

Ministry Vacancy Packet

Hello! 

The process of finding and hiring a new ministry leader is such an important event in the life of a ministry. It can simultaneously be time-consuming, exhausting, exhilarating, frustrating, and a time of great joy and hope as you look to the future. We here at Unity Worldwide Ministries are here to assist you in that process. This Ministry Vacancy Packet has been developed to both streamline the process and help to ensure the best possible outcome in your search.

This packet is divided into 4 main sections.

* Job Posting
* About Your Ministry
* About the Position
* Authorizations/Releases

Specific guidance as to how to complete each section can be found on the section header page. We will be collaborating with you throughout this process to ensure the best possible results, but most of the information will need to come directly from you. The packet contents are designed to be shared with candidates, so it’s important to invest some time upfront in creating robust responses that truly reflect the uniqueness that your location has to offer and the qualities that you would like to see in your new ministry leader.

Please complete this packet and return it ***in Microsoft Word*** to Unity Worldwide Ministries via ***employmentassistance@unity.org***along with a copy of

* your articles of incorporation
* your ministry bylaws
* last 2 years of financial statements including P&L and a balance sheet
* Ethical Behavior for Unity Leaders acknowledgement form (scope: Code of Ethics, Sexual Conduct and Social Media policies) signed by your board president or designated board member
* IRS SS-4 letter (notification of Employer Identification Number) if available

Should you have questions or need assistance with the initial packet response, feel free to contact our Member Support Employment Assistant, via ***employmentassistance@unity.org***. Once we receive your packet, we will reach back to schedule some time to discuss your opening and get the search process underway.

Abundant Blessings,

Your Member Support Team

Unity Worldwide Ministries

# **Section I: Job Posting**

**Section Completion Guidance:**

The information you provide in this section will be used to create an open position posting on our website: [***https://www.unityuwm.org/open-ministries***](https://www.unityuwm.org/open-ministries). The posting will be published following our exploratory discussion and review of your completed packet. The job posting will remain active on the website until we are notified that you have found a suitable candidate and would like to close the search phase of the hiring process.

**Item-specific guidance is provided below:**

**URL:** Your ministry’s public website or web presence

**Category: Full-Time** or **Part Time**

**Average Sunday Attendance:**  List current numbers of how many are attending in person AND virtual (online) attendance.

**Salary:** List the range (low-high) and indicate whether it’s negotiable. NOTE: *This needs to match the information provided to the candidate in Section III of this packet, About Your Position.* Helpful resources include: [***www.salary.com***](http://www.salary.com)***;*** [***www.indeed.com***](http://www.indeed.com)***;*** [***churchsalary.com***](http://churchsalary.com)

**Moving Expenses Paid by Ministry:** Yes, No, or Negotiable. A positive commitment (“yes”) to paying at least some part of the moving expenses (you can specify a cap) will set you apart from ministries who opt for “negotiable” or “no”. NOTE: *This needs to match the information provided to the candidate in Section III of this packet, About Your Position.*

**Description:** This is the most important part of the “marketing” for your open position. The description in your post needs to draw candidates to YOUR ministry. Include some narrative on the qualities of the person you are seeking, a bit about your church’s focus and activities, and something about the geographical location. Your content should be robust, yet concise – **about 150 words total**. UWM staff reserves the right to edit content if necessary.

***Description Example:***

*We seek a compassionate, caring, energetic, and prayerful leader to lead our congregation and enhance our spiritual growth. We seek someone who lives the Unity principles day-to-day and demonstrates cultural sensitivity to best serve our diverse community of approximately 125 members.*

*Serving western Kansas for over 40 years, Unity of the Great Plains is a catalyst and influencer for spiritual evolution. Our congregation has an innate vibrancy across a wide-age continuum. We love the energy of our youth and revere the wisdom of our elders, including that of several founding members who still actively participate. We have engaged LUTs and prayer chaplains, a stimulating YFM program, professional live musicians, and an innovative online virtual presence. We participate in local LGBTQ+ events and support a women’s veterans’ shelter, a disadvantaged children’s center,*

*and other charitable organizations. We focus on “inner giving” and the principles of Benevolence and Generosity for vitality and to sustain our ministry long-term.*

**POSTING CONTENT**

Name of Ministry: Click or tap here to enter text.

Complete Address: Click or tap here to enter text.

Ministry Website: Click or tap here to enter text.

Status: Full Time [ ]  Part Time [ ]

Average Sunday Attendance: Click or tap here to enter text.

Salary: Click or tap here to enter text.

Moving Expenses Paid: Click or tap here to enter text.

Description: Click or tap here to enter text.

# **Section II: About Your Ministry**

**Section Completion Guidance:**

The *About Your Ministry* section of this packet should contain information about your ministry and community. It should include robust, relevant information that will serve to market your ministry to potential candidates as well as help to ensure that you are finding an excellent fit for both the congregation and the candidate. It will be accessible to anyone viewing your open position posting on the Unity Worldwide Ministries website.

**The Ministry - Overview:** Some suggestions on what you may want to include in this section:

* What is it you love about your geographical area and your community?
* What makes your ministry unique?
* Describe your ministry's core values.
* Small groups, church and community activities, outreach ministries, etc.

**Locality:** Description of Area Served

**Physical Description of Area**: Urban, suburban, rural, etc., proximity to major cities, highways, landmarks, points of interest, and geographical considerations like climate, temperatures, bodies of water, mountains, or plains.

**Proximity to Other Unity Ministries and/or New Thought Centers:**  Name, short description, and proximity (in miles)

**People**

 **Special groups**: In this area, list/describe any special group such as YOU, NGU, Youth & Family,

 women’s groups, support groups, etc., that are active in the life of your church.

**Church staff/other employees:** List any other employees (by title/position) who are part of your staff such as teachers, secretaries, accountants, maintenance personnel, etc.

**Articles of Incorporation and Bylaws: Include a copy of your articles of incorporation and your current approved ministry bylaws.** Bylaws will be made available to the ministry leadership candidates upon request. Ensure your ministry is aligned with the current UWM [***Membership Model Policy***](https://www.unityuwm.org/sites/unityuwm/files/Membership%20Model%20Policy%20July%2023%202024.pdf)and [***Bylaws***](https://www.unityuwm.org/sites/unityuwm/files/Bylaw%20Template%20for%20Unity%20Ministry%20-%20Jan.%2019%2C%202024.docx). If you are unsure and need assistance, please contact ***membersupport@unity.org******.***

**Financials – Real Estate and Accounting: Include copies of your current (last two years) financial statements including P&L and a balance sheet in your packet response.** Financial/accounting information will be made available to the ministry leadership candidates upon request.

The Ministry

**THE MINISTRY - OVERVIEW**

Click or tap here to enter text.

**Locality:** Click or tap here to enter text.

**Physical Description:** Click or tap here to enter text.

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

Click or tap here to enter text.

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

Small Group Ministries[ ]

Community Outreach/Compassionate Social Action[ ]

Publications[ ]

Social Media (ex: Facebook, Twitter, livestreaming, etc.)[ ]

Other (please list) Click or tap here to enter text.

**PEOPLE**

**Size of mailing list:** Click or tap here to enter text.

**Average Sunday attendance (in person, online):** Click or tap here to enter text.

**Formal (voting or active) membership:** Click or tap here to enter text.

**Special Groups:**

Click or tap here to enter text.

**Church staff/other employees:**

Click or tap here to enter text.

**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: If YES, enter name of consultant/specialist here or enter N/A if does not apply.

Dates: If YES, enter date range of engagement here. (month/year)

Workshops Given and Topics Covered: If YES, list workshops/ topics or areas of focus here

**MISSION, VISION, AND CORE VALUES**

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

Date: If YES, enter the approval/launch date. (month/year) and mission/vision/value statements below

**MISSION:** Click or tap here to enter text.

**VISION:** Click or tap here to enter text.

**CORE VALUE STATEMENTS:** Click or tap here to enter text.

**What have been the three most important events in the history of your ministry?** *(Include dates)*

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.

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

* Click or tap here to enter text.
* Click or tap here to enter text.
* Click or tap here to enter text.

**What does the congregation want to accomplish in the next 3 years?** *(Hiring your next permanent minister should NOT be included here.)*

* Click or tap here to enter text.
* Click or tap here to enter text.
* Click or tap here to enter text.

**INCORPORATION AND BYLAWS**

**Date Ministry Established:** Click or tap here to enter text.

**Founding Minister Name:** Click or tap here to enter text.

**Date of Articles of Incorporation (AOI):** Click or tap here to enter text. *(Send copy of your AOI)*

**Bylaws – Date Adopted/Revised:** Click or tap here to enter text. *(Send copy of your signed bylaws)*

[***Current UWM Bylaws Template***](https://www.unityuwm.org/sites/unityuwm/files/Bylaw%20Template%20for%20Unity%20Ministry%20-%20Jan.%2019%2C%202024.docx)

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

**FINANCIALS – REAL ESTATE AND ACCOUNTING**

**Ministry Property:**

**# of Sanctuary Seats:** Click/tap here to enter text.

**# Buildings:** Click/tap here to enter text.

 **Rented** [ ]  **Monthly Rent Paid: $** Click or tap here to enter amount.

 **OR**

 **Owned by Ministry** [ ]  **Monthly Mortgage Paid:** $Click or tap here to enter amount.

 **Mortgage Balance:** $Click or tap here to enter amount.

 **Building Value:** $Click or tap here to enter amount.

 **Land Size:** $Click or tap here to enter amount.

 **Land Value:** $Click or tap here to enter amount.

 **Total Property Value:** $Click or tap here to enter amount.

**Accounting:**

**Fiscal Year End Date:** Click or tap here to enter text.

**Current Cash Position:** Click or tap here to enter text.

**Investment Account Value:** Click or tap here to enter text.

**Monthly Receipts Total:** Click/tap to enter text. **Monthly Incoming Tithe:** Click/tap to enter text.

**Monthly Expenditures Total:** Click/tap to enter text. **Monthly Outgoing Tithe:** Click/tap to enter text.

**Current Overdue Bills:** Click/tap to enter amount.

**Long-term Indebtedness (state nature, security, balance, payments, interest, etc.):**

Click/tap to enter text.

**Deferred Maintenance/Repairs Pending to the Facility:**

Click/tap to enter text.

**Accounting Audited? Yes** [ ]  **No** [ ]  **If yes, by whom:** Click or tap here to enter text.

**Comments:** Click or tap here to enter text.

# **Section III: About Your Position**

**Section Completion Guidance:** The *About Your Position* section of this packet should contain information that relates directly to employment and factors that the candidate will likely want to consider in their decision to pursue this posting and ultimately accept your job offer. It will be accessible to anyone viewing your open position posting on the Unity Worldwide Ministries website.

**Ministerial Characteristics and Expectations:** What is this ministry looking for in a minister? Consider the qualities, skills, and experiences you and your congregation are seeking in your next minister, and then rank those items in numeric order by navigating to the *“click to rate”* indicator to the left of the categories, with 1 being your top priority/need and 9 being your least. Then, if there are other specific qualities, experiences, leadership skills, vision, etc., you are seeking not already addressed, describe those in the free text area.

**Spiritual Expertise and Educational Acumen:** Unity congregations look to their leaders to be a source of spiritual knowledge and inspiration. When hiring a minister, it is so important to find one whose spiritual expertise and acumen align with your congregation’s educational priorities and demographics. In this section, please rank each item in terms of importance. Then, navigate to the “*click to rate*” indicator to the left of the categories. Rank each question as per the guidance provided.

**The Who and Why: Whom are you serving? Why does this ministry exist?**

WHOM you are serving and WHY does this ministry exist? These are small questions with a big impact! Take time now for some introspective reflection (and possibly some prayer) before answering the questions. *Please be succinct, limiting each response to 3-4 sentences.*

**Salary:** List the range (low-high) and indicate whether it’s negotiable. NOTE: *This needs to match the information provided to the candidate in Section I of this packet, Job Posting.* Helpful resources include [***www.salary.com***](http://www.salary.com)***;*** [***www.indeed.com***](http://www.indeed.com)***;*** [***churchsalary.com***](http://churchsalary.com).

**Moving Expenses:** Yes, No, or Negotiable. Relocation can be a big expense for a minister. You will attract more candidates with a commitment to pay for moving expenses or offer a moving allowance. Enter a dollar amount if a set amount is being offered. NOTE: *This needs to match the information provided to the candidate in Section I of this packet, Job Posting.*

**Additional arrangements, benefits, insurance, etc.:** In this section, describe any other employment benefits that your ministry is offering relative to this position. This could include housing supplements or offsets, health/life/dental/vision insurance, employee assistance programs, wellness programs, health club memberships, paid time off, retirement benefits, etc.

**The housing market, school districts, etc. in your locale:** If housing is not provided, provide some visibility as to the current housing market and housing options in your area. Is it readily available with a variety of options – apartments, townhomes, flats, single-family homes – or is the market relatively tight right now? What should the candidate expect to pay for housing in your area?

Include information on schooling options for those with school-age children – public and private options, school district ratings, etc.

In general, are you in an area where the cost of living is considered above, at, or below national averages?

**The Position**

**MINISTERIAL CHARACTERISTICS AND EXPECTATIONS – 1 is top priority, 9 is least important**

|  |  |
| --- | --- |
| *click to rate* | **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

|  |  |
| --- | --- |
| *click to rate* | **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

|  |  |
| --- | --- |
| *click to rate* | **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

|  |  |
| --- | --- |
| *click to rate* | **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

|  |  |
| --- | --- |
| *click to rate* | **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

|  |  |
| --- | --- |
| *click to rate* | **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.

|  |  |
| --- | --- |
| *click to rate* | **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

|  |  |
| --- | --- |
| *click to rate* | **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

|  |  |
| --- | --- |
| *click to rate* | **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**: Click or tap here to enter text.

**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** |
| *click to rate* | **Hybrid** |

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

|  |  |
| --- | --- |
| *click to rate* | **Congregation-Based** |
| *click to rate* | **Community-Based** |
| *click to rate* | **Service-Based** |

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

|  |  |  |  |
| --- | --- | --- | --- |
| *click to rate* | **70’s and up** | *click to rate* | **20’s & 30’s** |
| *click to rate* | **50’s & 60’s** | *click to rate* | **Teens & Young Adults** |
| *click to rate* | **30’s & 40’s** | *click to rate* | **Kids & Families** |

1. **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.

|  |  |
| --- | --- |
| *click to rate* | **Sunday Services** |
| *click to rate* | **Prayer & Meditation / Pastoral Care**  |
| *click to rate* | **Small Groups** |
| *click to rate* | **Development and Facilitation of Classes** |
| *click to rate* | **Outreach in the Community** |
| *click to rate* | **Earth Care** |
| *click to rate* | **Interfaith & World Religions** |
| *click to rate* | **Current Trending Spirituality** |
| 1. **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.

|  |  |
| --- | --- |
| *click to rate* | **Unity Foundational Teachings** |
| *click to rate* | **Bible and Metaphysics** |
| *click to rate* | **Fillmore (only)** |
| *click to rate* | **Classic Unity Authors** |
| *click to rate* | **New Thought Authors** |
| *click to rate* | **World Religions** |
| *click to rate* | **Current Trending Spirituality** |

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| --- |
|  |

**The Who and Why of your Ministry**

**WHO does this ministry serve?**

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

​

**================================================================================**

**Vacancy Fill by Date:** Click or tap here to enter text.

**Proposed Salary Range:**

**Full Time:** Enter salary range for full-time or N/A if part time only position

**Part Time:** Enter salary range for part-time or N/A if full time only position

**Moving Expenses:** Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

**Additional Comments:**

Click or tap here to enter text.

**================================================================================**

# **Section IV: Authorizations and Releases**

**Section Completion Guidance:**

This section contains two forms:

**Information for Office Use Only:** This information you supply on this form IS NOT INCLUDED in the candidate vacancy information packet not posted on the website. It will be used by UWM staff to assist in filling your vacancy - contact name, emails, phone numbers, etc. Follow the prompts to complete this form – it should be straightforward to complete. **Include a copy of your Federal Employer ID notification letter if available.**

**Release of Information Authorization:** This form, signed by your board president, IS INCLUDED in the candidate vacancy information packet and informs the candidate that they have permission to obtain any pertinent information regarding ministry history from the permanent ministry file in Unity Worldwide Ministries’ home office.

 **INFORMATION FOR OFFICE USE ONLY**

**Ministry**

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

EIN (Federal Tax ID): Click or tap here to enter text. *(Send copy of federal EIN letter if available)*

**Previous or Current Minister**

Name: Click or tap here to enter text.

Start Date: Click or tap here to enter text. End Date: Click or tap here to enter text.

**Board of Trustees President**

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

Term Start Date: Click or tap here to enter text. Term End Date: Click or tap here to enter text.

**Contact Information**

For questions regarding the description of the ministry, contact: Click or tap here to enter text.

Vacancy Packet prepared by: Click or tap here to enter text. Date: Click or tap here to enter text.

**List below the contact person and an alternate contact who will receive the candidates’ emailed resumes. S/he will also be the candidates’ contact person for more information.**

Primary Contact Name: Click or tap here to enter text.

Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

Secondary Contact Name: Click or tap here to enter text.

Phone: Click or tap here to enter text. Email: Click or tap here to enter text.



**Release of Information Authorization**

|  |  |  |  |
| --- | --- | --- | --- |
|  | I, the Board President of  | Click/tap to enter name of ministry. |  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. |

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 Board President Signature

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 Board President Printed Name

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date