policies of Unity Worldwide Ministries. Please be sure you understand payment policy prior to the evaluation.

The psychologist agrees to render services in a professional manner consistent with ethical guidelines. Ethical guidelines require that you be informed that psychological evaluation could make matters worse, and that while you are free to discontinue at any time, it may disqualify you from the application process. This psychological evaluation does not establish a doctor/patient relationship. It is for evaluation only and not for the purposes of treatment.

This document also serves to inform the Unity applicant, as well as Unity Worldwide Ministries (who will be given a master copy to keep on file), that there are limitations on what current available psychological methods can provide for accurately screening out persons who may be poor candidates for the ministerial or licensed Unity teacher positions. It should be recognized that a certain portion of those who "fail" the psychological screening process would still be able to perform well in training, schooling, or in the ministry, and that a certain portion of those who "pass" will subsequently develop psychological

problems which may interfere or be detrimental to their performance in training or in the role of minister. Furthermore, the psychologist's recommendation is only a professional opinion based on limited data and does not constitute a vote as to whether or not a particular candidate is selected, rejected, or redirected.

It is therefore recommended that psychological data be used as only one data source of an over-all pre-selection review process in choosing a candidate for further ministerial consideration. Background checks, prior history, vocational interest (ministerial or otherwise), observations, and ability measures all can provide additional information on which a decision by Unity selection staff is based. These sources may also clarify or modify the psychological data or recommendations. It is therefore very possible that psychological assessment information results in no grounds for rejection (or redirection), but background data or other information suggests reasons for not choosing a particular candidate. On the other hand, given the limitations of psychological evaluations, a candidate may be chosen, after consideration of data from other sources, even though psychological data would suggest otherwise.

Unity Worldwide Ministries is asked to recognize that psychological data are sensitive and can be misused by untrained individuals. Therefore, it is agreed that the psychologist will retain on file all original testing materials, psychological notes, and any written reports. Unity Worldwide Ministries has agreed to inform all involved within the organization as to the confidential nature of the psychological data, and to exercise due caution in the use of such data.

Due to purpose and time constraints, the evaluation interview with the psychologist is not the time to be briefed on the results of any psychological instruments you may have completed.

Once signed, this agreement remains in effect unless rescinded in writing by the applicant being evaluated, or the admission process is complete. The admissions process could include subsequent interviews if an applicant is redirected. It is understood that rescinding this agreement in writing may result in your being unable to continue with the admissions process.

Please sign and date below. If you have any questions, feel free to ask the psychologist.

Authorization **for evaluation of** self: I, _____ (printed name of applicant being evaluated) have read, understand and agree to the above terms.

Signature of applicant being evaluated

Psychologist signature

Date

Date

Psychologist printed name

UNITY WORLDWIDE MINISTRIES
401 SW Oldham Parkway
Lee's Summit, Missouri 64081
Phone: 816.524.7414 Fax: 816.875.1207

BACKGROUND VERIFICATION DISCLOSURE

As part of the Ministry Path Admissions process, Unity Worldwide Ministries will obtain an investigative consumer report. The investigative consumer report may include information regarding your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living. The following Consumer Reporting Agency will prepare the report: LexisNexis Services Inc., 1000 Alderman Drive, Alpharetta, GA 30005

BACKGROUND INVESTIGATION CONSENT

I, _____, hereby authorize Unity Worldwide Ministries and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment now and, if applicable, during the tenure of my employment with Unity Worldwide Ministries.

I release Unity Worldwide Ministries and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Full Name [Printed]	Maiden name or Other Names Used
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Present Address	How Long?
-----------------	-----------

City/State	Zip Code
------------	----------

Former Address	How Long?
----------------	-----------

City/State	Zip Code
------------	----------

* Date of Birth	Social Security Number	Driver's License Number	State of Licensing
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Signature	Date
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Note: The above information is required for identification purposes only, and is in no manner used as qualifications for application or employment. Unity Worldwide Ministries is an Equal Opportunity Employer.

Association of Unity Churches International



Revised: 06/11

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

UNITY WORLDWIDE MINISTRIES
POLICY ON CREDENTIALLED 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]

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 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 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.
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 Association 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.

 - **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.

Signature

Date