



# Ministry Vacancy Information Packet

Unity of Kalamazoo  
Kalamazoo, MI

March 2025

# About the Ministry

## OVERVIEW

Unity of Kalamazoo has been providing a positive path for spiritual living for over 100 years. It is known for its openness, community involvement, and support of the LGBTQ+ community. It is a beacon for new thought education and support.

Strong leadership and engaged volunteers have sustained this stable and vital ministry as it continues to evolve. In 2022, our Diversity, Equity, and Inclusion team was launched. A handful of its members and leaders have participated in a series of workshops focused on identifying and eliminating systemic racism. This team also wrote, and the congregation adopted, a Land and Labor Acknowledgement that we affirm weekly along with our Mission, Vision, and Core Values.

The current church property provides a warm, inviting atmosphere for worship, fellowship, educational opportunities, small groups, and youth ministry. Our building has a spacious sanctuary that seats approximately 240. Our lower level includes classrooms, a nursery, meeting space and storage. Our upper level features a commercial kitchen, almost 3,000 square feet for fellowship, and separate meeting and office space.

## Locality/Physical Description

Unity of Kalamazoo is located in Kalamazoo, Michigan, a progressive, affordable city of just under 75,000 in the southwest corner of the state – halfway between Detroit and Chicago. As of July 1, 2023, the population of the Kalamazoo–Portage metropolitan area in Michigan was estimated to be 262,215 - making it the sixth largest metropolitan area in Michigan. Kalamazoo was listed by U.S. News & Worlds' Report as one of the top 100 places in America to live in 2024.

Located 45 minutes from South Haven on Lake Michigan and an hour from Warren Dunes State Park, there is easy access to beaches, hiking trails and all the beauty and activities of Lake Michigan. The entire lakeshore is dotted with quaint resort towns that feature shops, marinas, fishing, boating, arts and festivals. The rural area surrounding Kalamazoo has beautiful rolling hills, farms, and vineyards. The beauty of the seasons is a blessing to the soul. Fall in southwestern Michigan is unsurpassed. Winter brings downhill and cross-country skiing, snowshoeing and other outdoor activities.

Kalamazoo is home to Western Michigan University and Kalamazoo College, with opportunities for sporting events, arts, and entertainment. The Gilmore Piano Festival draws world-class performers. There are minor league sports teams, a variety of ethnic restaurants, art fairs and museums.

Internationally known global pharmaceutical leader Pfizer has its largest manufacturing facility here and Stryker Corporation is headquartered here. Two large hospital systems and a leading heart center provide excellent medical care.

A special resource for those who live in Kalamazoo is the Kalamazoo Promise, a program that pays up to 100% of tuition and mandatory fees at any in-state public community college or university for those students that attend and graduate high school from Kalamazoo Public Schools.

Check out these links below to see more about why Kalamazoo is a great place to live:

- [Kalamazoo is a great place to work and to live | \(Wmed.edu\)](#)
- [Living in Kalamazoo, MI | U.S. News Best Places \(usnews.com\)](#)
- [City in Michigan ranked the No. 1 coolest place in U.S. with lowest cost of living - mlive.com](#)
- [The Kalamazoo Promise](#)
- [Kalamazoo-Portage among top 40 'arts-vibrant' communities in U.S. - mlive.com](#)

**Proximity to Other Unity Ministries and/or New Thought Centers:**

We are approximately an hour away from several Unity churches: Unity on the Lakeshore in Douglas to the west, Unity Center for Spiritual Growth near Grand Rapids to the north, and Unity Spiritual Center of Lansing to the northeast.

**Do you participate in any of the following activities?** *(Check all that apply)*

- |   |                                     |
|---|-------------------------------------|
| Small Group Ministries                                    | <input checked="" type="checkbox"/> |
| Community Outreach/Compassionate Social Action            | <input checked="" type="checkbox"/> |
| Publications  | <input type="checkbox"/>            |
| Social Media (ex: Facebook, Twitter, livestreaming, etc.) | <input checked="" type="checkbox"/> |
| Other (please list)                                       |                                     |

**PEOPLE**

**Size of mailing list:** Email weekly to 325  
**Average Sunday attendance:** 60-80 in person, 10-12 live stream, 10-12 YouTube views  
**Formal (voting or active) membership:** 70

**Special Groups:**

Prayer Group, Choir, Women’s Meditation Group, Diversity, Equity & Inclusion, Unity in Community and Service Teams including: Building & Grounds, Platform Assistants, PowerPoint, Ushers, Hospitality, Bookstore & Scrip

**Church staff/other employees:**

Part-time staff: Office Manager, Bookkeeper, Music Director, Pianist/Choir Director, Technical & Digital Marketing Coordinator, and Child Care workers.  
Contract: Musicians, Sound Tech, and Streaming Tech

**MINISTRY SUPPORT SERVICES**

Has the ministry worked with a UWM Consultant or Transitional Specialist?  Yes  No.  
(NOTE: Speaking with UWM Member Support does **not** constitute working with a UWM consultant.)

Name: Reverend Greg Coles

Dates: 12/2021 – 7/2022

Workshops Given and Topics Covered: Listening Circles, Genogram Workshop, Visioning Workshop

## **MISSION, VISION, AND CORE VALUES**

Has the ministry developed Vision, Mission, and Core Value statements?  Yes  No.

Date: 2009, reaffirmed in 2024

**MISSION:** As an all-inclusive community, we awaken to Spirit, grow into our souls, and build a better world.

**VISION:** We celebrate a world of ever-awakening consciousness, abundance, peace, and love for all.

**CORE VALUE STATEMENTS:** Love, Authenticity, Oneness, Playfulness, Stewardship

**LAND AND LABOR ACKNOWLEDGEMENT** – Our spiritual community acknowledges Black, Indigenous, and People of Color whose lands and labor were forcibly taken. We pledge to promote understanding, equity, justice, and inclusivity.

### **What have been the three most important events in the history of your ministry?**

1. Moving to our current location in 2004 to:
  - support the growth of our congregation,
  - provide dedicated space for our youth ministry,
  - be ADA compliant
2. 40 congregants travelled to Unity Village in 2015
3. Becoming debt free after replacing the parking lot, replacing the roof, and paying off the mortgage in 2019

### **In the last 3 years, what activities/special events in the ministry were well attended/appreciated?**

- Bountiful Feast – a multi-generational Thanksgiving dinner
- Special services: Christmas Eve, Easter, White Stone, Burning Bowl, Taizé
- Unity in Community Social Events – picnics, dinners out, baseball games, chili bingo
- DEI team meetings and book discussions
- Circulation Day

### **What does the congregation want to accomplish in the next 3 years?**

- Increase utilization of existing space. Currently in discussion with YWCA for potential day care.
- Continue to evaluate opportunities to relaunch a formal Youth Ministry.
- Continue to attract seekers, students, and builders.
- Increase programming outside the Sunday service.
- Deepen Unity of Kalamazoo's presence in the community as a positive entity, supporting social justice and inclusivity.

## INCORPORATION AND BYLAWS

**Date Ministry Established:** July 1921  
**Founding Minister Name:** Reverend Amy Moffett

**Date of Articles of Incorporation (AOI):** April 22, 1971

**Bylaws – Date Adopted/Revised:** Revised: October 27, 2024

### [Current UWM Bylaws Template](#)

Check here if your bylaws are structured in accordance with the Unity Worldwide Ministries bylaw template and updated within the past three years:

# About the Position

## MINISTERIAL CHARACTERISTICS AND EXPECTATIONS – 1 IS TOP PRIORITY, 9 IS LEAST IMPORTANT

- 1 Building Leaders and Teams, and Empowering Others**
  - Keeps mission, vision, values, and the WHY this ministry exists current
  - Plans for continual training of leadership and volunteers, ministry growth, and outreach
  - Implements training for boards, staff, and volunteers and fosters a team-based culture
  - Plans for training and utilizing licensed Unity teachers (LUT) as an integral part of the ministry
  - Planning for building financial development strategies
  - Incorporates training for Youth & Family Ministry, youth, YOU, Next Generation
  - Develops and leads worship experiences collaboratively with others involved
  
- 2 Focus on Prayer, Meditation, Pastoral Care, Chaplaincy**
  - Demonstrates prayer consciousness and facilitates prayer & meditation classes & experiences
  - Compassionate and caring person, sensitive to others' needs and emotions
  - Focus on the pastoral care needs of the intergenerational congregation
  - Helps people develop a spiritual life and a prayer consciousness within the ministry
  - Ministers to people in crisis, offer guidance in solving problems
  - Makes hospital visits, visits shut-ins and nursing homes, prayer with members
  - Facilitates training for chaplains and utilizes chaplains within the ministry
  
- 5 Outreach into the Local Community**
  - Demonstrates a desire to engage and support the local community members
  - Compassionate and caring person, sensitive to others' needs and emotions
  - Community Organizer skills to coordinate with multiple volunteers and outside organizations
  - Problem solver who recognizes the third option, shows persistence, and follow through
  - Negotiates and/or compromises, seeking the highest outcome for all involved
  - Demonstrates appreciation for volunteers, staff, board, and congregants of all ages
  - Compassionate listener and deals effectively with different points of view
  
- 6 Working with a Specific Group (Kids, teens, seniors, men, women, LGBTQ, etc.)**
  - Maintains confidentiality, understanding the laws around mandated reporting
  - Helps people of all ages develop a spiritual life and a prayer consciousness within the ministry
  - Models and teaches open attitudes with a diverse population
  - Ministers to individuals and families in crisis, offer guidance in solving problems
  - Act as a resource to additional community and support services
  
- 4 Spiritual Social Activism**
  - Invites others to become involved and is a team player
  - Models and teaches open attitudes, active listening, and tolerance with a diverse population
  - Consciously educates themselves and others on the topic
  - Maintains a respectful presence regarding spiritual social activism
  - Helps to develop an inclusive consciousness within the ministry
  
- 9 Audio/Visual(A/V) Technology Acumen**
  - Adept with a variety of A/V technologies to enhance the overall worship experience
  - Skilled in the use of virtual meeting applications (Zoom, WebEx, Meet, Teams, etc.)
  - Demonstrated success in delivering virtual and hybrid presentations and training
  - Embraces the use of social media platforms (Facebook, Twitter, Instagram, etc.) in support of the ministry's mission, vision, and values.

- 8 Environmentalism**
  - Knowledgeable of and proficient in environmental awareness for this geographic location
  - Compassionate and caring person, sensitive to the environment and connection to the planet
  - Community Organizer skills to coordinate with multiple volunteers and outside organizations
  - Problem solver who recognizes the third option, shows persistence, and follow through
  - Negotiates and/or compromises, seeking the highest outcome for all involved
  - Demonstrates appreciation for volunteers, staff, board, and congregants of all ages
  - Compassionate listener and deals effectively with different points of view
  
- 7 Health & Wellbeing**
  - Knowledgeable of and proficient in health, healing, exercise & nutrition
  - Compassionate and caring person, sensitive to the mind-body connection
  - Community Organizer skills to coordinate with multiple volunteers and outside organizations
  - Problem solver who recognizes the third option, shows persistence, and follow through
  - Negotiates and/or compromises, seeking the highest outcome for all involved
  - Demonstrates appreciation for volunteers, staff, board, and congregants of all ages
  - Compassionate listener and deals effectively with different points of view
  
- 3 Administration**
  - Knowledgeable of and proficient in applying ministry bylaws, policies, and procedures
  - Proficient in executing fiduciary responsibilities, developing prosperity awareness, and maintaining a balanced budget
  - Follows office management best practices and use of office systems (software)
  - Empowers staff and volunteers, delegates well
  - Implements training for boards, staff, and volunteers and fosters a learning culture

**Other specific qualities, experiences, leadership skills, vision, etc., you are seeking not already addressed:** Our ideal candidate will be able to create thought provoking messages that inspire listeners; someone who can walk the line of vulnerability while maintaining healthy boundaries; a leader who welcomes team support and is a creative problem solver. A nice bonus would be someone well versed in marketing via social media and community involvement.

**SPIRITUAL EXPERTISE AND EDUCATIONAL ACUMEN**

**1. Ministry Location.** Place an “X” next to the primary location of the ministry’s current demographic. (Select one)

- [\*click to rate\*](#) **In-person**
- [\*click to rate\*](#) **Online**
- X** **Hybrid**

**2. Ministry Type.** Place an “X” next to the description that best describes this ministry. (Select one)

- X** **Congregation-Based**
- [\*click to rate\*](#) **Community-Based**
- [\*click to rate\*](#) **Service-Based**

**3. Age Groups.** Please rank the following age-group categories from 1 (most populous) to 6 (least), to reflect your current active membership/attendance.

2	70's and up	<a href="#"><u>click to rate</u></a>	20's & 30's
1	50's & 60's	<a href="#"><u>click to rate</u></a>	Teens & Young Adults
	30's & 40's	3	Kids & Families

**4. Interests/Area of Expertise:** Please rank the following topics from 1 (highest) to 8 (lowest), to reflect your ministry's areas of interest/needed expertise from the incoming minister.

1	Sunday Services
2	Prayer & Meditation / Pastoral Care
5	Small Groups
3	Development and Facilitation of Classes
4	Outreach in the Community
8	Earth Care
5	Interfaith & World Religions
5	Current Trending Spirituality

**5. Spiritual Expertise and Educational Acumen:** Please rank the following topics from 1 (highest) to 7 (lowest), to reflect your ministry's needs of spiritual expertise/acumen from the incoming minister.

1	Unity Foundational Teachings
2	Bible and Metaphysics
7	Fillmore (only)
6	Classic Unity Authors
3	New Thought Authors
5	World Religions
4	Current Trending Spirituality



## **The Who and Why of your Ministry**

### **WHO does this ministry serve?**

The demographics of our voting members are:

- 82% over the age of 60
- 66% Female
- 26% LGBTQ
- 98% White

Additionally, there are 20-25 people who attend regularly who are not voting members. This group is younger than our voting members, some with families, and is closer to 50% male and 50% female.

### **WHY do you exist as a ministry?**

We resonate with our mission statement to awaken to spirit, grow into our souls and build a better world, therefore we exist to provide a welcoming home for seekers, a supportive and nurturing environment for students, and connections and resources for those committed to building a better world that works for all.

### **What demographic resonates to the answer of your WHY question?**

Typically, we resonate best with individuals who are middle aged or a bit older. Persons who are searching for a deeper meaning in their lives, or who have experienced a life crisis, or are seeking a community of like-minded people.

### **Describe your vision of the perfect ministry.**

Building on our foundation of stewardship, inclusivity, excellent music, and celebrating our history as a community we visualize a ministry that is racially diverse, multi-generational, and committed to living the truth as we know it and advancing the movement of spiritual awakening and transformation.

=====

**Vacancy Fill by Date:** ASAP

**Proposed Salary Range:**

**Full Time:** \$55,000- \$60,000 total compensation with allocation between salary and benefits tailored to the candidate needs

**Part Time:** N/A

**Moving Expenses:** Yes, up to \$5,000 with receipts. HUG fund may increase reimbursement.

**Additional arrangements, benefits, insurance, etc.:**

Salary range is inclusive of benefits, which will be tailored to candidate needs.

**Housing market, school districts, etc., in your locale:**

Median home prices are: \$220k - \$235k depending on the source. Cost of living is below the national average. We have several public school districts in the Kalamazoo-Portage metropolitan area including: Kalamazoo, Portage, Comstock, and Parchment. There are also several local Charter and Private schools.

**Additional Comments:**



### Release of Information Authorization

I, the Board President of Unity of Kalamazoo on behalf of the Board of Trustees, authorize ministerial applicants to obtain any pertinent information regarding ministry history from the permanent ministry file in Unity Worldwide Ministries' home office.

Joseph Dailey

Board President Signature

Joseph Dailey

Board President Printed Name

3/9/25

Date