

ALTERNATIVE MINISTRY MANUAL



Dear Special Friend,

Thank you for requesting information about alternative ministry. I am happy to send you this packet of information which I trust will be of help in the development of your alternative ministry.

In reviewing the enclosed information you will notice that Unity Worldwide Ministries affiliates alternative ministries under four different categories; (1) part-time individual (which is not covered by the tax exempt umbrella); (2) part-time incorporated; (3) full-time expansion; and, (4) full-status. The procedures necessary to apply for an alternative ministry vary according to the type of alternative ministry you are interested in. Therefore, I ask that you review the enclosed information carefully and that you clearly state in your proposal what type of alternative ministry you are applying for and indicate what the focus and activities of your ministry will be (see types of alternative ministries page 5).

Should you have any questions about the process of developing an alternative ministry and/or applying for affiliation please contact me at Unity Worldwide Ministries. Our prayers are with you knowing Spirit lights your way and that your ministry is developed and established under God's guidance and direction and in divine order.

Blessings of Love, Peace, and Light,

A handwritten signature in black ink that reads "Joann Landreth". The signature is written in a cursive, flowing style.

Joann Landreth
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Unity Worldwide Ministries
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Section 1

Affiliating an Alternative Ministry

With

Unity Worldwide Ministries

Solicitation: *It is Unity Worldwide Ministries policy that ministries (including ministers, Transitional Ministry Specialists, licensed teachers, Spiritual Leaders, Alternative Ministries, and boards) not solicit funds from other ministries by sending a letter directly to said ministers/ministries/boards. Many ministers/ministries are on ministry mailing lists and thus receive copies of correspondence relating to financial needs. We have no problem with this so long as the mailing is general and directed to friends and members locally. It is, however, against Unity Worldwide Ministries policy for correspondence/letters to be directed to ministers/ministries/boards in the field inviting gifts and tithes. (Note: Alternative Ministries may be funded by love offerings or fees for services rendered and products offered, but may not solicit funds from ministers, ministries, or churches by mail, e-mail, or other means.)*

What is an Alternative Ministry?

When we think of ministry, we usually think about a traditional church setting. However, ministry can and often does take place in other settings. Consequently, while Unity Worldwide Ministries is comprised mostly of traditional church ministries we also recognize a number of alternative ministries. These ministries serve people and bring our Unity message to them in a variety of ways. The list below describes alternative ministries in terms of their focus and activities.

Types of Alternative Ministries

- Unity Retreat Ministry
- Television / Radio Ministry
- Unity Prayer Ministry
- Lecture Workshop Ministry
- Ministerial / Spiritual Education
- Other – Unity Worldwide Ministries will consider other types of alternative ministries.

Regardless of the type of alternative ministry affiliation with Unity Worldwide Ministries can fall into four categories.

- Part-time incorporated
- Part-time individual (unincorporated – not covered with Unity Worldwide Ministries tax umbrella)
- Full-time and affiliated with the Ministry Employment Department
- Full-time with full-status membership

Full-time alternative ministries constitute the primary source of income for the minister. They are covered under Unity Worldwide Ministries 501 (c) (3) tax identification number as soon as they are approved by the Board of Trustees. Upon initial approval by the Board of Trustees, a full-time alternative ministry is affiliated with the Ministry Employment Department. If this application is accepted by the Board of Trustees the ministry will qualify for two votes on the conference body floor.

For the purpose of differentiating between full-time and part-time, full time means: (1) the minister has no other full-time job, and (2) the alternative ministry receives the minister’s primary investment of time and energy. Should circumstances change so that these criteria are no longer met the alternative ministry’s status will be changed to part-time.

Part-time incorporated alternative ministries are included in the www.unity.org website. Again, the ordained Unity minister leading the ministry may vote. A part-time alternative ministry will be considered an individual alternative ministry unless / until it becomes incorporated.

The following table outlines the privileges of each type of alternative ministry –

| | Website Listing | Covered by Tax Umbrella | Voting Privileges |
|------------------------|------------------------|--------------------------------|--------------------------|
| Part-time incorporated | Yes | Yes | Yes |
| Full-time full-status | Yes | Yes | Yes |

Membership Criteria for Alternative Ministries

General Considerations:

- (1) At least fifty percent (50%) of senior executive staff (day to day management) in any Alternative Ministry shall be an ordained Unity member minister(s) on the roster with Unity Worldwide Ministries. Should the senior executive staff fall below fifty percent (50%), Unity Worldwide Ministries Board of Trustees will decide whether or not to continue Unity Worldwide Ministries' relationship with the Alternative Ministry.
- (2) For the purpose of differentiating between full-time and part-time, full-time means that:
 - The minister has no other full-time job
 - The alternative ministry receives the minister's primary investment of time and energy.
- (3) In addition to full-time alternative ministries, Unity Worldwide Ministries also recognizes part-time alternative ministries which fall into either of two categories:
 - Part-time incorporated and/or incorporating.
 - Part-time individual (unincorporated) which would not be covered by Unity Worldwide Ministries 501(c) (3) tax umbrella.
- (4) Any ministerial staff person of a Unity educational institution may apply for recognition of his/her alternative ministry provided he/she has prior written approval from the institution's administrator.
- (5) The following documents are required at the time an alternative ministry proposal is submitted: (1) Articles of Incorporation, (2) bylaws, (3) and a business plan. To protect Unity Worldwide Ministries' IRS tax umbrella, a minister is **required to incorporate an alternative ministry before** it can be approved as affiliated with Unity Worldwide Ministries.
 - (a) The following items must be included in the bylaws:
 - At least fifty percent (50%) of the leadership (day-to-day management, not Board of Trustees) is a unity minister(s).
 - The dissolution clause lists Unity Worldwide Ministries as the recipient of any remaining funds.
 - Affiliation with Unity Worldwide Ministries.
 - A way to continue the business of the alternative ministry in the event of the death or inability of the minister to function.
 - Reference to Articles of Incorporation.

- Statement of purpose.
 - Affiliation section (see Recommended Bylaws for a Unity Ministry) – leadership, teaching, mailing, reports.
 - Willingness to abide by the policies and procedures of Unity Worldwide Ministries.
 - Compensation.
 - Board – structure, duties, vacancy, and placement.
 - Board meetings.
 - Amendment procedures.
- (b) Annually financial statements are to be sent to Unity Worldwide Ministries Department of Ministry Employment. If these are not received for one year the alternative ministry will be disaffiliated.
- (c) The minister must assume responsibility for fulfilling all of the above requirements. If these requirements are not fulfilled by the minister disaffiliation will occur.

(Note: The above recommended policy is effective as of September 16, 1998. Alternative ministries already in process are grand-fathered under the previous policy.)

Full-time Alternative Ministry:

When all criteria for a full-time alternative ministry have been fulfilled and approved by the Board of Trustees of Unity Worldwide Ministries said ministry will no longer operate under Unity Worldwide Ministries Expansion Program and will be considered a full-time ministry.

As a full-time member ministry, membership of the alternative ministry is renewable annually if the following reports have been submitted –

- Written annual reports
 - An overview of the past year’s activities
 - A financial report (does not apply to chaplaincy or military)
 - Current status of programs
 - Goals for the future
- (1) If the minister developing an alternative ministry has functioned in the role of associate minister, a letter signed by the senior minister of the church served stating his/her approval of the alternative ministry being organized must be received.
- (2) If the primary purpose of the alternative ministry changes or ceases to exist said ministry will cease to remain a full-time member ministry of Unity Worldwide Ministries.

- (3) If the founding minister(s) of an alternative ministry cease(s) to function as leader(s) the alternative ministry will work with the Director of Ministry Employment regarding disposition of the ministry.
- (4) If the focus of the alternative ministry changes while still under the Ministry Employment Department its leader(s) must reapply.
- (5) When recommending acceptance by Unity Worldwide Ministries Board of Trustees of a new alternative ministry the Director of Ministry Employment should include the category under which that ministry will operate.
- (6) The Board of Trustees requires that all requests for approval of alternative ministry status include the criteria used in determining said status.
- (7) Alternative ministries will automatically be removed from Unity Worldwide Ministries membership upon dissolution and the necessary steps to close the ministry are to be taken at that time.
- (8) All ministers serving in alternative ministries are required to incorporate and establish bylaws and a board of trustees.
- (9) All letters of approval for alternative ministries will contain Unity Worldwide Ministries policy on solicitation.
- (10) A minister who pioneers will not have his/her resume sent to existing ministries for a period of two years. Ministers who are pioneering and seek to send resumes to existing churches within two years will be required to meet with an Ethics Review System team.

Unity Prayer Ministry: A ministry that has as its primary function serving its constituency through prayer. The following criteria will be established when making application as full-time member ministry of Unity Worldwide Ministries –

- (1) membership application [proposal]
- (2) employ a full-time ordained or licensed Unity minister as its head
- (3) main purpose is to give prayer support to its constituency
- (4) copy of Articles of Incorporation
- (5) copy of current bylaws
- (6) copy of most recent complete full year's financial report
- (7) itemized gross remuneration [salary, benefits, manse allowance, etc.]
- (8) letter or recommendation from Regional Representative
- (9) compliance with all bylaws and polices of Unity Worldwide Ministries

Unity Retreat Ministry: A ministry that has as its primary function the operation of a spiritual retreat program. The following criteria will be established when making application as full-time member ministry of Unity Worldwide Ministries –

- (1) membership application [proposal]
- (2) main purpose is providing a spiritual experience for retreatants based upon the teachings
- (3) employ a full-time ordained or licensed Unity minister
- (4) copy of Articles of Incorporation
- (5) copy of current bylaws
- (6) adequate physical facility to assure the accomplishment of purpose
- (7) copy of a full-year's financial statement
- (8) itemized gross remuneration [salary, benefits, manse allowance, etc.]
- (9) letter of recommendation from Regional Representative
- (10) letter from governing body of the retreat ministry describing the program
- (11) compliance with all bylaws and polices of Unity Worldwide Ministries

Television Ministry: A ministry that has as its primary function the producing of a weekly television program. The following criteria will be established when making application as full-time member ministry of Unity Worldwide Ministries –

- (1) membership application [proposal]
- (2) main function is the educating of television viewers in spiritual subjects based on the teachings of Unity
- (3) employ a full-time ordained or licensed Unity minister
- (4) copy of Articles of Incorporation
- (5) copy of current bylaws
- (6) copy of a full year's financial statement
- (7) itemized gross remuneration [salary, benefits, manse allowance, etc.]
- (8) letter of recommendation from Regional Representative
- (9) compliance with all bylaws and policies of Unity Worldwide Ministries

Lecture Workshop Ministry: A ministry that has as its primary function the operation of a lecture / workshop program. The following criteria will be established when making application as full-time member ministry of Unity Worldwide Ministries –

- (1) membership application [proposal]
- (2) main function is the teaching of Unity through lectures and workshops
- (3) employ a full-time ordained or licensed Unity minister
- (4) copy of Articles of Incorporation
- (5) copy of current bylaws
- (6) copy of a full year's financial statement
- (7) itemized gross remuneration [salary, benefits, manse allowance, etc.]
- (8) letter of recommendation from Regional Representative
- (9) compliance with all bylaws and policies of Unity Worldwide Ministries

Section II

The Step by Step Process:

An Example

Necessary Steps to Approved Alternative Ministry Status

Recognition of an alternative ministry by Unity Worldwide Ministries requires approval of the Board of Trustees. It is necessary to send a letter of application [proposal] for your alternative ministry to Unity Worldwide Ministries, PO Box 610, Lee's Summit, Missouri 64063 [Attention: Ministry Employment Department]. Proposals will be reviewed by the Alternative Ministry Team and they will contact you directly about any changes which need to be made. Once the Alternative Ministry Team is satisfied that the ministry proposed represents Unity teachings / principles and the bylaws comply with Unity Worldwide Ministries policy for alternative ministries the proposal will be recommended to the Board of Trustees by the Director of Ministry Employment.

Steps –

- (1) Create a proposal describing the purpose and vision of your alternative ministry, a description of services offered and a brief plan for funding.
- (2) Review sample Articles of Incorporation and bylaws and use them as a guide to create your own. Articles of Incorporation and bylaws must agree on statements included in both documents. **Do not** submit an application for alternative ministry until after you have been incorporated and received your official papers from the state.

In order to complete the Articles of Incorporation you must appoint a board of trustees. Name yourself as one of the members of the board [not the president]. The number of people on your board may be dictated by the state in which you are seeking non-profit incorporation [example - Missouri requires at least three members]. Contact the Secretary of State for the state where you live requesting information about incorporating as a non-profit incorporation [example – in Missouri this form will require that you list the names and addresses of your board of trustee members].

- (3) When you go to the bank to set up a checking account for your ministry you will need what is known as an EIN [employee identification number]. To obtain your number call the nearest IRS Service Center and ask for phone approval for Form SS4. Be aware that getting this number sets in motion a quarterly process with the IRS for reporting the salaries paid by the ministry. Ask for assistance in completing this form the first time it shows up.
- (4) Once you are approved by the Board of Trustees of Unity Worldwide Ministries, in most cases, you come under the tax exempt number of Unity Worldwide Ministries. This means that people can contribute to your ministry and claim it as an IRS deduction. Discuss with the Vice President of Finance at Unity Worldwide Ministries what is needed to keep your records clear and straight.

A PROPOSAL TO UNITY WORLDWIDE MINISRIES

FOR

APPROVAL OF AN ALTERNATIVE MINISTRY

[Name of Ministry]

Proposed By:
[Your name]

[Current Date]

Sample Proposal [Application Letter]

INNER QUEST MINISTRY

Leading Edge Spirituality for the Evolving Soul

Proposal

This proposal is for Inner Quest Ministry to be affiliated with Unity Worldwide Ministries as an alternative healing and teaching ministry. Inner Quest will initially be part-time ministry and incorporated as a nonprofit corporation in the State of Missouri. Inner Quest's initial Board of Trustees will have three members, Rev. J.D. Bloom, Rev. Aliza Bloom, and Sue VanWazer, MA, LPC. Rev. J.D. Bloom will serve as the senior minister of Inner Quest.

Mission

The mission of Inner Quest Ministry is to further the expansion of human consciousness by inspiring others into a new awareness of their spiritual nature and power. Our mission will be fulfilled by:

1. Honoring Unity's heritage as a movement founded on spiritual healing;
2. Advancing the current understanding of spiritual healing by exploring and testing new healing modalities and techniques;
3. Putting proven spiritual healing methods into practice through individual healing sessions, both in-person and through distance healing;
4. Teaching proven spiritual healing techniques to others;
5. Exploring and developing leading-edge concepts in the expansion of human consciousness and the evolution of soul-growth; and
6. Sharing proven, Truth-based spiritual concepts and spiritual healing information through classes, workshops, newsletters, magazine articles, books, a website and other forms of communication.

Support for Proposal

As a healing ministry, Inner Quest Ministry will seek to restore the heritage of Unity as a movement founded on spiritual healing and to embrace new discoveries of the mind/body/spirit connection that are compatible with Unity Truth Principles

The Unity Movement came into being as a result of a healing experience. The legendary story of Myrtle Fillmore's healing came about after she heard the statement: "You are a child of God and do not inherit sickness." Working with this affirmation, Myrtle healed herself of tuberculosis and went on to use spiritual principles to heal others as well. Charles Fillmore, being intrigued by Myrtle's success in healing used the same spiritual principles to heal a deaf ear and restore his withered right leg. Charles did individual spiritual healing for over 20 years, while Myrtle continued with the work until the time of her dear in 1931.

In his book, *The Unity Movement*, author Neal Vahle states:

“Healing others – physically, psychologically, and spiritually – has been central to the Unity work from its earliest beginnings. In the spring of 1889, Charles and Myrtle Fillmore began working with people, both individually and at a distance, as practitioners of what they ultimately called “spiritual healing.” In the early years, both Fillmore’s devoted most of their energies to practitioner work, seeing clients personally in their Kansas City healing rooms . . . During the first two decades of their careers as spiritual healers, the Fillmore’s appear to have supported themselves financially through practitioner work with individual clients’ . . . They called this work ‘local healing.’”

The 1914 Articles of Incorporation for Unity School of Christianity stated that as part of its purpose, Unity School was formed:

“For the instruction in and promotion of Christianity and the principles and studies for the intellectual, moral, spiritual and physical development and improvement of mankind, and for the promotion of the harmony, health and happiness of mankind, and to apply such principles and teachings for such purposes, including the treating of diseases and ailments of persons anywhere.”

The articles go on to authorize the creation of a “sanitarium for the treatment and healing of diseases and ailments of persons, and to receive and treat patients . . .” As a teaching ministry, Inner Quest will serve as a forum for continued spiritual “research and development” to support our movement in being a leader in spirituality. Since Unity was founded over 115 years ago, human consciousness has continued to evolve at a rapid rate. New techniques and applications of proven Truth Principles should be developed and embraced to keep these Principles relevant to the current needs and understanding of humanity.

Unity headquarters recently announced the creation of the Office of Prayer Research, which will gather and promote scientific and medical research about the effects of prayer on the well being of individuals and society. Inner Quest Ministry will also promote such research as part of its services. I have a passion for spiritual exploration and my vision for Inner Quest is to research emerging concepts in consciousness and soul growth, and to support Unity in being a leader in the ongoing spiritual evolution of humanity.

Programs and Services

The programs and services offered by Inner Quest Ministry include and are not limited to the following:

1. Workshops, Seminars, Trainings
2. Magazine articles and books
3. Spiritual Healing Sessions
4. Spiritual Counseling
5. Weddings
6. Memorial Service
7. Guest Speaking

Funding

Inner Quest Ministry will be a tithing ministry and acknowledges God as our Source. All monies from ministry programs and services will be deposited in the Inner Quest Ministry bank account, from which tithes, salaries, and expenses will be paid. Rev. J.D. Bloom's primary income will initially be from sources outside of Inner Quest Ministry. The board of trustees will oversee the operational and financial aspects of the ministry. Sources of income will be:

1. Love offerings
2. Individual healing sessions
3. Classes, workshops and seminars
4. Article and book fees
5. Weddings, memorials and guest speaking fees
6. Other sources as Spirit provides

Conclusion and Request

The practice of spiritual healing is an integral part of the Unity Movement and continued development of spiritual healing methods is needed to promote the current understanding of the mind/body/spirit connection. Furthermore, Unity headquarters has recently demonstrated its commitment to support prayer research, and a need exists for the continued exploration of human consciousness and new applications of Truth Principles.

I request that the Board of Trustees approve the application of Inner Quest Ministry to be affiliated with Unity Worldwide Ministries as a part-time, alternative healing and teaching ministry.

Submitted this 30th day of September, 2004.

By: _____

Rev. J.D. Bloom
Inner Quest Ministry
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Lee's Summit, MO 64063
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REV. J.D. BLOOM

**337 SE Alexandria Drive
Lee's Summit, MO 64063**

**816.246.8261
RevJDBloom@juno.com**

SUMMARY

A people-oriented ordained Unity minister and attorney with 18 years experience in estate planning, business transactions, charitable gift planning, and for-profit and non-profit management. Strengths include exceptional relationship-building skills, creative problem solving, decision-making ability, and organizational skills.

PROFESSIONAL EXPERIENCE

UMB BANK, n.a., Kansas City, MO **2003 – present**
Assistant Vice-President and Trust Advisor – Trust & Wealth Management

Responsible for administering 180+ trusts and relationship management for high net worth clients

UNITY SCHOOL OF CHRISTIANITY, Unity Village, MO **1995 – 2003**
Senior Director of Development

A vice-president-level position responsible for developing relationships with major donors and creating and administering planned giving and major gifts programs. Trained and supervised three development officers and office staff. Served as a standing member of senior management teams responsible for operational decisions and for creating and implementing strategic revenue programs.

- Rebuilt struggling department into strong donor relations ministry; achieved staff stability and longevity by reducing high turnover rate; increased efficiency and productivity by implementing computer applications and stream-lined back-office procedures.
- Grew large donations by 8% - 15% each year by targeting donor cultivation efforts and improving the professional skill level of development staff.
- Produced the two largest gifts in history of the organization – a \$5.4 million bequest and a \$1 million matching stock gift.
- Initiated, developed and managed special donor events around the country and implemented and wrote donor newsletter articles on giving opportunities.
- Managed over 5,000 national and international major donors.

BARBER & BARTZ LAW FIRM, Tulsa, OK **1986 – 1994**
Regional law firm specializing in business law, estate planning, and litigation
Attorney & Shareholder

Attorney specializing in estate planning, probate, corporate law, and business transactions. Expertise in estate tax planning; drafting complex wills and trusts; probate, estate and trust administration; and preparation of gift and estate tax returns. Business practice focused on new business formation; business sales, acquisitions and mergers; and negotiating and drafting complex contracts and business agreements.

- Successfully expanded firm’s estate planning practice through delivering quality services and actively developing client referral network.
- Contributed to significant growth in number of clients and gross revenue; firm doubled in size from 6 to 12 attorneys within five years.
- Initiated and implemented highly efficient form system for estate planning and business documents, significantly increasing productivity and profitability.
- Mentored associate attorneys and legal interns.
- Frequent speaker on estate planning in the community.

EDUCATION

| | |
|---|-------------|
| Diploma and Ordination | 2001 |
| Unity School for Religious Studies, Unity Village, MO | |
| Juris Doctor | 1986 |
| University of Kansas School of Law, Lawrence, KS | |
| B.S., Business Administration – Finance | 1982 |
| Kansas State University, Manhattan, KS | |

MINISTRY EXPERIENCE

Unity Church of Lee’s Summit – actively support my wife in all aspects of pioneering a new ministry

Unity Church of Christianity, Tulsa, Oklahoma, Charles & Nancy Neal, Ministers
 Member for seven years
 Board of Trustees, Secretary and Vice-president, alternate
 Chaired committee to revise church bylaws
 Activities coordinator – organized and promoted successful church wide weekend for Ed Shear’s *Come Alive* workshop
 Platform assistant and usher for seven years
 Facilitated the *4T Prosperity Program* with outstanding attendance

Adults of Unity retreat – small group leader and member of the planning team for 4 years

OTHER

- Certified Consultant in Spiritual Response Therapy
- Graduate of Vibrational Gateways Institute in advance energy work
- Excellent public speaker and writer
- Article published in *Unity Magazine*, June 2000
- Extensive international travel, visiting 25 countries around the world

PERSONAL INTERESTS

I enjoy domestic and international travel, outdoor adventure sports, snow skiing, scuba diving, hiking, playing the piano, music, and reading. I am also a spiritual explorer, especially in the area of alternative healing, and have my own spiritual healing practice.

BYLAWS

FOR

INNER QUEST MINISTRY

BYLAWS FOR INNER QUEST MINISTRY

ARTICLE I Identification

Section 1.01 Statement of Purpose. The purpose of Inner Quest Ministry, a nonprofit Missouri corporation, is to teach the universal principles of Truth, as taught and demonstrated by Jesus Christ and interpreted by Unity and Unity Worldwide Ministries. In the accomplishment of this purpose Inner Quest Ministry shall endeavor to conduct lectures, workshops, retreats, teaching, writing, spiritual counseling and spiritual healing.

Section 1.02 Unity Worldwide Ministries Membership and Responsibilities. Inner Quest Ministry is a member of Unity Worldwide Ministries. The operation and conduct of this ministry will comply with the regulations and policies of Unity Worldwide Ministries as outlined in Unity Worldwide Ministries Bylaws, insofar as they do not conflict with the laws of the State of Missouri.

- (a) **Leadership.** This ministry shall have as its leader an ordained or licensed member Unity minister(s) approved by Unity Worldwide Ministries.
- (b) **Teaching.** The principles of practical Christianity will be taught through this ministry using methods, textbooks, literature, and other materials consistent with the intentions of Unity Worldwide Ministries.
- (c) **Mailings.** Copies of all printed matter mailed by this ministry to its membership and/or public shall be sent to Unity Worldwide Ministries.
- (d) **Reports.** The minister designated Administrative Director will make quarterly reports to Unity Worldwide Ministries on forms supplied by Unity Worldwide Ministries.

ARTICLE II Ministry Office

Section 2.01 Principal Office. The principal executive office of the corporation shall be fixed by the Board of Trustees. Said office shall be in the County of Jackson, State of Missouri or at such other place within the State of Missouri the Board of Trustees hereafter shall designate. The Corporation may also have offices at such other place or places, as the Board of Trustees may from time to time designate.

Section 2.02 Official Records. Records of finances, donations, corporate minutes, etc. will be maintained at the principal office of the corporation. Official church documents are to be available to church officers and the senior minister at all times.

ARTICLE III

Ministry Governance

Section 3.01 Administration. The administration of Inner Quest ministry shall be vested in the minister as the Administrative Director and the Board of Trustees.

Section 3.02 Minister.

(a) **Senior Minister**

- (1) **Duties.** As the spiritual leader(s), the minister(s) shall be responsible for the scheduling, conduct and content of services offered including: workshops, seminars, classes, counseling and all other activities that further the purpose of this ministry as specified in Section 1.01. As Administrative Director(s), the minister(s) shall be:
 - (a) Responsible for the complete functioning of this ministry..
 - (b) Voting member of the Board of Trustees on all matters.
 - (c) A member of all committees.
 - (e) Responsible for seeking Unity Worldwide Ministries' assistance in the event of a dispute adversely affecting the ministry.
- (2) **Vacancy.** The position of a minister may be vacated by any of the following actions:
 - (a) Resignation, or
 - (b) After complying with Section 3.03 (e), the minister's removal because of failure to fulfill the duties of the position as specified in Section 3.02(a).
- (3) **Compensation.** The compensation of the minister shall be fixed by agreement between the minister and the Board of Trustees.

- (b) **Associate and/or Assistant Ministers.** Associate and/or Assistant Minister(s) shall be duly licensed or ordained Unity minister(s) who function(s) with less responsibility than the Senior minister who determine(s) the scope of their responsibilities.

Section 3.03 Board of Trustees - Members.

- (a) **Structure.** The Board of Trustees shall consist of the minister(s) and two (2) trustees. Each appointed trustee shall hold office for three years, or until a successor is duly appointed. No individual receiving compensation from the ministry (with the exception of the minister), may serve on the Board of Trustees.

- (b) **Prayer.** It is important that in addition to adhering to the normal procedures for legal functioning set forth in these bylaws, that the spiritual principles taught by Unity be utilized in the handling of decisions before the Board of Trustees. During the discussion of an item of business, any trustee may request time for prayer about the issue. Upon request the chair shall provide a period of prayer and silence.
- (c) **Duties.** The Board of Trustees shall:
- (1) Uphold the spiritual purpose of this ministry as stated in Section 1.01.
 - (2) Be conversant with these bylaws.
 - (3) Be faithful in attendance at board meetings of this ministry.
 - (4) Administer the property of this ministry, both real and personal.
 - (5) Make determinations on the sale, pledge, or proposed financing of real or personal property belonging to this ministry.
 - (6) As recommended by the minister(s), authorize the employment of all staff personnel of this ministry and set and approve salaries ranges.
 - (7) Set dates for the fiscal year.
 - (8) Each year cause to be prepared a complete financial statement with disclosures which will set forth the fiscal conditions and operations of the ministry.
 - (9) Act to fill the un-expired term of any trustee in accordance with Section 305 (b).
 - (10) Elect officers of the board, and their successors to fill any un-expired term when necessary.
 - (11) Ratify committees and their chairpersons as appointed by the board president.
 - (12) Seek Unity Worldwide Ministries assistance in the event of a dispute adversely affecting the ministry.
 - (13) Attend and actively participate in ongoing board education programs.
 - (14) Consider other duties brought to their attention by the minister and other trustees.
- (d) **Employment of Minister(s).** It is the responsibility of the Board of Trustees to employ a licensed or ordained Unity minister for the ministry through cooperation with the employment management procedures of Unity Worldwide Ministries.
- (e) **Termination of Employment of Minister.** After the ministry and its senior minister have cooperated with the Peacemaking procedures of Unity Worldwide Ministries, a majority vote is required to terminate the employment of a senior minister.

Section 3.04 Board of Trustees -- Appointment.

- (a) **Qualifications.** Any person elected to the Board of Trustees shall be a person who:
- (1) Desires to serve on the board.
 - (2) Endeavors to live in accord with the Jesus Christ principles of love and truth as taught by Unity.
 - (3) Furthers the work of this ministry through his/her active interest, love, and support.
 - (4) Is a sincere and continuing student of Unity, conversant with its teachings.
 - (5) Has demonstrated leadership capabilities.
- (b) **Nominating Committee.** A Nominating Committee shall initiate a search as needed for qualified candidate(s) for the Board of Trustees. The committee shall consist of the Board of Trustees.
- (c) **Election.** Nominee(s) to the board must be approved by a majority of the board.

Section 3.05 Board of Trustees - - Vacancy and Replacement.

- (a) **Vacancy.** The office of a trustee may be vacated by any of the following means:
- (1) The resignation of the trustee.
 - (2) The board voting the removal of a trustee due to absences from three successive regular board meetings. Absences may be excused by the board upon written request.
 - (3) The majority of the board voting for the removal of a trustee because of a failure to fulfill the duties of the office.
- (b) **Replacement.** Should a vacancy occur on the Board of Trustees, the board shall proceed to fill the vacancy by appointment at its next regular meeting. In case of emergency, a special meeting may be called. Only persons meeting the qualifications specified in Section 3.04 (a) may be considered as replacements. No replacement shall have served as a trustee during the year prior to their appointment. A majority vote of those trustees present and voting shall be necessary to appoint. The term of the newly appointed trustees shall expire on the same date as the term of the trustee succeeded.

Section 3.06 Board of Trustees - - Meetings and Quorum.

- (a) **Regular Board Meetings.** The regular business meetings of the board shall be held at the headquarters of this ministry (in person or via electronic connection) at least once annually, at a time specified by the board.

(b) **Special Board Meetings.** Special meetings of the board shall be called by the president under any of the following conditions:

- (1) By request of the senior minister.
- (2) By request of two or more trustees.
- (3) As the president deems it necessary.

The request will be filed in writing with the Board Secretary. Reasonable effort must be made to notify all trustees of any special meeting.

(c) **Quorum.** Three trustees shall constitute a quorum for the transaction of business.

(d) **Minister Attendance.** The minister has the right to attend all board meetings and must be notified of all special meetings.

Section 3.07 Board of Trustees - Officers. Officers of the Board of Trustees shall consist of a President, Vice-President, Secretary, and Treasurer. All officers shall be selected in a manner decided by the board at the first board meeting. Officers shall hold their respective offices until their successors are duly appointed or qualified.

(a) **President.** Unless the board determines otherwise, the minister shall serve as President. The President shall:

- (1) Preside at all Board of Trustees meetings.
- (2) Appoint committees in accordance with Section 4.01.
- (3) Be a member of all committees by virtue of the office.
- (4) Sign such papers and documents, upon proper authorization, as may be necessary.
- (5) Be responsible for the planning of board orientation, retreats, and workshops.

(b) **Vice-President.** The Vice-President shall:

- (1) Perform all the duties of the President in the absence of the President.
- (2) Become President in case the office of the presidency becomes vacant. In such a case, a new Vice-President shall be elected from among the remaining trustees to fill the remainder of the term.

(c) **Secretary.** The Secretary shall:

- (1) Keep, or cause to be kept, an accurate record of the minutes of all board meetings.
- (2) Hold in custody and be responsible for all reports, contracts, other legal papers, and the minute books; which items will be kept in the ministry office at all times; or in such other depository as prescribed by the board.
- (3) Attend to all official business required by the board.

- (d) **Treasurer.** The Treasurer shall:
- (1) Be custodian of the funds of this ministry. He/she shall pay out or cause to be paid out, funds authorized by the board. Refer to Section 3.03 (c).
 - (2) Keep, or cause to be kept, a record of all financial transactions, and submit a quarterly financial report at regular board meeting.
 - (3) Count, or cause to be counted by the appointment of qualified persons, all funds received, and be responsible for their deposit.
 - (4) Place, or cause to be placed, the funds of this ministry in the bank or other depository approved by the board.

ARTICLE IV Committees

Section 4.01 Formation. Committees for any specific purpose, with the exception of the Nominating Committee, shall be appointed by the Board President. Approval by the senior minister or co-ministers plus ratification by the board is required.

ARTICLE V Dissolution

Section 5.01 Dissolution. Should this corporation dissolve:

- (1) All property and funds remaining after the payment of the debts of the corporation shall be delivered to Unity Worldwide Ministries as a nonprofit corporation organized under the laws of the State of Georgia for religious and educational purposes.
- (2) Such funds or property shall be for the use and benefit of Unity Worldwide Ministries as may be determined by the Board of Trustees of Unity Worldwide Ministries in alignment with current policies and procedures.
- (3) Unity Worldwide Ministries shall make available according to its current policies and procedures, funds for the re-establishment of a Unity ministry in the metropolitan Kansas City, Missouri area.
- (4) Should Unity Worldwide Ministries no longer exist any assets remaining of this corporation after dissolution shall be disposed by the Court of Competent jurisdiction of the country in which the principle office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for purposes set out in Section 5.01 (c) (3) or the Internal Revenue Code of 1986.

ARTICLE VII
Meeting Procedures

Section 6.01 Rules of Order. The latest edition of Robert's Rules of Order shall be the authority of this ministry on parliamentary law and its usage, unless otherwise provided by these Bylaws.

ARTICLE VIII
Bylaws Amendments

Section 7.01 Procedure. Amendments to these bylaws must be made by the board. Written notice setting forth the proposed amendments must be mailed to all board members at least ten days prior to the meeting. An affirmative vote of the majority of all board members present and voting shall be necessary to pass any amendment to these bylaws. These bylaws fully supersede all previous bylaws adopted by Inner Quest Ministry.

Attest-Secretary

Date of adoption or revision

**MISSOURI NONPROFIT
ARTICLE OF INCORPORATION
OF
INNER QUEST MINISTRY**

TO THE SECRETARY OF STATE
STATE OF MISSOURI

The undersigned natural person(s) of the age of eighteen years or more for the purpose of forming a corporation under the "Missouri Nonprofit Corporation Act" adopt the following Article of Incorporation:

**ARTICLE I
NAME**

The name of the corporation is:

INNER QUEST MINISTRY

**ARTICLE II
TYPE OF CORPORATION**

This corporation is a Public Benefit Corporation

**ARTICLE III
REGISTERED OFFICE AND AGENT**

The name and address of the corporation's registered agent and registered office are:

Rev. J. D. Bloom
337 SE Alexandria Dr.
Lee's Summit, MO 64063

**ARTICLE IV
EFFECTIVE DATE AND DURATION**

The effective date of incorporation of the corporation shall be upon filing of this Certificate of Incorporation. The duration of the corporation is perpetual.

**ARTICLE V
MEMBERS**

Does this corporation have members? Yes _____ NO x

**ARTICLE VI
PURPOSES**

The purpose of the corporation is: (1) to demonstrate and teach the universal principles of Truth as taught and demonstrated by Jesus Christ and interpreted by Unity and Unity Worldwide Ministries; (2) to further the expansion of human consciousness by inspiring others into a new awareness of their spiritual nature and power; (3) to teach and perform spiritual healing; (4) to teach and promote Christianity and Truth Principles for the intellectual, moral, spiritual and physical development of humankind; (5) to promote the harmony, health and happiness of humankind; and (6) and to engage in any lawful act or activity for which nonprofit corporations may be organized under the Missouri Nonprofit Corporation Act.

**ARTICLE VIII
DISSOLUTION**

The assets of the corporation will be distributed on dissolution as follows:

Unity Worldwide Ministries
401 SW Oldham Parkway
Lee's Summit, Missouri 64081

Signed this _____ day of September, _____.

Rev. J.D. Bloom, Incorporator
337 SE Alexandria Dr.
Lee's Summit, Missouri 64063

CHECKLIST

Does your proposal include the following –

- _____ Detailed explanation of the work to be done by the ministry
 - Incorporated or unincorporated
 - Type of ministry; lecture / workshop, etc.
 - Plan of action
- _____ Part-time or full-time alternative ministry
- _____ Statement of purpose
- _____ Resume of ordained minister(s)
- _____ Business plan for funding
- _____ Signed copy of the current Code of Ethics for Ministers, Sexual Conduct Policy
- _____ A letter of approval from the Regional Representative or supervisor if you are a staff person at Unity headquarters.

Incorporate ministries must include –

- _____ Articles of Incorporation (including the state seal) - do not submit until official state seal establishing your incorporation has been received.

Be sure to include in the bylaws –

- _____ At least 51% of leadership (day to day management, not board of trustees is an ordained or licensed Unity minister(s))
- _____ Dissolution clause lists Unity Worldwide Ministries as recipient of any remaining funds
- _____ Affiliation with Unity Worldwide Ministries
- _____ A way to continue the business of the alternative ministry in the event of the death or incapacitation of the minister to function
- _____ Statement of purpose
- _____ Willingness to abide by policies and procedures of Unity Worldwide Ministries
- _____ Compensation
- _____ Board structure, duties, vacancy and replacement
- _____ Amendment procedures

****Yearly financial statements and a written annual report must be sent to Unity Worldwide Ministries Employment Department. If these are not received on a regular annual basis Unity Worldwide Ministries reserves the right to disaffiliate the alternative ministry.**

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

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 UWM] dedicate myself to the principles of Truth as taught and exemplified by Jesus Christ and interpreted by Unity and Unity Worldwide Ministries [UWM]. I will adhere to the five basic ideas:
- God is Absolute good, everywhere present.
 - 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.
 - Human beings create their experience by the activity of their thinking. Everything in the manifest realm has its beginning in thought.
 - Prayer is creative thinking that heightens the connection with God-Mind and therefore brings forth wisdom, healing, prosperity, and everything good.
 - 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 him 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 of the Gospel 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 Minister's/Spiritual Leaders time, I will endeavor to maintain a proper balance between the life of the church and the rights and privileges of my family relationship.

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 congregant, client, employee, student, staff member, etc.

- 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.
- B. I will conduct my work, private and public, after the standards and in accord with the teachings and ideals of Unity ® , Unity Village, Missouri, and the Unity Worldwide Ministries without competition and contention, realizing that the more truly I practice the principles of Unity Worldwide Ministries and 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. I will not misuse the trust placed in me by the unique power inherent in my function by exploiting in any way those seeking my help and care. I will guard against violating the emotional, spiritual, and 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 either an individual or a congregational decision or to create or cultivate dependencies. I will avoid situations and relationships which could impair my professional judgment, compromise the integrity of my ministry, and/or use the situation or relationship for my own gain.
- D. The ministry of healing or counseling is held to be sacred and, therefore, is to be conducted with reverence and with the strictest regard for the sensibilities and individual rights of students and counselees who in good faith and confidence have committed themselves to the consideration and guidance of the Minister/Spiritual Leader.

- E.** As a Minister/Spiritual Leader and church professional, I shall work within my professional qualifications and limitations. People with needs beyond my expertise shall be referred to a qualified professional.
- F. Confidentiality:**
- 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.
 - 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.
 - I will not use privileged information for personal gain.
- G.** 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.)
- H.** 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.
- I.** I will endeavor to be Christ-like in my personal attitudes and conduct towards all people regardless of race, class, creed, nationality, gender or sexual orientation.

IV. Relating to Colleagues

- A.** I recognize that it is incumbent upon me to hold all Minister/Spiritual Leaders in esteem and respectful regard, and to use all rightful means to protect the personal and professional honor of all other Minister/Spiritual Leaders.
- B.** I will respect the work, both public and private, of our Minister/Spiritual Leaders, and shall uphold them in their endeavor to carry on the practices and duties of the Unity ministry. I shall render at any and all times such cooperative assistance as may be solicited and mutually agreed upon, no Minister/Spiritual Leader interfering with the work or practice of another.
- C.** When assuming the leadership of an established church or center, I will avoid criticism of the former Minister/Spiritual Leader or her/his work.
- D.** I will not infringe upon or interfere in the work of another Minister/Spiritual Leader.

- If I am asked by a member of a Unity church or center in which I am not serving to conduct a special service of any kind, I will consult the Minister/Spiritual Leader of that church or center before accepting.
- I will modify my relations with members of a congregation which I have previously served in the light of that which is in the highest interest of their current Unity Minister/Spiritual Leader and ministry.
- After relinquishing my work to another Minister/Spiritual Leader, I will give as much assistance as possible to my successor without interfering in any way.
- In any center or group in which I have been a student or assistant, I will fully cooperate with and obtain the approval of the leader of the group or center as well as cooperate with the President and CEO of Unity Worldwide Ministries before I perform in any way, directly or indirectly, any form of ministry or group teaching, personal or public.
- I will not accept overtures from a ministry whose Minister/Spiritual Leader has not yet resigned.

E. When I am disturbed by the activities of another colleague, I will:

- Communicate directly with that colleague or center.
- If necessary, I will consult with other Unity Worldwide Ministries representatives which could include any of the following: my Regional Representative and Unity Worldwide Ministries staff members.
- I will hold the situation in prayer.

F. An Assistant [or Associate] Minister will give the Senior Minister/Spiritual Leader full support and cooperation, and will not criticize the Minister/ Spiritual Leader in any way, or discuss the Minister/Spiritual Leader in a negative way with any church or center member, board member, or outsider.

- If a problem arises, the assistant/associate will discuss it directly with the Senior Minister/Spiritual Leader.
- In cases of perceived violations of the Code of Ethics, I will seek input and guidance from other Unity Worldwide Ministries representatives which could include my Regional Representative, or a representative from my Unity Worldwide Ministries staff.

G. I will be ethical in my conduct and attitude toward churches or other denominations, and toward other organizations and metaphysical groups. I will not criticize their teaching, but will extend such cooperative assistance as may be solicited and mutually agreed upon, while at the same time being careful not to identify the name of Unity with any questionable teachings.

H. In all my relations with member Minister/Spiritual Leaders I will be mindful that “love is the fulfilling of the law.”

I. I will always and in every way within my ability assist in the advancement of the influence and power of any center in which I visit or speak.

V. Relating to Ministries

- A.** If any member requests a transfer of membership from the local Unity center to an outside organization or another Unity center in the area or at a distance, I will grant this request with my love and blessings, and without hesitation. I will not hold onto the member, or place the member in an embarrassing position of having to explain.
- 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 seek in any way, directly or indirectly, to draw to me correspondents or personal students from any other established Unity center, church, or group.
- D.** I will not use my ministry for my own 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 Association of Unity Leaders for such work and without seeking the cooperation of already active and recognized Unity leaders in that vicinity.
- B.** I will work in perfect 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.

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/or 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