



Revised: 10/11

Ethics Review System [ERS] Policy and Procedures

I. INTRODUCTORY STATEMENTS

- A. Scope of Policy:** This ERS policy applies to all Unity “credentialed leaders” as well as to all Unity “ministries.” (See Section II – DEFINITION OF TERMS)
- B. Purpose of ERS:** The Ethics Review System [ERS] will provide compassionate peer adjudication of complaints of ethical violations including sexual misconduct by Unity credentialed leaders, and/or ethical violations by Unity ministries, as needed to aid in the healthy functioning of credentialed Unity leaders and affiliated ministries.
- C. Intent of the Ethics Review System:**
The overall intent of the ERS is to foster a greater expression of our ethical standards in our credentialed leaders and affiliated ministries. The specific intent of the ERS with regard to credentialed Unity leaders is to provide a compassionate and fair peer review process of allegations of ethical violations and/or sexual misconduct; and, where appropriate and possible, establish a cooperative plan of action that will support a return to ethical standards. The specific intent with regard to affiliated ministries of Unity Worldwide Ministries is to support ministry leaders in the ethical interpretation and application of bylaws and policies
- D. Function of the Ethics Review System:** The ERS will be intercessory, investigatory and determinative in character. It will intercede where complaints of ethical (including sexual) misconduct, as delineated in the Code of Ethics for Credentialed Leaders and the Policy on Sexual Conduct in Ministry, have been levied against credentialed leaders and/or ministries, to seek remedies that support the highest spiritual resolution for all parties. Where necessary, the ERS will conduct reviews, including investigation of allegations, facts and direct evidence. Based on the results of its review the ERS will determine whether an ethical violation has occurred. The ERS will seek a cooperative remedy with the credentialed leader and/or ministry, such as an agreed upon Plan of Action, wherever possible; with a required plan of action [RPOA] or suspension as last-resort solutions.
- E. Decisions:** Final decisions of the ERS will be considered to be decisions in effect under the authority of the Board of Trustees of Unity Worldwide Ministries.

- F. **Legal Counsel:** ERS reviews are considered purely religious and ecclesiastical in nature. In this regard, legal and other counsel may not be physically present during the face-to-face or telephone interview process. Credentialed leaders and ministries being reviewed have the right to retain private legal counsel to advise them of any legal rights they may have. A person to provide spiritual support may be present at all phases of review.
- G. **Documented Evidence:** Reviewee(s) will be given the opportunity to see and examine copies of documentation that prompted the review. The Judicatory Representative shall promptly make a true and correct copy of the complaint initiating the review available to the Reviewee. Material furnished to the Reviewee(s) and the ERS members is considered to be relevant to the ERS review only and should not be shared or copied for any purpose other than the review.
- H. **Expert Evidence:** When deemed appropriate or necessary by all parties [Fact Finders, Advocate, and Reviewee], the ERS may seek assistance from experts to help them make a full and fair determination of the case, including psychological and/or medical evaluations, and/or a financial review prepared by an independent professional [which may include a full review of internal controls, policies and procedures, or a forensic accountant to prove or disprove accusations of financial impropriety]. If an agreement cannot be reached concerning expert input, the case will be referred to the next level of review.
- I. **Cost of the Process:** Unity Worldwide Ministries and the Reviewee(s) will be responsible for their own respective costs in the review process. [ERS Team members are acting on behalf of UWM and reasonable (approved) expenses incurred during their service will be reimbursed by UWM.] Any costs related to complying with a Plan of Action, a psychological evaluation, a financial review/audit, or other agreed upon assistance will be the responsibility of the Reviewee.

II. DEFINITION OF TERMS

- A. **“Credentialed leader”** refers to all licensed or ordained Unity ministers, Licensed Unity Teachers, spiritual leaders serving under special dispensation, spiritual leaders, Study Group Coordinators and study groups affiliated with Unity Worldwide Ministries [UWM], and ministerial candidates from all affiliated Unity schools.
- B. **“Ministries”** refers to all Unity Ministries affiliated with UWM including, but not limited to, members of the decision making bodies (Boards of Trustees/Directors, Leadership Councils, etc.) individually and/or collectively.
- C. **“Field Ministry”** refers to UWM member churches/centers that have congregations, weekly worship services, and other activities associated with “church” or “pulpit” ministry.
- D. **“Code of Ethics”** refers to the Code of Ethics for Ministers/Spiritual Leaders of our Unity Worldwide Ministries (6/11) and, within this document, includes the Sexual Conduct Policy whether or not it is specifically delineated.
- E. **“Sexual Conduct Policy”** refers to UWM “Policy on Credentialed Leadership Sexual Conduct in Ministry (Appropriate Relationship Boundaries in Ministry) (6/09)

- F. **“Unity Worldwide Ministries Policies”** refers to **NEED TO ID THIS/ LINK**
- G. **“Ethics Review System (ERS) Council of Chairs”** refers to the oversight body of the ERS made up of the respective Chairs of the ERS component teams (Judicatory Representatives (JR); Advocates; Fact Finders; Discernment Panel & Editorial) (see Section XI).
- H. **“Ethics Review System (ERS) Chair”** refers to the individual selected by the Council to serve as Chair (see Section XI)
- I. **ERS “Review Team”** refers to the appropriate members for each Level Review
 Level 1 - Judicatory Representative & Advocate
 Level 2 - Advocate & two Fact Finders (one serving as the Case Manager)
 Level 3 - Advocate & Discernment Panel (Fact Finder(s) continue as requested by Discernment Panel)
- J. **ERS “Case Manager”** refers to one of the two Fact Finders assigned to a Level 2 Review who is responsible for carrying out the administrative duties described throughout this document. The Case Manager is appointed by the Fact Finders Chair.
- K. **“Cleared for Employment”** refers to the status granted an individual spiritual leader who is eligible to apply for ministerial appointments. It may be Clearance “with no stipulations,” or “with stipulations” (see Sections XIV-XV) and is used interchangeably with "in good standing."
- L. **“In Good Standing”** refers to the status of a minister who is cleared for employment, having no unresolved ethical complaints outstanding and is used interchangeably with "cleared for employment."
- M. **“Re-entry Application”** refers to the application process required for all ministers who have been out of active ministry for more than one year, or who have left a ministry prior to completing two years of service, or who have left more than two ministries in less than five years – to be “Cleared for Employment” (see Section XXI)
- N. **“Restoration”** refers to the process established by the UWM Standards Team through which a suspended minister may apply in order to return to “In Good Standing” status.

III. PROCEDURAL OVERVIEW

- A. **Level 1:** At the first level, a Judicatory Representative and assigned Advocate work in cooperation with all parties, especially church leadership where applicable, to resolve disputes/conflicts. All information gathered is shared among the team members and with the Reviewee(s).

1. An ethics violation complaint (as defined in the Code of Ethics and/or the Sexual Conduct Policy) is filed with Unity Worldwide Ministries' home office, a Regional Representative or a Judicatory Representative. A complainant can be anyone who has an ethical allegation concerning a credentialed leader, ministry or study group.
2. The complaint is passed to the Judicatory Representative Chair who assigns the appropriate Judicatory Representative (if not already involved) to do an initial evaluation (if deemed necessary).
3. The Judicatory Representative will contact the complainant for more information and to obtain a signed release form. If the complainant is unwilling to sign a release of information form, a review will not be initiated in most cases. Exceptions include a complaint involving a minor or if a number of people bring the same complaint but will not sign a release form. The Judicatory Representative (alone or with others?) then contacts the party against whom the charge is made.
4. If the Judicatory Representative determines the charge has merit to move forward, the Judicatory Representative Chair contacts the Advocacy Team Chair, who assigns an Advocate for the Reviewee. [A Reviewee may ask that a different Advocate be assigned if they show valid cause.] The Advocate maintains a confidential relationship with the Reviewee, while encouraging them to participate fully in a resolution to the complaint(s).
5. The Reviewee is entitled to see a copy of the complaint(s) that caused the review to be initiated, as well as any other subsequent complaints if the complainant signs a release form. (If a complainant is unwilling to sign a release – the complaint cannot be used in the review (except in circumstances described in item “3” above).
6. The Judicatory Representative and the Advocate work together to understand the case and bring resolution where possible.
7. Possible outcomes would be clearance or a mutually agreed upon Plan of Action. [Where there is a Plan of Action, the Advocate, working with the Regional Representative, oversees its completion and submits notice of final clearance to the ERS Council of Chairs.] (See Section XIV)
8. If more extensive assessment of the allegations and/or evidence is required and/or no resolution can be agreed upon, the Judicatory Representative and the Advocate confer with the ERS Council of Chairs [made up of respective Chairs of JR's, Advocates and Fact Finders], to determine moving the case to Level 2.

B. Level 2: Fact Finding: When a case is moved to Level 2, the Fact Finders Chair assigns two Fact Finders to work with the (previously assigned) Advocate, and together they investigate and discover all information necessary to bring a resolution concerning alleged complaints and possible violation(s) of the Code of Ethics, the Sexual Conduct Policy and/or legal issues.

1. Fact Finders and the Advocate work collaboratively, talking to all parties directly involved or affected to determine the validity of complaint(s) and understand other related circumstances. If there is an on-site visit (which has been approved by the ERS Council of Chairs in cooperation with Unity Worldwide Ministries) the Fact Finders and Advocate go together as the ERS Team.

2. All interviews of complainant(s) and/or witnesses are conducted together, with the full team present, and all information gathered is shared among the ERS team. The Advocate continues to maintain a confidential relationship with the Reviewee while encouraging the Reviewee to participate fully in the resolution of the complaint(s).
3. A report is written by the Case Manager in cooperation with the ERS Team. Where appropriate, the report will include an agreed upon Plan of Action developed in cooperation with the Reviewee.
4. The report then goes to the ERS Editorial Team for clarity, standardization, and appropriate language.
5. After editing is complete, the Fact Finders, Advocate and Reviewee sign off on the report. [Where there is a Plan of Action, the Advocate, in cooperation with the respective Regional Representative, oversees its completion and submits final clearance to the ERS Council of Chairs.]
6. Possible outcome of Level 2: 1) clearance, 2) a mutually agreed upon Plan of Action or 3) referral to level three.

C. Level 3: Discernment Panel: Fact Finders and Advocate turn over all case evidence and the written report to a three member Discernment Panel for determination. The existing (or a new) Advocate continues to serve/represent the Reviewee throughout this process and will be present with the Reviewee for any/all interviews by the Discernment Panel. In addition, the Advocate will participate in the development and oversight of a Required Plan of Action if one is deemed appropriate.

1. Panel reviews the written report.
2. They may do additional fact finding themselves or turn the case back to the Fact Finders and Advocate asking for more information where necessary (keeping the ERS Council of Chairs apprised).
3. Possible outcomes: a) Required Plan of Action, or b) suspension.

IV. MINIMUM QUALIFICATIONS FOR ERS TEAM MEMBERS (except Editorial Team)

- A. All ERS Team Members** (JR's, Advocates, Fact Finders & Discernment Panel) will meet the following minimum requirements. (Some positions have additional requirements.)
1. Will have served successfully for at least five [5] years as
 - a. A credentialed Unity minister in the field, including former staff of Unity Worldwide Ministries or Unity World Headquarters, and retired ministers, who are in good standing with Unity Worldwide Ministries;
 - b. A Licensed Unity Teacher; or
 - c. An active spiritual or lay leader of a member ministry of Unity Worldwide Ministries or one who has provided substantially continuous service to Unity Worldwide Ministries.
 2. Will be recommended (or approved) by the regional Judicatory and/or Regional Representative of the individual's respective region, subject to final approval by the Chair of the Unity Worldwide Ministries' Board.
 3. Where appropriate, is cleared for employment.
 4. Where appropriate, has post grad credits up to date.

5. Has been (or will be within the first year) trained in Peacemaking or a recognized equivalent approved by Unity Worldwide Ministries Director of Peacemaking & Transitional Services.
6. Will attend an initial ERS/Advocate training and refresher training at least once every two [2] years and remain current on ERS policy and procedures at all times. Skype, Webinar, or teleconference attendance is acceptable for refresher training if approved by the ERS Council of Chairs in specific situations.
7. Will demonstrate commitment and loyalty to Unity Worldwide Ministries and its programs through a combination of involvement in: a) regional or national ministry team work, b) regular attendance at regional and national conferences, c) regular financial support of the ministry they serve and/or Unity Worldwide Ministries, d) have previously served at Unity Institute, Silent Unity, and/or Unity Village, and e) compliance with Unity Worldwide Ministries' policies, bylaws, and ethical standards.
8. Has confidential Internet capacity and ability to respond within forty-eight [48] hours.

B. ERS Team members will not be:

1. Members of the staff of Unity Worldwide Ministries
2. Senior Manager level of the staff at Unity World Headquarters
3. Members of Unity Worldwide Ministries Board of Trustees or Unity World Headquarters Board of Trustees

C. Tenure: ERS Team Members (JR's, Advocates, Fact Finders, Discernment Panel) will serve a minimum of four years with no term limits. Anyone who meets the stated requirements is approved by their respective Regional or Judicatory Representatives and the UWM Board, and who attends required trainings is eligible to serve on the ERS Team (see specific qualifications/limitations under each team description).

V. ETHICS REVIEW SYSTEM TEAM MEMBER CODE OF ETHICS [including Judicatory Representatives, Advocates, Fact Finders, Editorial Team, Discernment Panel & ERS Council of Chairs Administrator]

Ethical Standards: ERS members are held to the high ethical standard in our Code of Ethics, Sexual Conduct Policy, and other UWM policies & procedures.

- A. ERS members** demonstrate a dedication to Truth Principles through their interactions with all whom they serve. ERS members will, to the best of their understanding, conduct this work as a Spirit-led, prayerful activity of service, always seeking the highest good for all concerned.
- B. ERS members** are emotionally and spiritually mature. They are coachable, open, and willing for any feedback from their ministerial colleagues or supervisors that would support them in a higher demonstration of their roles, responsibilities and professionalism.

- C. **ERS members** are to be objective and neutral and uphold the highest and best interest of all whom they serve.
- D. **ERS members** agree to zero tolerance for sexualized behaviors listed in the Codes of Ethics and Sexual Conduct Policies. In the event of any violation the ERS members will immediately resign their ERS position with Unity Worldwide Ministries.
- E. **ERS members** will hold sacred all information regarding current or previous cases, withholding names and identifying information of the ministers/ministries involved. The caveat to this is that reviews and evaluations may be discussed with Ethics Review System members, Regional Representatives, Judicatory Representatives, and Unity Worldwide Ministries staff as necessary to conduct the work. Case examples may also be used in ERS Training sessions with names and identifying information withheld.
- F. **ERS members** will not use the position or privileged information for personal gain. ERS members will take care not to mishandle or appear to mishandle funds entrusted to them for training or business purposes.
- G. **ERS members** will always and in every way within their ability, assist in the development and professionalism of the minister and ministries served.
- H. **ERS members** will be expected to recuse themselves from any case in which they cannot be impartial or in which there may be an appearance of bias. This could be due to personal or professional relationships, preconceived ideas or assumptions, or where a party objects to their involvement.
- I. **ERS members** will to the best of their ability communicate the Unity Worldwide Ministries' values, goals, mission, and vision in service to those we serve. Our goal is to serve, restore, and rehabilitate whenever possible. We seek to address all cases honestly, directly and in such a manner as to assist one another in living our highest potential.
- J. **ERS members** will put the Unity movement and Principles before personalities.

VI. **QUALIFICATIONS AND JOB DESCRIPTION – JUDICATORY REPRESENTATIVES**

- A. **Responsibilities, Job Description** (See Judicatory Representative Policy....)
- B. **Additional Qualifications for Judicatory Representatives:**
 - 1. Judicatory Representatives are selected by their regions (according to the regions' respective by-laws). They serve four [4] years with no term limits (except as may be determined by their region). It is recommended that regions develop an alternate Judicatory Representative position and initiate training so the alternate can take on the position should the JR opt to resign.

2. JR's are required to attend all training directly related to the JR position. This includes Peacemaking Skills Institute Training and other cross-trainings identified by Unity Worldwide Ministries, as well as annual JR and ERS training. Alternate JR's are encouraged to attend as many of these training events as financially possible.

C. Procedures for Judicatory Representatives:

1. When a JR is initially notified of a complaint, the JR reviews all information supplied. Once a written and signed complaint is filed a Release of Information will be secured from the complainant authorizing the JR to share the complaint with the minister or ministry that is the subject of the complaint. The signed release also allows the JR to gather additional information from first-hand and knowledgeable sources. Without a signed complaint and release, no action will be taken.
2. If no review is conducted (e.g., because the complaint did not involve an "ethical violation," there was insufficient evidence to proceed, the Reviewee was able to explain or effectively refute the charges, the complainant was not reliable, etc.) the JR talks with the complainant to explain the reason that a review was not initiated as well as informing the Reviewee of the decision. A follow-up letter is sent to the Reviewee and the complainant explaining that no review is to be done at this time with copies to both the Unity Worldwide Ministries' Director of Employment Services and Vice President of Minister/Ministry Services.
3. Each JR will develop a tracking system for all open cases. A tracking sheet and an adequate and confidential filing system containing the pertinent information for each Judicatory review, will be developed and maintained. A binder or notebook for each Judicatory case is recommended.
4. With allegations of sexual misconduct the JR will immediately contact the Advocate and JR Chair to initiate a review. If the case moves to a Level 2, the JR is to be available and will be consulted by the Review Team to share information gathered during initial exploration of allegations.
5. For all other complaints, the JR will first contact the Regional Representative, the minister/ministry involved (i.e., subject of the complaint), and the complainant to gain a better understanding of the situation and determine if a review is warranted.
 - a. If a resolution is reached the JR passes this information along to the Regional Representative, Vice President of Minister/Ministry Services, and the JR Chair, and the complainant.
 - b. If it is apparent that a resolution cannot be reached then the JR will contact the JR Chair and the Advocate Chair supplying them with all the gathered information up to that point.
 - c. The JR will continue as a contact person/advocate for the complainant throughout the process (Level 2 and/or 3) by being available to get updates and/or provide explanations on the progress of the review process, upon request, including being sure that the complainant is notified of the final outcome. Providing support to the complainant can be especially important if the complaint involves sexual misconduct.
6. For Re-entry Cases the JR will follow the procedures for Re-entry applications (see Re-Entry Application Policy).

7. At the completion of each case,
 - a. All original files, emails, reports, letters, or correspondence records are to be emailed or hard copy mailed to the Vice President of Minister/Ministry Services at Unity Worldwide Ministries.
 - b. All duplicate hard copies, notes, working papers, and any other duplicate information pertaining to the case will then be shredded and permanently disposed of.
 - c. All computer files, once emailed to the Vice President of Minister/Ministry Services for permanent filing, should be deleted.
8. Completes all Ethics Review System evaluations as required (see Section XII).

VII. QUALIFICATIONS AND JOB DESCRIPTION – ADVOCATES

A. Responsibilities of the Advocate: The Advocate is the member of the ERS Review Team who connects with, assures, supports, and responds to the needs of the Reviewee [credentialed leader or ministry] while supporting the highest healing/resolution of the situation. Specifically, the Advocate:

1. Is responsible for explaining the Ethics Review System Policy to the Reviewee including the purpose and role of the Advocate; keeps Reviewee informed of what to expect each step of the process; is readily available to answer questions.
2. Ensures the Reviewee has the opportunity to see and respond to all complaints and assists in getting answers from the proper sources for any questions the Reviewee may have.
3. Endeavors to earn the trust of the Reviewee; trust is essential for the process to succeed.
4. Keeps all information that is shared by the Reviewee confidential. If information will help others to better understand the case or their actions, the Advocate will encourage the Reviewee to share or get their permission to share the information. *Exception:* The Advocate must inform the Reviewee of the Advocate's responsibility to comply with *mandated reporting laws*.
5. Honors the credentialed leader's position, life choice & calling to ministerial service, recognizing that it is even more than a livelihood.
6. Is non-judgmental of the Reviewee while supporting them in resolving the situation; true support encourages right action, appropriate accountability, and willingness to make amends where necessary.
7. Provides a sounding board and pastoral presence for the Reviewee.
8. Understands the human defensive reaction and supports the Reviewee working through these natural reactions so that they can better cooperate with the process and work in their own behalf.
9. Is present for ALL interviews throughout the Review to insure a balanced hearing and interpretation – and to offer the Reviewee an opportunity to respond.
10. Cooperates with the Fact Finders [and Discernment Panel where necessary] in implementing a fair, thorough, and compassionate Ethics Review System process; is respectful and non-judgmental of all parties involved with the Review.
11. Helps the Reviewee communicate appropriately especially when distraught, angry or defensive.

12. Is alert to any antagonistic behavior (including metaphysical malpractice) directed toward or by the Reviewee and intervenes to raise the conversation or situation to a higher spiritual level.
13. Insures that the review does not expand into areas that are not relevant or appropriate – especially helping the Review Team remain focused on “ethical” violations vs. “competency” issues.
14. Assists the Reviewee, where appropriate, to collaboratively develop and complete a mutually agreed upon or required Plan of Action.
15. Communicates completion of a mutually agreed upon or required Plan of Action to all appropriate parties to initiate clearance.
16. Completes all required Ethics Review System evaluations (see Section XII).

B. Additional Qualifications for Advocates:

1. An Advocate for credentialed minister reviews will have served successfully for at least five [5] years as a credentialed Unity minister and is a qualified member of the ERS Team.
2. An Advocate for Licensed Unity Teacher and/or ministry reviews will be:
 - a. A credentialed minister as described in B.1. above; or
 - b. A Licensed Unity Teacher (LUT) with license renewed yearly for the past [5] years who has successfully served in a leadership capacity as a LUT or staff member and who has the support of their minister/ministry who is a qualified member of the ERS Team
3. Individuals serving as Regional Representatives may serve as Advocates in cases that do not fall within their regional jurisdiction. Individuals serving as Judicatory Representatives, Fact Finders, or members of the Discernment Panel are not eligible to serve as Advocates.

C. Procedures for Advocates:

1. An Advocate is assigned by the Advocate Chair and then discusses the case and all available information with the assigned Judicatory Representative. (Notice of the appointment is provided to the ERS Council of Chairs who notifies the Judicatory & Regional Representatives, and the Vice President of Minister & Ministry Services.)
2. The Advocate calls the Reviewee and introduces themselves; explains the Ethics Review System Policy and their role as an ERS Advocate; sets up a time to hear the Reviewee’s perspective of the situation.
3. After hearing the Reviewee’s perspective, the Advocate then confers again with the Judicatory Representative to determine if resolution is possible at Level 1 through clarified communication with all parties involved and/or an agreed upon Plan of Action.
4. If there are complicating factors or a resolution cannot be reached the Judicatory Representative and Advocate confer with their respective Chairs and the Fact Finding Chair to determine if the case moves to Level 2.

5. If the case moves to Level 2, the Advocate continues to represent the Reviewee and works collaboratively with the Fact Finders throughout the review process.
 - a. Participates in, and is present for, all interviews with the Fact Finders.
 - b. Maintains ongoing contact and support of the Reviewee.
 - c. Continues to participate in case strategy with Fact Finders.
6. The Advocate supports the Reviewee in developing and completing, where necessary, a mutually agreed upon Plan of Action and assists in the development of a final report (which would include any Plan of Action), which is submitted to the Editorial Team.
7. If no resolution is reached at Level 2, the case is moved to Level 3 and the Advocate and Fact Finders turn all case evidence and summaries of findings to the Chair of the Discernment Panel - with copies to the other Chairs. The Advocate continues in his/her role throughout the process (unless the Reviewee requests a change in Advocate).
8. When a mutually agreed upon or required Plan of Action is finalized, the Advocate
 - a. Makes sure the Reviewee receives a copy of the final report.
 - b. Oversees the successful completion of the Plan of Action in cooperation with the Reviewee and the appropriate Regional Representative.
9. When a mutually agreed upon or required Plan of Action is completed, the Advocate notifies all appropriate parties to initiate clearance.
10. Completes all Ethics Review System evaluations as required (see Section XI).

VIII. QUALIFICATIONS AND JOB DESCRIPTION – FACT FINDERS

A. Responsibilities of Fact Finders: Fact Finders are members of the ERS Review Team who are charged with investigating allegations of ethical violations (including sexual misconduct) in Level 2 proceedings including determining facts and evidence, in cooperation with the Advocate.

1. All Fact Finding Team members are to be objective and neutral and uphold the highest and best interest of all concerned. No team member shall represent or advocate for any party to the review.
2. Where appropriate, Fact Finders work with the Advocate and Reviewee to develop an agreed upon Plan of Action
3. The Case Manager (one of two Fact Finders) maintains all records of the case, and upon completion sends all records to the Vice President for Minister & Ministry Services.

B. Additional Qualifications for Fact Finders:

1. A Fact Finder for credentialed minister reviews will have served successfully for at least five [5] years as a credentialed Unity minister and is a qualified member of the ERS Team
2. A Fact Finder for Licensed Unity Teacher will be:
 - a. A credentialed minister as described in B.1. above; or

- b. A Licensed Unity Teacher (LUT) with license renewed yearly for the past [5] years who has successfully served in a leadership capacity as a LUT or staff member and who has the support of their minister/ministry who is a qualified member of the ERS Team
- 3. A Fact Finder for a Ministry will be
 - a. A credentialed minister or Licensed Unity Teacher as described in B 1& 2 above; or
 - b. An active lay leader of a member ministry of Unity Worldwide Ministries for a minimum of five [5] years or an individual who has a minimum of five [5] years of substantially continuous service to Unity Worldwide Ministries who has:
 - 1) Completed fifty [50] hours of SEE credits or equivalent basic Unity classes as determined by the Ethics Review System Council of Chairs.
 - 2) Successfully served in a leadership capacity in the ministry, i.e. team leader, board member, Licensed Unity Teacher, or staff member.
 - 3) Is a qualified member of the ERS Team
- 4. Individuals serving as Judicatory Representatives may serve as Fact Finders in cases that are not within their regional jurisdiction. Individuals serving as Regional Representatives, Advocates, or members of the Discernment Panel are not eligible to serve as Fact Finders

C. Procedures for Fact Finders

- 1. When a case is referred to Level 2, the Fact Finder Chair assigns two Fact Finders to the case (naming one of them as Case Manager).
 - a. If the review involves an allegation of sexual misconduct, all efforts are made to have the Fact Finding Team comprised of at least one man and one woman (with the reasons documented if this is not possible).
 - b. Notice of the appointment is provided to the ERS Council of Chairs, the Judicatory Representative, and the Vice President of Minister & Ministry Services.
- 2. The Fact Finders are provided with all available information and discuss the case with the Judicatory Representative (who they are replacing) and the Advocate (who continues with the case).
- 3. The Fact Finders and Advocate, working together, develop an investigative plan to collect evidence and testimony and determine whether an on-site visit is necessary. The plan includes:
 - a. A clear understanding of the ethical violation being investigated
 - b. Any existing knowledge of facts and information pertaining to the case
 - c. A list of all parties to be interviewed by name, role in ministry and relevance to the review if not obvious.
 - d. The plan is submitted to the ERS Council of Chairs for approval before any expenses are committed.

4. The Case Manager coordinates with the Reviewee the logistics of an onsite visit (if necessary) and/or schedules the conference call interview(s) and subsequent team meetings. The Case Manager is also responsible for establishing and maintaining a case record including a chronology documenting any delays by date and with reasons.
5. Together, the Fact Finders and Advocate conduct the Review using the established guidelines for interviews:
 - a. Interview the Reviewee, the complainant, witnesses, and all other parties with pertinent information or clearly report a reason for not doing so. All team members will be present on all interviews. They will not interview a Reviewee and complainant at the same time.
 - b. Review all written information or statements provided to the team. First-hand witnesses and/or involved parties with relevant information shall be permitted to submit a statement in writing if they ask to do so.
 - c. The Advocate and/or Case Manager will advise the Reviewee if additional allegations or concerns arise during the review. The Reviewee will have the opportunity to respond to these allegations or concerns.
6. If, during the course of fact finding, additional information, allegations and/or evidence suggest a need to expand the scope of the review (e.g., to include the governing body, a member thereof, or other credentialed leader) the Review Team Case Manager shall gain approval from the ERS Council of Chairs before expanding the review.
 - a. Expanding the scope of the review is based on additional ethical allegations by other parties coming to light [i.e. Associate Minister, Licensed Unity Teacher, board member or congregant].
 - b. If the ERS Council of Chairs authorizes an expansion of the Review, where necessary, an additional Advocate will be assigned to the additional party/parties (e.g., the ministry or an Associate Minister or LUT) by the Advocate Chair.
7. The Case Manager, with the assistance of the other Review Team members, drafts a report of findings, including, where appropriate, an agreed upon Plan of Action (which is primarily prepared by the Advocate in cooperation with the Reviewee and in consultation with the Fact Finders).
 - a. The report will include details of the original complaint; summaries of the steps taken to undertake the review process; and results of interviews along with the Fact Finding Team and Advocates impressions of the credibility of witnesses and findings/conclusions based on the weight of the evidence.
 - b. Evidence to be considered will be first-hand and verifiable. (The standard to be used in weighing the evidence is “a preponderance of the evidence which means that a reasonable person evaluating the totality of the evidence would decide that it is more likely than not that the questioned behavior occurred.)
 - c. If the Fact Finders and Advocate find that an allegation of sexual misconduct cannot be substantiated, or an evaluation of the evidence does not indicate that sexual misconduct has occurred, then they will provide written documentation that the allegation was not substantiated. *The finding that the allegations were not substantiated will be shared as widely as the original allegation.*

- d. When co-ministers serving at the same ministry are reviewed, a separate report must be written for each individual. A report regarding one co-minister will not be provided by the Fact Finders and Advocate to the other co-minister.
 - e. The completed report goes to the Editorial Team.
 - f. Once the report is received from the Editorial Team and all corrections are completed the report then goes to the Reviewee and Advocate for signatures. The Fact Finding portion of the review is complete.
 - g. A copy of the final report will be sent to the ERS Council of Chairs (via the Fact Finder Chair), the appropriate Judicatory & Regional Representatives, the Director of Ministry Employment, and the Vice President of Minister & Ministry Services.
 - h. When the case is complete, all interview notes and other materials received during the review that are pertinent to the case should be forwarded to Unity Worldwide Ministries' home office for the archive files. The materials should be sent to the department of Minister & Ministry Services.
 - i. Fact Finders and the Advocate will then destroy all duplicate case notes and files upon final closure of the case pursuant to notification by the ERS Council of Chairs.
- 8. If there is no Clearance or mutually agreed upon Plan of Action then the case and all evidence is referred to the Discernment Panel.
 - 9. Completes all Ethics Review System evaluations as required (see Section XII).

IX. QUALIFICATIONS AND JOB DESCRIPTION – EDITORIAL TEAM

- A. Responsibilities of Editorial Team:** Reviews Ethic Review System Level 2 reports for consistent format, language and style; clarity and appropriateness of facts, findings and conclusions in light of original allegations.
- B. Qualifications for Editorial Team:**
 - 1. A Minister, Licensed Unity Teacher, or layperson with a background in investigative report preparation, review, or adjudication
 - 2. Recommended and/or approved by the ERS Council of Chairs
 - 3. Tenure: Three [3] year initial commitment with renewal every three [3] years at the discretion of the ERS Council of Chairs.
 - 4. Stay current with ERS training including:
 - a. Attend Ethics Review System annual training as required for all Ethics Review System ministry team members.
 - b. Stay current on appropriate sections of the Ethics Review System Policy dealing with reports.
 - c. Read and be familiar with Marshall Rosenberg's book "*Nonviolent Communications*," specifically chapter dealing with word choice and avoidance of 'loaded' words in communications

C. Procedures for Editorial Team:

1. Review electronically submitted Ethics Review System Level 2 reports with supporting documentation as needed and provide highlighted, color-differentiated editorial comments within the body of the report to the Ethics Review System Fact Finding Team within seventy-two [72] hours of receipt and ensure:
 - a. Proper format.
 - b. Clarity.
 - c. Appropriate language.
 - d. Appropriateness of findings of facts.
 - e. Conclusions address allegations.
 - f. Decisions appear commensurate with the report.
2. Indicate name and date of Editorial Team member doing the editorial review at the end of the report.
3. Send a copy of the edited report back to the Case Manager.

D. Evaluation Process: Coordinated annual feedback from the ERS Council of Chairs, Director of Ministry Employment, and the Vice President of Minister & Ministry Services on satisfactoriness of editorial review work during the past year.

X. QUALIFICATIONS AND JOB DESCRIPTION – DISCERNMENT PANEL

A. Responsibilities of Discernment Panel Members: To review and make determinations on ERS cases referred to Level Three where:

1. The Fact Finders, Advocate, and Reviewee cannot resolve the case through a mutually agreed upon Plan of Action`
2. A mutually agreed upon Plan of Action is not completed as agreed.

B. Additional Qualifications of Discernment Panel Members.

1. Will have served for at least two [2] years as a member of the Ethics Review System with case review experience.
2. Will be recommended/approved by the Regional and/or Judicatory Representatives and the Ethics Review System Council of Chairs subject to final approval by the Chair of the Board of UWM.
3. Able and willing to compassionately hold colleagues accountable.
4. Able to put Unity movement and Principles before personalities.

C. Procedures for Discernment Panel Members:

1. When a case is received the Discernment Panel Chair will appoint three [3] Discernment Panel Members to review the case. The Case Discernment Panel will
 - a. Review all reports, testimony and evidence.
 - b. Interview the Reviewee (who may have their Advocate present if desired).

- c. Conduct additional fact-finding if necessary including interviewing the Fact Finding Team members and Advocate.
 - d. Return the case to the Fact Finders and Advocate for additional information if necessary.
 - e. Determine the outcome of the case as either a Required Plan of Action or suspension.
 - f. Where deemed necessary, request new Fact Finders and/or Advocate be appointed to re-review the case.
2. Consideration for returning a case to the Fact Finders and Advocate could be based on any or all of the following:
 - a. Significant lack of procedural due process that fundamentally undermines the fairness of the proceedings.
 - b. Violation of fundamental inherent rights of the Reviewee.
 - c. Newly discovered evidence that would justify a new review.
 3. The standard of a review is, *would a reasonably sound and spiritually mature minister, upon reviewing the reported facts and circumstances of the case and taking note of the process and procedures followed find that the proceedings and the result were more likely than not fair and just.*
 4. The Ethics Review System Discernment Panel will issue a written decision within sixty [60] days of receipt of the case. If the case is unusually complex and/or there are multiple charges then this time may be extended for good cause shown.
 - a. The written decision of the Ethics Review System Discernment Panel will be sent to the Reviewee, Fact Finders, Advocate, ERS Council of Chairs, pertinent Judicatory Representative, Regional Representative, Director of Ministry Employment, and the Vice President of Minister & Ministry Services.
 - b. Reports and all materials used in the appeal process will be sent to or returned to the Vice President of Minister & Ministry Services at Unity Worldwide Ministries.
 - c. The decision of the Ethics Review System Discernment Panel is final.
 - d. Decisions of the Ethics Review System Discernment Panel will be considered to be decisions in effect under the authority of the Board of Trustees of Unity Worldwide Ministries.
 6. Completes all Ethics Review System evaluations as required (see Section XII).

XI. ERS Council of Chairs

- A. Membership:** includes the respective team-elected chairs (subject to the approval of the UWM Board of Trustees Chair) of the JR, Advocate, Fact Finding and Discernment Panel Teams; the appointed Editorial Team Chair; and an appointed (volunteer) ERS Administrator – working in cooperation with the UWM Vice President for Minister and Ministry services.
- B. Responsibilities:** The ERS Council of Chairs will meet (electronically) at least once a month to:

1. Discuss and manage all current ERS cases to insure timeliness and adherence with ERS policies with each Chair responsible for their Team involvements and updates.
2. Keep ongoing records of case findings, status and completions, including agreed upon and required plans of action ([R]POA's), and insure that appropriate notifications are made when cases are completed/closed.
3. Determine effective working practices in accordance with written policies.
4. Propose policy amendments to increase effectiveness of policy where necessary.
5. Design and coordinate annual ERS training (with Team-Specific components coordinated by the respective Team Chairs).
6. Offer on-going support and guidance to respective Team members.
7. Design and coordinate internal ERS Team evaluations (see Section XII below) as well as provide annual feedback to the UWM Board of Trustees.

XII. EVALUATION

- A. Internal Evaluations:** Once each Ethics Review System case is complete the ERS Council of Chairs will invite all parties involved (JR, Advocate, Fact Finders, Reviewee, and where possible, the Complainant) to provide feedback regarding their experience of the process.
1. Did you feel heard and supported in this review process?
 2. Did you have a clear understanding of the review process and what was being asked of you?
 3. Are the issues resolved to your satisfaction?
 4. What worked, and what didn't work for you?
 5. Are you aware of anything in the implementation of the Ethics Review System Policy that would make the process more compassionate and effective?
- B. Team Evaluations:** Members of each Team will be asked to do a self-evaluation (including areas of challenge, success, and strategies considered to assist improving their effectiveness) and submit it to their respective Chair.
- C. Report to UWM Board of Trustees:** The ERS Council of Chairs (through the Administrator) will submit a quarterly report of ERS cases (anonymous) including numbers, status, conclusions, and summarized findings of Internal Evaluations to the UWM Board of Trustees.

XIII. CRITERIA FOR REVIEW

- A. A credentialed leader may be subject to review -**
1. If a signed complaint is received by a Unity Worldwide Ministries' official alleging that a Code of Ethics and/or Sexual Conduct Policy violation has occurred.
 2. If the credentialed leader fails to follow policies and procedures of Unity Worldwide Ministries.

3. A decision to review a credentialed leader may be made or not made based on all of the facts and circumstances known to the appropriate Unity Worldwide Ministries' official as communicated to the proper Judicatory Representative who actually makes the decision to initiate a review.

B. A Licensed Unity Teacher (LUT) may be subject to review -

1. If a signed statement is received by a Unity Worldwide Ministries' official alleging that a Code of Ethics and/or a Sexual Conduct Policy violation has occurred.
2. If he or she fails to follow policies and procedures of Unity Worldwide Ministries and/or the ethical standards for Licensed Unity Teachers.
3. A decision to review may be made or not made based on all of the facts and circumstances known to the appropriate Unity Worldwide Ministries' official as communicated to the proper Judicatory Representative who actually makes the decision to initiate a review.

C. A Field Licensing Program Candidate may be subject to review -

1. On all grounds that would apply to a credentialed leader.
2. If he or she does not complete the Field Licensing Program in the agreed upon time frame.

D. A Ministerial Candidate (student) affiliated with any Unity school may be subject to review-

1. If a signed statement is received by a Unity: World Headquarters or a Unity Worldwide Ministries official alleging that a Code of Ethics and/or Sexual Conduct Policy violation has occurred.
2. If the student fails to follow policies and procedures of Unity Worldwide Ministries and/or the ethical standards for students.
3. A decision to review may be made or not made based on all of the facts and circumstances known to the appropriate Unity: World Headquarters or Unity Worldwide Ministries official as communicated to the proper Judicatory Representative who actually makes the decision to initiate a review.

E. A ministry may be subject to review -

1. If a signed statement is received by a Unity Worldwide Ministries official alleging that a Ministry Code of Ethics violation has occurred as communicated to the proper Judicatory Representative who actually makes the decision to initiate a review.
2. If the ministry has been without a Unity Worldwide Ministries approved leader for one [1] year.
3. If the ministry under special dispensation terminates the employment of the spiritual leader.
4. If the ministry fails to follow policies and procedures of Unity Worldwide Ministries.

5. If the ministry hires a spiritual leader who is not currently approved for ministry employment by Unity Worldwide Ministries.
6. If a Field Licensing Program [FLP] candidate leaves or the ministry loses the service of an FLP candidate and/or fails to fulfill its FLP commitment.
7. If the ministry was started without regard to the policies and procedures of Unity Worldwide Ministries concerning affiliation and/or pioneering a new ministry.
8. A decision to review a ministry may be made or not made based on all of the facts and circumstances known to the appropriate Unity Worldwide Ministries' official as communicated to the proper Judicatory Representative who actually makes the decision to initiate a review.

XIV. CATEGORIES OF DECISIONS

Following are the only four categories of decision that can be made by an Ethics Review System Team -

A. Clearance. The decision that contains no stipulations where -

1. Credentialed leaders are cleared for Unity ministry employment
2. Unity ministries are cleared for credentialed leadership employment.
3. Licensed Unity Teachers are cleared for active service in a Unity ministry.
4. Ministerial Candidates (students) affiliated with any Unity school and Field Licensing Program candidates are cleared to continue pursuing licensing and ordination as a Unity minister.

B. An “agreed upon” or “required” Plan of Action (R)POA:

1. At Levels 1 and 2, a credentialed leader or ministry will work with their Advocate and other Review Team members to develop and agree upon a Plan of Action that will support the minister or ministry to resolve/correct the issues in question.
 - a. The case Advocate, in cooperation with the appropriate Regional Representative will oversee the completion of the Plan of Action.
 - b. When completed, the Advocate will notify the ERS Council of Chairs who will send official notice of completion to all appropriate parties (the Director of Ministry Employment, the Vice President of Minister & Ministry Services, the respective Judicatory & Regional Representatives & the Reviewee)
 - c. If an agreed upon Plan of Action is not completed within the agreed upon time frame, the case may be referred to Level 3 of the Ethical Review System.
2. Required Plan of Action [RPOA]. At Level 3 of the ERS, the Discernment Panel may *require* a Plan of Action where specific tasks or achievements must be completed before a Reviewee(s) can be cleared for employment.

3. Consequences of a decision for a (R)POA (agreed-upon or required) are -
 - a. A credentialed leader may not pursue ministerial employment at Unity Worldwide Ministries' churches while under a (R)POA unless stated otherwise in the (R)POA and then not without notifying the prospective employer of the (R)POA and its terms.
 - b.. Ministries may not seek to fill ministerial vacancies unless stated otherwise in their (R)POA. This includes the hiring of either a temporary or Transitional Ministry Specialist. The Case Manager will advise the Council of Chairs (who will inform the Director of Ministry Employment) of the ministry's employment status.
 - c. A Licensed Unity Teacher may not teach Unity courses for credit or otherwise serve as a Licensed Unity Teacher in a Unity ministry unless authorized in the (R)POA.
 - d. A ministerial candidate (student) affiliated with any Unity school, or a Field Licensing candidate may not be licensed or ordained unless authorized in the (R)POA. An (R)POA for a ministerial candidate (student) affiliated with any Unity school, or a Field Licensing Program candidate shall be submitted to the appropriate Licensing & Ordination Ministry Team and they will provide parallel supervision of the student's or candidate's progress.
 - e. The decision of a Required Plan of Action is a public designation.
4. An ERS Review Team must consult with the Director of Peacemaking & Transitional Services before recommending or requiring a ministry to participate in peacemaking. An ERS Review Team Case Manager must advise the Director of Peacemaking Services when the team plans to require a ministry to undergo peacemaking programs even if the peacemaking is not to be provided by the Director of Peacemaking & Transitional Services.

D. Suspension: Suspension is required when the ERS Discernment Panel finds that the Reviewee(s) cannot be cleared and no tasks or achievements can be prescribed that would allow them to be cleared. These cases are typically, but not limited to, cases when the Reviewee(s) egregiously violated ethical standards, repeatedly violated ethical standards, failed or refused to cooperate with the ERS process in good faith, refused or failed to comply with and/or complete a RPOA, or, is otherwise found to be unfit to serve as a credentialed leader. Consequences of suspension include:

1. Credentialed leaders on suspension may not serve as ministers/spiritual leaders in Unity Worldwide Ministries' ministries.
2. Ministries that employ suspended credentialed leaders risk suspension and loss of membership in Unity Worldwide Ministries.
3. Licensed Unity Teachers on suspension may not teach Unity courses for credit or otherwise serve as a Licensed Unity Teacher in a ministry.
4. A ministerial candidate (student) affiliated with any Unity school, and Field Licensing Program [FLP] candidates, may not be licensed or ordained and may be expelled from the licensing and ordination or FLP process.
5. Suspended Reviewees may be eligible at a later date to seek restoration under Unity Worldwide Ministries of Unity Churches Restoration Policy.

6. Suspension is a public designation and will be published in accordance with Unity Worldwide Ministries Board of Trustees Policy Manual.

E. Reclassification. A ministry that has been reviewed may be reclassified as a study group affiliated with Unity Worldwide Ministries Expansion Department if any of the following are true –

1. No Unity Worldwide Ministries approved spiritual leader has been leading the ministry in the past year.
2. A Unity Worldwide Ministries approved spiritual leader is not being diligently sought and there is little reason to believe that one would be found.
3. Regular Sunday services are not being offered.
4. Services are held in a private home, not a public setting.
5. A quorum of the board has met less than ten [10] times in twelve [12] months.
6. There has not been an annual membership meeting in twelve [12] months.
7. Does not meet minimum requirement for new member status as defined by Unity Worldwide Ministries Expansion Department.

XV. CONSIDERATIONS FOR DECISIONS

A. Clearance.

1. Clearance for a credentialed leader is warranted when -
 - a. A decision for clearance will contain no stipulations.
 - b. If allegations of Code of Ethics and/or Sexual Conduct Policy violations are disproved.
 - c. Other – as necessitated by unique situations.
 - d. When a (Required) Plan of Action [(R)POA] has been successfully completed.
2. Clearance for a ministry is warranted when -
 - a. Allegations of Code of Ethics or Unity Worldwide Ministries policy violation(s) are disproved.
 - b. Other – as necessitated by unique situations.
 - c. When a Required Plan of Action [RPOA] has been successfully completed.

B. An Agreed-upon or Required Plan of Action (R)POA for a credentialed leader or ministry.

1. At Level 1 or 2 of ERS Reviews, a minister and/or ministry can work with the Advocate and other Review Team members to cooperatively develop and agree to a Plan of Action that will serve to correct/resolve the ethical or sexual conduct violation for the highest good of the minister and ministry. The case Advocate will oversee the completion of the Plan of Action in coordination with the appropriate Regional Representative.

2. A *Required* Plan of Action is warranted at Level 3, when the criteria for clearance have not been met but there is a possibility that clearance could be granted if the credentialed leader or ministry takes certain actions or fulfills certain requirements as specified by the Discernment Panel to improve the conditions that led to the ethical and/or policy lapse.
3. Character and conditions of a (R)POA (agreed-upon or required). A Reviewee(s) given a decision for an (R)POA (agreed-upon or required) will work with their Advocate to develop/propose an appropriate (R)POA that will provide specific agreements in writing regarding -
 - a. Duration.
 - b. Special tasks and accomplishments for the Reviewee(s) to complete that are designed to help the Reviewee(s) take appropriate actions to support the highest spiritual resolution for all parties. This would include actions that would support the Reviewee in healing/raising their own consciousness surrounding their ethical lapse(s) (e.g., make amends where appropriate, participate in counseling).
 - c. In the case of a credentialed leader as Reviewee, the (R)POA must include a statement of whether the individual may or may not seek employment as a credential leader while fulfilling the (R)POA.
 - d. In the case of a ministry as Reviewee, the (R)POA must include a statement of whether the ministry may or may not seek to employ a credentialed leader while fulfilling the (R)POA.
4. The case Advocate will coordinate with the Regional Representative to oversee the completion of the (R)POA. The Reviewee(s) shall provide written documentation of progress and completion of requirements/conditions specified in their (R)POA to their Advocate at least quarterly. The established timeline for reporting progress and completion of the terms of the (R)POA, and quarterly update reports shall be sent by the Advocate to the Chair of Advocates who will report to the ERS Council of Chairs.
5. Eventual outcomes after a (Required) Plan of Action.
 - a. Clearance -
 - (1) The reviewed party will be cleared when written documentation of completion of all required tasks and outcomes are provided to the Advocate and in the judgment of the Review Team, the requirements of the (R)POA have all been successfully completed.
 - (2) The Advocate will send a letter of completion indicating that all conditions of the (R)POA have been fulfilled to the Chair of the Advocates who will bring it before the ERS Council of Chairs for clearance.
 - (3) Upon clearance, the ERS Chair will inform the Reviewee, their respective Judicatory & Regional Representatives, the Director of Ministry Employment, and the Vice President of Minister & Ministry Services.
 - b. Suspension -
 - (1) If an *agreed-upon* POA is not completed within the agreed upon timeframe then the case may be referred to Level 3 of the ERS.

- (2) If an RPOA is not completed within the agreed upon timeframe then suspension will be instituted unless the Discernment Panel extends the timeframe for good cause shown.

C. Suspension.

1. Suspension is warranted when:
 - a. A credentialed leader or ministry whose actions fail to meet the ethical standards and/or policies of Unity Worldwide Ministries and who shows insufficient willingness to accept personal responsibility for their part in the situation and/or participate in developing and completing a RPOA to address and resolve the conditions that led to the ethical and /or policy violation(s).
 - b. The Reviewee has been found to have committed a pattern of repeated ethical and/or policy lapses such that the Discernment Panel determines that a RPOA would not be helpful in furthering the goals of the ERS and/or the mission of Unity Worldwide Ministries.
 - c. The Reviewee's conduct was found to be egregious such that it would be a material risk to Unity Worldwide Ministries and/or its affiliated ministries to allow the Reviewee to remain *In Good Standing* with Unity Worldwide Ministries.
 - d. The Reviewee fails to adequately and promptly cooperate with the review.
 - e. The Reviewee cannot be located.
 - f. Other - as necessitated by unique situations.
2. Membership in Unity Worldwide Ministries is revoked during suspension.
3. Reconsideration is provided through application for Restoration through the UWM Standards Team.

D. Reclassification.

1. A ministry that has been reviewed may be reclassified as a study group affiliated with Unity Worldwide Ministries Expansion Department if the criteria as outlined in the categories of decisions apply.
2. A ministry may voluntarily request this status if any of the criteria outlined in the categories of decisions apply.
3. Any reclassified ministry must follow the guidelines of the Expansion Department's policies and procedures.

XVI. EMPLOYMENT PROCESS DURING ETHICS REVIEW SYSTEM PROCESS

A. Credentialed Leaders

1. If a credentialed leader has submitted an application for employment in good faith before a review is instituted then the leader may complete the interview and placement process subject to the notice provisions [in paragraph #4 below] as reasonably modified to their situation provided the Director of Ministry

- Employment and the ERS Team believes it would be in the best interest of Unity Worldwide Ministries for the employment process to go forward.
2. From the time of notification of review a credentialed leader can not seek employment as a minister/spiritual leader in an Unity Worldwide Ministries member or affiliated church or begin a new Unity ministry until the review process is complete and he/she is cleared or until he/she has been placed on a (Required) Plan of Action [(R)POA] that provides for a modified employment process.
 3. The (Required) Plan of Action [(R)POA] for a credentialed leader will state whether or not the credentialed leader can seek employment while the (R)POA is being fulfilled.
 4. If a credentialed leader under a (Required) Plan of Action [(R)POA] seeks employment, he/she must provide the Director of Ministry Employment with a signed statement to accompany their resume. This statement will include the following –
 - a. I have been reviewed by a panel of my peers and I am bound by a (Required) Plan of Action with a completion date of _____.
 - b.
 - c. A copy of the Case Review Team report including my (Required) Plan of Action is available from my ERS Advocate [include name and contact information]. I hereby grant permission for you to discuss the report with my ERS Advocate.
 - d. Should I be selected to serve as a credentialed leader while under the (Required) Plan of Action, I will sign a conditional contract until such time as I am cleared for employment in a Unity church. Should I subsequently be suspended, I will immediately resign my position and the employment contract will be null and void.

B. Ministries.

1. Prior to initiating a review of a ministry that does not then have a current credentialed leader serving as spiritual leader the Judicatory Representative may after consultation with other Judicatory Representatives according to this policy, and after consultation with the Director of Ministry Employment, allow a ministry to hire a credentialed leader in a temporary or transitional capacity provided the credentialed leader hired is made aware of the pending review.
2. A ministry being reviewed cannot seek the services of a full-time or permanent part time credentialed leader until the review process is complete and the ministry is cleared except as allowed herein. After consulting with the Regional Representative, Judicatory Representative, and the ERS Chair, the Director of Ministry Employment may, if in the best interests of the Unity movement, allow a ministry being reviewed to hire a full-time or permanent part-time credentialed leader. [Notice to the prospective credentialed leader as outlined in paragraph #4 listed below is required.]
3. The (Required) Plan of Action [(R)POA] for a ministry will state whether or not the ministry can seek the services of a credentialed leader or a Transitional Ministry Specialist while the (Required) Plan of Action [(R)POA] is being fulfilled and if so, what conditions if any need to be completed prior to the commencement of the employment process.

4. Should a ministry under review or under a (Required) Plan of Action wish to hire a credentialed leader, the ministry board must provide a signed statement to the Director of Ministry Employment. This statement will include the following –
 - a. This ministry is being or has been reviewed under the ERS process and is or could be bound by a (Required) Plan of Action.
 - b. A copy of the Case Review Team report including the ministry's (Required) Plan of Action is available from the Case Manager [include name and contact information here]. We hereby grant permission for applicants to discuss the report with the Case Manager.
 - c. We are only able to offer a conditional contract until such time as clearance is granted. Should we subsequently be suspended, the employment contract will be null and void.
5. Once the (Required) Plan of Action [(R)POA] is successfully completed and the ministry is cleared, then the Director of Ministry Employment would resume their role and responsibility in the hiring process.

XVII. TIME FRAMES FOR PROCESSING ETHICS REVIEW SYSTEM REQUESTS

- A..** **When the Judicatory Representative** receives the signed complaint related to the possibility of a ERS review they will have twenty-one [21] days until the completion of their preliminary review subject to extensions based on good cause shown or additional letters of complaint being submitted (subject to extensions based on good cause)..
- B.** **When the ERS Council of Chairs** receives the request for an ERS review to the time a Review Team is appointed – twenty-one [21] days. This time can be longer if there is agreement among all parties or if justifiable circumstances prevent the immediate appointment of a Case Review Team. In the meantime, the Reviewee shall file their responsive statement within this same twenty-one (21) day period attaching copies of pertinent documents (subject to extensions based on good cause).
- C.** **From the time the ERS Council of Chairs** appoints the Fact Finders (including a Fact Finder Case Manager) and Advocate, to the time the Reviewee(s) is/are contacted by the Advocate & Case Manager – thirty [30] days (subject to extensions based on good cause)..

[NOTE: If the Reviewee(s) has/have not been contacted by a member of the ERS Team, in writing, within the fifty-one [51] day notification period outlined above – twenty-one [21] days to appoint a team plus thirty [30] days to begin the review process – they may immediately request the Judicatory Representative for a dismissal for failure to activate the review. The Judicatory Representative shall either re-initiate the review to ERS or dismiss the charges within ten [10] days of receipt of the request to dismiss and shall document their reasoning and sending the documentation to the ERS Council of Chairs and the Vice President Minister & Ministry Services.]

- D. From the time a Reviewee is contacted by the ERS Case Manager** to the time of the first interview [bridge line call or on-site visit] – thirty [30] days or less provided that all pertinent documents are produced in a timely manner. Interviews may occur in less than [30] days if all parties are agreeable or if circumstances warrant.
- E. If resolution is reached** (either clearance or an agreed-upon Plan of Action), a draft report will be submitted to the ERS Editorial Team [by email] within seven (7) days (subject to extensions based on good cause).
- F. The Editorial Team** shall return the edited report to the Case Manager within 72 hours who will then provide copies to the Advocate and the Reviewee for final agreement & signatures.
- G. Upon receipt of a signed report**, the Review Team Case Manager will submit it to Fact Finder Chair who will bring it to the ERS Council of Chairs.
- H. The ERS Council of Chairs** is responsible for notifying the appropriate parties including the Judicatory Representative, Director of Ministry Employment, and the Vice President Minister & Ministry Services, as well as sending a formal copy to the Reviewee(s).
- I. In all cases**, reviews are to be accomplished within the recommended timeframes whenever possible. However, every effort should be made to be thorough as well as sensitive to the needs of the party/parties, witnesses and to the competing demands on the time of the ERS Team. When a review cannot be completed within the recommended timeframes the reasons will be documented and made a part of the report.
- J. If resolution is not reached at Levels 1 or 2**, the Fact Finder Case Manager refers the case back to the Fact Finder Chair who will bring it to the ERS Council of Chairs. The ERS Council of Chairs will then refer the case to the Discernment Panel Chair who will initiate a Level 3 Discernment Process.

XVIII. PRODUCTIVITY AND COMMUNICATION

- A. ERS Review Team members** (Fact Finders, Advocates) will keep their respective Team Chairs informed of progress (or problems) with a case.
- B. The ERS Review Team Case Manager** will submit final reports to the ERS Council of Chairs.
- C. The ERS Council of Chairs** will be responsible for all final notifications including advising the Vice President of Minister & Ministry Services whenever information is gained from a review that might have implications in other areas [by copy of the report, phone call, or email].

- D. **The Vice President Minister & Ministry Services** will advise the ERS Council of Chairs whenever information regarding a minister or ministry being reviewed is received that might be pertinent to the review [by email or phone call].
- E. **The ERS Council of Chairs** will be advised of appointments made by Unity Worldwide Ministries Chair of the Board of Trustee's that may effect the respective team's composition.

XIX. CONSIDERATIONS FOR INTERVIEWS AND MEETINGS

- A. **ERS Review Team members** will keep all proceedings of interviews and cases confidential.
- B. **Legal counsel** may not be present during the interview process; however the Reviewee has the right to consult with legal counsel at their choosing.
- C. **The Reviewee will have an appointed ERS Advocate** who will be present for all interviews and who maintains a confidential relationship with the Reviewee.
- D. **The Reviewee may also have a pastoral support person** of their choosing present during their interviews with the ERS Review Team. Their role is to offer spiritual support to the Reviewee and inasmuch they can ask for prayer at any time during the proceedings
- E. **The Reviewee will be given copies of all allegations** prior to interviews commencing and will have an opportunity for rebuttal of all allegations and will be given a reasonable amount of time to organize their response.

XX. CONSIDERATIONS REGARDING DISPOSITION OF MATERIAL

Copies of material regarding the Reviewee(s) sent by Unity Worldwide Ministries to the ERS will be destroyed and/or deleted when the review decision becomes final.

- A. **Case Review Team notes** made during the review process and original letters, email, statements or other documents provided to the Case Review Team should be retained by the Case Manager until the case is resolved or referred to Level 3. If resolved, the materials should then sent to the Vice President of Minister & Ministry Services at Unity Worldwide Ministries home office. If the case is not resolved at Level 2 – all materials should be forwarded to the Discernment Panel Chair.
- B. **When an outcome of a sexual misconduct complaint** has been determined, the Judicatory Representative will contact the complainant and inform him/her of the action taken.
- C. **A report of all ERS findings and decisions** shall be kept and maintained indefinitely in an ERS file at Unity Worldwide Ministries' home office.

- D. In cases of a (Required) Plan of Action [(R)POA]**, during the period the (R)POA is being fulfilled, information including the complaint, the findings, and the actions taken will be provided to the minister selection team of Unity churches if the minister is permitted by the RPOA to seek employment. (See Section XVI A 4)
- E. Nothing in the policy** or 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 ERS review or defense of any complaint or allegation.
- F. All material** other than that to be retained in Unity Worldwide Ministries' home office files should be disposed of when the review and any plan of action are completed. Material retained by Unity Worldwide Ministries' home office shall include the final report, interview notes, and any documentation received by the ERS Review Team during the review process.

Re-entry Application Policy and Procedures

I. **SCOPE OF POLICY:** A Re-entry Application is required of:

A. **Any credentialed leader who:**

1. Is absent from active field ministry for a period exceeding one (1) year:
2. Leaves two [2] ministries during any five [5] year period.
3. Leaves any ministry prior to completing two [2] years in that ministry.

B. **Any member church that:**

1. “Loses the service” of, or releases two [2] credentialed leaders during any five [5] year period.
2. “Loses the service” of, or releases a credentialed leader prior to him/her serving at least two [2] years in the ministry.

II. **PURPOSE OF RE-ENTRY POLICY:** To support ministers, who have been away from field ministry for more than a year or who have had one or more abbreviated tenures in a ministry, in having a successful re-entry experience. Issues to be discussed include the reason for the leave, the activities pursued during the leave, and the individual’s current situation. The Re-entry Team will assess the physical, emotional and professional preparedness for field ministry and may offer suggestions and guidance that would support the individual in having a successful re-entry experience.

III. **APPLICATION PROCESS**

A. **When a credentialed leader or ministry** fits the above criteria and contacts the UWM Director of Ministry Employment, they will be directed to complete a Re-entry Application.

B. **The Director of Ministry Employment** will forward the Re-entry Application to the JR Chair who will forward it to the appropriate Regional JR.

C. **The Regional JR** will convene a team including two additional JR’s to interview the minister/ministry board.

IV. **INTERVIEW**

A. **The JR’s [at least 2, preferably 3] will hold a phone interview** with the applicant (credentialed leader or ministry) after reading through appropriate material. If there are questions, the JR’s may contact individuals familiar with the applicant to gather additional facts, either prior to or following the initial phone interview.

B. **Where the JR Re-entry Team detects potential problem areas** including unresolved issues, skill/capacity weaknesses, and/or negative behavior patterns, they request that an Advocate be appointed for the Applicant. The Advocate will participate with the Re-entry Team in all interviews.

- C. **During the interview** the team goes over questions that came to mind while reading the application form. Additional questions for clarity may be asked.
- D. **Upon completion of the phone interview**, the JR's discuss their findings. The lead JR communicates their findings to the applicant.

V. POSSIBLE FINDINGS

- A. **The minister/ministry may be immediately cleared** for employment.
- B. **The JR Re-entry Team may offer recommendations** that will support the minister/ministry in having a successful re-entry experience.
- C. **Where it is apparent that an abbreviated tenure was due** to a “misfit” between a particular ministry and minister, the JRs may encourage specific things that a minister may ask or look for in their next ministry.
- D. **Where an Advocate is involved, they** participate with the team and the applicant in developing recommendations that would help address these issues in order to support a successful re-entry experience. Where appropriate, the team may also encourage a redirection of the minister to a different style of ministry.
- E. **The minister/ministry will be cleared for immediate employment** as soon as the JR submits a Re-entry Interview Completion letter, including recommendations when appropriate, to the applicant, the Director of Ministry Employment Services, the VP of Minister and Ministry Services and the JR Chair.
- F. **If during the interview the JR Re-entry Team becomes aware of or suspects possible ethical issues/violations**, the Team will refer the case to the ERS. At present, Unity Worldwide Ministries [UWM] has no authority over competency issues once a minister is ordained through a Unity affiliated school or through the Field Licensing Program [FLP]. All feedback is intended as helpful suggestions for success in ministry and not as punitive.
 1. The case becomes subject to ERS Policy
 2. An Advocate is assigned for the applicant (if one is not already assigned)
 3. The Advocate and Regional JR begin an ERS Level 1 Review.
 4. Employment eligibility is suspended until the case is resolved and appropriate notifications are issued.

VI. NOTIFICATION OF CLEARANCE

- A. **The minister/ministry will be cleared for immediate employment** as soon as the JR submits a Re-entry Interview Completion letter, including recommendations when appropriate, to the applicant, the Director of Ministry Employment Services, the VP of Minister and Ministry Services and the JR Chair.