



Employment Process Packet

Revised February 2025



Employment Process Packet for Hiring a New Minister Contents

Letter from Member Support

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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 Employment Process Packet has been developed to both streamline the process and help to ensure the best possible outcome in your search.

The employment packet is divided into 3 main sections.

- Information and Procedures
- Policies Related to Hiring a Minister
- Forms to Complete and Return

Please complete the forms in Section 3 of this packet and return *in Microsoft Word* it 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 or call 816.434.6844. Once we receive your packet, we will contact you to schedule some time to discuss your opening and get the search process underway.

In addition to the information provided in this Employment Process Packet, know that additional support services are available to the board and search team as to a consultation call with Member Support regarding the process, marketing your ministry effectively, and any questions you may have. Please email membersupport@unity.org

Abundant Blessings,

Your Member Support Team
Unity Worldwide Ministries

Getting Started

12 Key Steps for a Ministry Seeking New Leadership

Unity Worldwide Ministries serves both ministers and ministries as a trusted resource in the orderly succession of local leadership. Over the years, policies have been developed that are aligned with best practices and have proven to be very effective. The purpose of this publication is to acquaint all concerned with the (free) UWM Employment Services as well as the policies and procedures to facilitate an orderly change of leadership.

Many steps are involved in the ministry employment process. There can be some variance depending on a ministry's specific situation but in general this is the sequence of events:

1. **Notify UWM.** When a leadership change is about to take place and/or has just taken place, both the leaving minister and board representative ideally should contact the Member Support Team at Unity Worldwide Ministries, indicating that an opening will soon or has occurred via employmentassistance@unity.org. Support services exist for both the minister and ministry.
2. **Pray for Guidance.** Attention to the spiritual nature of the process is paramount. Invite Silent Unity to pray with you and all involved every step of the way. <https://www.unity.org/request-prayer>
3. **Assess Your Situation.** A crucial step for the health of your ministry or spiritual community is determining if your ministry is ready to employ a new Unity minister. To start this process, email the Member Support Employment Assistant at employmentassistance@unity.org to schedule an assessment with the Member Support Coordinator to determine if employment is the right next step based on your current circumstances.

If a ministry meets any of the following criteria, they will need to undergo an employment assessment to ensure they are a viable candidate. From Section 2 of the [Ministry Employment Assessment Policy](#) an employment readiness process is required of any Unity ministry who:

1. Is without a minister for a period exceeding two (2) years.
2. Has had two (2) ministers depart within a five (5) year period.
3. Has released or lost their minister due to challenging circumstances, such as an extended illness, a death, a period of conflict, a forced resignation, or a termination.

For ministries who may need additional support services to become Employment Ready, UWM has a team of Certified Ministry Consultants and Transitional Specialists to support the ministry in the steps needed to move forward into the employment process. More information on consultants and specialists can be found later in this document:

Ready for employment? If so, read on.

4. **Form a Search Team/Committee.** Once you decide to move forward with employment, the next step in the process is to form a search team/committee.

The search team is comprised of 4 to 6 persons depending upon the size of the congregation. Individuals are selected in a number of ways: such as participants in the workshops offered by the UWM Certified Consultant following the departure of the previous minister, volunteers, or nominees

from the congregation, or a representative from the various stakeholder groups in the spiritual community (new members, charter members, youth ministry, YOU, NGU, adult education, etc. **No member of the staff and no licensed Unity teacher should serve on this team or committee.**

The search team may recommend a Chair for the committee to be approved by the board. One board member **should** be assigned as a liaison to the team and should not be recommended as the Chair of the Search Team. The board liaison has the same rights and responsibilities as the other search team members.

In holding with confidentiality, **the board liaison does not share any information with the board until the whole search team is ready.** The search team makes recommendations only to the board and the board makes the actual selection of the new minister following the vetting and interview process. The team should provide adequate information to the board based on their interview process and observations to support their recommendations.

5. **Prepare a Ministry Vacancy Packet.** One of the first tasks for the search team is to complete a ministry vacancy packet, which will serve as both a marketing and informational document for your ministry. Download the vacancy packet here: <https://www.unityuwm.org/openings>. Packet preparation guidance is included later in this document: [Instructions for the Vacancy Packet](#)

Describing the ministry is a task that requires an eye for both truthfulness and potential. Keep in mind that a minister seeking placement is reviewing multiple vacancy packets to find their next right place. Describe what makes your Unity ministry and location unique from other Unity ministries and their location. Why would someone want to move themselves and their family to become a part of your spiritual community and through their skills and talents collaboratively lead this group to the next level of evolution?

Visit the UWM open ministries listing page to view other Ministry Vacancy Packets available online at <https://www.unityuwm.org/open-ministries> as an idea generating exercise.

Once complete, the search team should submit the ministry vacancy packet and related documents to employmentassistance@unity.org. NOTE: Additional information will be needed from the ministry administration and finance teams to complete the packet. Follow the instructions provided.

6. **Market Your Ministry.** Once received, UWM Employment Assistance will review your ministry packet and may ask questions to clarify information or make suggestions to enhance the appeal of your vacancy for the candidate. At that point, it will be posted to the UWM employment website <https://www.unityuwm.org/open-ministries> and/or <https://www.unityuwm.org/unique-ministerial-jobs-and-part-time-situations> and published in an upcoming edition of **UWM Connections/Partners** (UWM's electronic newsletters <https://www.unityuwm.org/e-newsletters-and-social-media>) for broad visibility.

Ministries are encouraged to market their opening through their local website, social media outlets and congregation/professional contacts. Ministries in the search process that are seeking permanent or temporary leaders must remain open for at least one month for Unity ministers before seeking other options. Recommendations for your specific ministry can be discussed by scheduling an appointment with the Member Support Coordinator by emailing membersupport@unity.org

7. **Screen Applicants (UWM).** UWM strongly recommends the use of the *free* Employment Services available to our member ministries and ministers. Use of the UWM Employment Process provides the assurance that all applicants provided through UWM Employment Services have been vetted and can pass a national criminal background check. It does not include a financial stability/credit check. The vetting process also includes both some job-related and some UWM administrative items. Job-related vetting includes:

- Unity ordained minister in good standing or credentialed from another governing body, in good standing and willing to pursue Unity ordination via our Special Dispensation program should they be hired by a Unity ministry.
- Has an active minister psychological evaluation on file. (If applicable)
- Has a current UWM Background Screen on file (within the last 3 years at time of employment)
- Is up to date on all required continuing education to include ethics, inclusion, and some general studies topics. (If applicable)
- Is up to date on annual Credentialed Leader Report (If applicable)
- Has a current signed acknowledgment of UWM Ethical Behavior (Includes UWM Code of Ethics, Sexual Behavior and Social Media policies)
- Has a current release of information on file

If an applicant meets any of the following criteria, they will also go through an employment assessment to ensure they are a viable candidate. From Section 2 of the [Minister Employment Assessment Policy](#):

- 2.1 Is absent from field/center ministry for a period exceeding one (1) year.
- 2.2 Leaves two (2) ministries within a five (5) year period.
- 2.3 Leaves any ministry prior to completing two (2) years in that ministry.
- 2.4 Leaves a ministry due to challenging circumstances, such as an extended illness, a death, a period of conflict, a forced resignation, or a termination.

Per the [Recommended Bylaw Template for a Unity Ministry, ARTICLE VIII –Administration and Leadership, Section 1. Administration.](#) The administration of (name of ministry) shall be vested in the senior minister (or co-ministers) as the spiritual leader and administrative director and the board of trustees elected from the membership.

- a. Section 2. Minister(s). A. Senior Minister (or Co-Ministers). The senior minister (or co-ministers) shall be duly licensed or ordained Unity minister(s) or someone serving under special dispensation from UWM.
- b. And B. Associate and/or Assistant Ministers. Associate and/or assistant minister(s) are hired by the senior minister (or co-ministers) with the consent for the position to be funded by the board of trustees. The senior minister (or co-ministers) shall select the associate and/or assistant minister (or co-ministers) following the employment procedures for ministerial personnel of UWM. These ministers function with less responsibility than the senior minister (or co-ministers) and report directly to the senior minister (or co-ministers).

Bypassing the UWM Employment vetting process could result in employing a minister who has been suspended and/or is under a review process and has not been approved as a viable candidate for employment in a Unity ministry. Other individuals may not hold the qualifying credentials needed to meet the policy regarding leadership of a Unity ministry and jeopardize the Unity ministry's "in good standing" status.

Should you receive any resumes that did not come from the UWM Ministry Employment Services Team, please notify UWM Employment Assistance at employmentassistance@unity.org so those applicants can be screened for viability.

More information on UWM employment screening can be found later in this document:

[Why Use UWM Employment Services?](#)

8. **Receive and Review Applicant Packets.** Resume packets (intro letters, resumes, strengths and preferences, codes acknowledgment, and information release authorizations) as well as possible supplementary material applicants would like to share, will be sent by email through the Member Support Employment Assistant to a contact person the search team has designated to receive resume packets for as long as needed to complete your search. Be sure to acknowledge the receipt of this information with both UWM and the candidate promptly.

A note about recorded talks: A standard request is that candidates send a link to the candidates recorded talks and or classes as a part of the pre-screening process. Be aware that this type of media does not convey the charisma of the candidates involved. It is sometimes difficult for newly graduated ministers to honor this request.

Keep in contact with the UWM Member Support Employment Assistant to ensure you have received the correct number of resume packets as were sent by the Member Support Employment Assistant.

9. **Communicate, Evaluate and Interview.** Upon receipt of a resume packet, it is important to acknowledge the receipt of the candidate's resume directly to the candidate in a prompt manner. These ministerial candidates are eagerly looking for right employment and have resumes at other ministries. They need to be informed where they stand in your process. Sample Letters for use in communication to applicants are provided later in this document: [Sample Letters for Use in Communication to Applicants.](#) Be sure to personalize the samples so they are received and perceived as sincere and caring.

Set a date for the Search Team to review all resumes received. Set aside sufficient time to review each applicant's resume packet. Compare Section 3 of the Ministry Vacancy Packet and the Candidates Strengths and Preferences document to help identify those who most closely align with the ministry's needs and values. These forms can be used for tracking and assessment purposes: [Candidate Processing Worksheet](#) and [Candidate Resume Summary Worksheet](#). You can review and score packets individually and then compare findings or conduct the review as a group.

Select several applicants to be interviewed by telephone and/or video teleconferencing ("Zoom" or other) prior to next steps, then, set up logistics of interview. The applicant should also meet with staff. Some ideas for interview questions: [Sample Interview Questions for Ministries to Ask Candidates.](#) Following the interviews, determine which applicants you are going to advance to "candidate" status.

The next step is to check the ministerial candidate's references and previous employment. References should/could include regional reps, board presidents, and co-ministers or sr. ministers (if candidate has previously served as an associate/assistant). Office staff may be able to verify employment dates but oftentimes are not in a position to answer deeper performance/behavior questions. You can also ask the candidate to provide personal/professional references, but understand those references were hand-selected by the candidate and so their responses may not be as impartial as those from prior employers/boards/co-ministers/mentors.

[Questions for Interviewing Candidate's References](#) are provided later in this document.

Refer to Codes/Release document in the candidate's resume packet to determine if you are allowed to contact their current employer.

In addition to contacting references, identify someone on your search team who is internet/social media savvy to research the candidate's online presence and professionalism. The expectations for social media use by Unity leaders are outlined in the [UWM Social Media Policy](#).

Following the reference and online presence checks, determine which candidates will be invited for an interview weekend. Usually, the candidates will be invited to speak on successive Sundays, beginning on the earliest convenient date. When deciding on the number of candidates to bring in for interview weekends, keep in mind **the hiring ministry is expected to cover ALL candidate costs associated with the visit**: commercial lodging; airfare or current IRS per mile reimbursement rates for privately operated vehicles (POVs) if candidates are within reasonable driving distance; ground transportation (including tips/tolls) if no POV nor provided by ministry hosts; and meals. Conversely, candidates should NOT expect to receive a "speakers fee" for their interview talks/workshops.

Establish dates for ministerial candidates to interview and speak. **Expect (and encourage) the interview weekend visit to include a spouse/significant other**, as a major relocation decision impacts the entire family. Ministries are not required/expected to pay any additional costs associated with the guest's travel, but it is appreciated to cover some small expenses (like a welcome dinner) or more if funding is available. The board should consider what they are willing to cover for the cost of the candidates' spouse, or significant other. **To avoid hard feelings later in the process, be sure to communicate what is/is not included when the invitation to visit is extended**. Also, an agreement should be reached by the board and the ministerial candidate as to who will handle the cost of a non-refundable ticket if the commitment is canceled.

After all resumes and references have been reviewed and candidates have been invited, a letter should be sent to those applicants who will not be invited. [Sample Letters for Use in Communication to Applicants](#) If desired, the UWM Member Support Employment Assistant will place a "CLOSED" notice on your vacancy packet listing on the UWM website Ministry Openings page to stop the receipt of new resumes.

Consider the following schedule for the interview weekend:

- Have candidate arrive on Thursday if possible
- Arrange for someone to take the candidate on tour of the city on Friday, include neighborhoods, schools, and housing options on the tour of the city as appropriate
- Meet with ministry staff
- *Schedule early board dinner on Friday evening*
- Plan a workshop Saturday morning from 9:00 a.m. to 12:00 noon followed by a potluck lunch and a participant question-and-answer session
- Allow for the candidate to have rest and sermon preparation time Saturday evening
- Sunday service followed by a question-and-answer period for the congregation
- A brief meeting for the candidate with the Search Team and/or Board
- The visiting candidate is free to depart

Feedback from the congregation is very important! Consider gathering feedback from the minister's workshop and Sunday service: [Ministerial Candidate Speaker Evaluation](#) and a final recommendation once all candidates have visited: [Final Candidate Input Sheet](#)

10. **Select a New Minister.** While the members and non-member congregation give input (or feedback) about candidates for the position of minister, it is the board of trustees, as described in the bylaws, that has the authority and responsibility to make the decision of who will be employed as minister.

Once a finalist has been selected, please inform the UWM Member Support Employment Assistant promptly. If we have not already done so, we will place a “CLOSED” notice on the vacancy packet on the UWM website Ministry Openings page until a contract has been agreed to between the ministry and the candidate. If you prefer to leave the posting open, advise the Member Support Employment Assistant.

Once a ministerial candidate who has interviewed will no longer be pursued by your ministry, be sure to send them a letter acknowledging your decision. [Sample Letters for Use in Communication to Applicants](#)

11. **Contract and Employ.** Once a finalist has been selected, contract negotiations should commence in a timely manner. Please see this section later in this document ***Contracting and Hiring*** as well this guide to assist you and the candidate through the process of Contract Negotiations. [Minister's Contract Considerations](#)

The ministry should accept the responsibility for the cost of moving its new minister, their family, and household goods to the new location, including reimbursement of the minister’s gas mileage and expenses for the trip to the new location. You may be eligible to use [H.U.G funds](#) to help offset the cost of a new minister’s relocation. Should the minister choose to leave a ministry before two full years of service, it is the minister’s responsibility to reimburse the ministry a percentage based on their length of service for the original moving costs.

When a signed contract is in hand, notify UWM Member Support Employment Assistant promptly at employmentassistance@unity.org so the posting can be removed from the website and all related employment records can be updated.

12. **Celebrate!** Once the employment process is complete and you have contracted your new minister, it’s time to celebrate! UWM Employment Assistance will share the good news in the next edition of the *UWM Connections* e-newsletter. Plan on updating your ministry webpage, social media, and consider planning a welcome event. UWM can assist with that event by providing mailing lists.

What Does a Minister Do? (Author Unknown)

Each ministry's job description will vary slightly, according to the needs of the congregation and the custom of the ministry, but basically all Unity ministers or ministry teams perform pretty much the same services.

Misunderstandings can occur when members are only familiar with those ministerial responsibilities which are highly visible – such as leading the Sunday Service, conducting special services, spending time in the office handling the administrative work, teaching classes, attending board meetings, etc. Those visible services are really only a small portion of the work of the minister. Sharing the timing and the details that comprise the rest of a minister's responsibilities is often complicated by the fact that so much of what a minister does is confidential and cannot be discussed.

Let's suppose that you have a ministry with 150 people attending Sunday Services, about the number of people that supposedly can be effectively guided by a single minister. The number of congregants that the minister serves, however, is more like 225 people – because everyone does not come to church every Sunday. Each of them, however, is a real congregant – your ministry is also their ministry – and each of them considers your minister to be their minister, also.

Generally, in the course of a single week, the minister is called on to serve directly about 10% of the ministry's population. (Some weeks it may be 2% and some 20%, but on an average, it is 10%). Suppose that each of those 22 people required the minister's time for counseling, or they are getting married, or they or a family member dies or is dying, or they are fired, give birth, go to the hospital, lose their driver's license, their family wants to have them declared incompetent and put them in a nursing home, etc. Some people asking for ministerial help will only require a 20-minute visit with the minister – others may need multiple visits for several hours at a time – but the average time the minister spends with any one congregant at any one time is about one hour.

This same size ministry requires at least 25 hours of administrative supervision by the minister each week, preparing for and attending meetings, supervising staff and volunteers, planning ministry programs, checking the books, meeting with board members, tending to the care of the building and grounds – (vehicles too, if there are any) – supervising the filing of insurance claims, the selection of vendors, the application for various licenses, the filing of monthly and quarterly tax forms, meeting with the accountant, etc.

So far, we have accounted for 42 hours of the minister's time in one week. He or she has not yet written the first letter, read the first directive, made the first phone call, attended the first committee meeting, made the first community contact, mitigated the first argument or dispute, prepared for or taught the first class, led the first prayer group, spent any time in personal prayer or renewal and most importantly – has not taken the first step toward preparing for the Sunday lesson, a 10-15 hour job in itself before Sunday church even starts.

Because most of the situations a minister faces in a day are very private and entirely confidential, your minister cannot tell you how he or she spends most of his or her time. He or she can't tell you when they go to bail someone out of jail or accompany them to court or act as character witnesses in their divorce or child custody trials. He or she can't tell you that after a given amount of counseling with a congregant, time had to be spent guiding that person to further help with a psychologist or a psychiatrist or a mental institution. Your minister can't tell you when time is spent helping a congregant who has been raped or stalked or beaten. He or she can't tell you when a congregant's son got drunk, ran up the ramp of the freeway the wrong way and killed two people or when another board member's 15-year-old daughter became pregnant with a child of a married man.

A minister has to go, sometimes, from a funeral in a morning of a person he knew and loved to the wedding in the afternoon of the granddaughter of a congregant he hardly knows and be properly emotionally centered in each of those situations. He or she must also be compassionate with the congregant who is genuinely distressed because the board decided to redecorate the church and, in the process, moved a picture donated by her grandmother that had hung in the same spot for the past twenty years.

It is suggested that each member take some quiet time and think about a time that they or someone they know well, really needed the help of their minister. Having access to someone who is spiritually centered to be with you and your family in time of crisis is important – it is the reason people want to have a minister in their life at all. In many cases, the minister is called before anyone else.

Ministers are professional people who have dedicated their lives – every day – all day – to serving others. Ministry is a full-time job. It is important to the work of the ministry that your minister has sufficient time off, at his or her discretion, to pursue physical and spiritual renewal. It is important to the ministry that the minister attends regional and national conferences as well as other training programs to ensure that the minister stays in top form for this highly intensive job – familiar with the newest and best techniques available for helping people work their way through their life experiences.

Our ministry is operating under Bylaws recommended by Unity Worldwide Ministries, which states that a minister is hired to be both its spiritual and the administrative leader. Each of those responsibilities takes considerable time, experience, and competence to accomplish. Because of the complex nature and the variety of duties of a leader with both of those responsibilities, your minister must be able to spend his or her time, entirely at his or her discretion to successfully accomplish both of those tasks. A minister cannot agree to any kind of fixed schedule because there is nothing fixed about the duties of a minister. People do not get sick, die, give birth, or threaten suicide only during office hours. The minister must be able to decide what his or her priorities are – professional and personal – at any given time and perform them according to his or her ability and conscience. As long as the ministry is being well managed and the congregants are being well served, then the ministry must be, not only satisfied, but also grateful that competent, dedicated ministers exist.

It is especially incumbent on all members to support the minister to whom they have entrusted the leadership of the ministry. A harmonious relationship between the board and the minister is essential to the well-being of the ministry. Before entering into a contract, both parties to the contract – the minister and the board are each well advised to spend considerable time in prayer. God knows with absolute certainty, who the right and perfect minister is for your ministry and God also knows which ministry is the right and perfect ministry for each minister.

Why Use UWM Employment Services?

Did you know that UWM provides **free** employment services for both ministers seeking new positions and ministries looking to hire? There are many benefits including:

- Assurance for both candidate and ministry that each is in good standing and have met all employment prerequisite requirements.
- Guidance on the best “next steps” for your ministry or career path following a personalized assessment by a member of our team of experienced Unity ministers.
- Resources and expertise you can leverage for marketing, interviewing, contracting, and other employment topics.
- Access to Unity ministry openings and viable candidates around the globe via broad-impact marketing tools including the UWM employment website and The Path.
- A dedicated team of individuals focused on connecting ministers and ministries for the best possible outcome.
- Assurance that both the hiring ministry and minister applicants are “in good standing.”

Whether you are a candidate or a ministry, it is important that Unity ministers and Unity ministries use UWM Employment Services.

Candidates: Our pre-employment review process ensures every candidate for employment in a Unity ministry is indeed in good standing or has a Plan of Action (POA) in place to return to good standing. All candidates regardless of their level of credentialing and position they are seeking go through this standard pre-employment process.

The pre-employment review process also verifies that each potential candidate is current on the required:

- National criminal background check (does not include a financial credit check)
- Psychological evaluation
- Annual Continued Education Units (CEUs) and Annual Minister/Ministry Report form (AMR)
- Ethical Conduct Acknowledgement (UWM Code of Ethics, Sexual Conduct and Social Media)
- Authorization to Release Information for Employment

Ministries: All ministries seeking to hire go through a similar standardized pre-employment process to ensure the ministry is in good standing and available to enter the hiring process. If a ministry is currently not in a position to hire, UWM will recommend appropriate support services to assist them in the employment readiness process. We also encourage you to review the list of [**Suspended Ministers and Rescinded Ordinations.**](#)

If you have any questions regarding these processes, please contact [**membersupport@unity.org.**](mailto:membersupport@unity.org)

Unity Worldwide Ministries is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We encourage our member ministries to do the same. Unity Worldwide Ministries is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Unity Worldwide Ministries are based on business needs, job requirements and individual qualifications, without regard to race, color, national origin, sex, age, religion or belief, disability, medical history, genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Unity Worldwide Ministries will not tolerate discrimination or harassment based on any of these characteristics.

UWM Consulting and Transitional Leaders

In some instances, depending upon the circumstances surrounding the vacancy in a ministry, it is valuable to consider the possibility of temporary or transitional leadership. Unity Worldwide Ministries continues to develop a team of Certified Ministry Consultants and Transitional Specialists. These highly trained and experienced Unity ministers are available for trainings, workshops, healing work, and transitional leadership. They can render a tremendously valuable service to a ministry undergoing a change in leadership especially where there has been a long-time minister or there is a need for a healing consciousness to be established.

When it seems advisable to the ministry board and the UWM Member Support Coordinator, a ministry can arrange through Unity Worldwide Ministries' office for this specific assistance. When a consultant or transitional minister is employed, the local ministry is responsible for round-trip transportation, reasonable temporary living quarters and an equitable remuneration.

Informational material is available through the Member Support Coordinator and on our website:

<https://www.unityuwm.org/consulting>.

It is important to understand, the Certified Ministry Consultants and Transitional Specialists may not be selected or be considered a candidate for the permanent minister position.

The developmental tasks of the transitional minister may include but are not limited to:

- HERITAGE – Reviewing how the congregation has been shaped and formed.
- LEADERSHIP – Reviewing the member needs and its ways of organizing and developing new and effective leadership.
- MISSION – Defining and redefining sense of purpose and direction.
- CONNECTIONS – Discovering all the relationships a faith community builds outside of itself.
- FUTURE – Developing congregational and pastoral profiles.

Background Checks

As part of the pre-employment vetting process, Unity Worldwide Ministries conducts national criminal background checks on all applicants that come through the UWM employment process. If there are areas of concern, a copy of the background check will be shared with the candidate only if requested by them. Background checks are considered "current" for a period of three years.

Member ministries have the option of conducting their own background checks on ministerial candidates if they so choose. Background checks can be run through local agencies within your area or by researching agencies on the Internet that provide background checks. Searches for background verification should also be used for volunteers, especially if they are handling funds and working with your youth. Some of the background verification reports available are criminal records, education verification, professional licenses, ordination confirmations, social security number trace, previous employment, motor vehicle and reference interviews.

Some options for Internet agencies are "LexisNexis" www.lexisnexis.com and "First Advantage" <https://employment.fadv.com/pub/>, which is used by UWM. For more information regarding Risk Management, visit our website at <https://www.unityuwm.org/sacred-safety-background-checks-and-resources>.

Instructions for the Vacancy Packet

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
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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.

Senior, Associate, or Assistant Ministers

With approval from the Board, the senior minister may invite a minister to serve as an assistant or associate minister. Generally speaking, an *assistant minister* has little or no experience. An *associate minister* may have some experience, although not always. Generally, both are directly responsible to the minister. If a ministry has an associate and an assistant minister, the senior minister may ask the assistant to report to the associate.

Both an associate and an assistant minister should be licensed or ordained through Unity Worldwide Ministries and follow the UWM employment procedures and vetting process. Please see [Why Use UWM Employment Services?](#) for more information on employment procedures and candidate vetting.

When succession of senior leadership occurs in a ministry where there is either an assistant or an associate minister also serving, it **does not** necessarily follow that the assistant, or an associate minister will succeed to the senior level leadership position or indeed that they will be retained as a member of the staff in the future.

Per the [Recommended Bylaw Template for a Unity Ministry](#):

ARTICLE VIII – Administration and Leadership

Section 1. Administration. The administration of (name of ministry) shall be vested in the senior minister (or co-ministers) as the spiritual leader and administrative director and the board of trustees elected from the membership.

Section 2. Minister(s).

- A. Senior Minister (or Co-Ministers). The senior minister (or co-ministers) shall be duly licensed or ordained Unity minister(s) or someone serving under special dispensation from UWM.
- B. Associate and/or Assistant Ministers. Associate and/or assistant minister(s) are hired by the senior minister (or co-ministers) with the consent for the position to be funded by the board of trustees. The senior minister (or co-ministers) shall select the associate and/or assistant minister (or co-ministers) following the employment procedures for ministerial personnel of UWM. These ministers function with less responsibility than the senior minister (or co-ministers) and report directly to the senior minister (or co-ministers).

Interview Process and Forms/Worksheets

Interview Process

To ensure the best long term “fit” for all parties involved, it’s very important that sufficient time and consideration be given to this phase of the employment process. In addition to the resources provided in this guide, UWM Member Support is available to answer your questions or provide guidance. Of course, there are many external sources available to you regarding best practices for professional interviews include this one:

Conducting the Interview

<https://www.careerplug.com/blog/how-to-conduct-job-interviews/>

If you have questions regarding any of these topics, please reach out to the UWM Member Support Coordinator at membersupport@unity.org

Interview Guidelines for Interviewing a Prospective Minister

- Focus on the job; ask questions that are job-related.
- Be consistent; ask consistent questions of all applicants.
- Watch your language; make no comments that imply prejudice for or against any group based on sex, sexual orientation, age, race, etc.
- Be willing to accommodate; provide reasonable accommodations for those with disabilities.
- Keep fair and accurate records, document after or during every interview.
- Questions about the following are **inadvisable** to ask: age, race or color, national origins, arrest records, marital status, sexual orientation, childcare arrangements.

Specific interview questions can be found later in this packet: [Sample Interview Questions for Ministries to Ask Candidates](#)

If the minister will be invited to take the position, salary and benefits are important to discuss, as well as a retirement plan, medical insurance plan, vacations, regional conferences, national conference, etc. Many candidates will need to consider the salary and benefits early on in their discernment process. That said, clarify the ministers’ expectations by asking of their needs specifically.

Ask for references and allow sufficient time to discuss the candidate with those references. Suggested questions for candidate references can be found here: [Questions for Interviewing Candidate’s References](#)

The Search Team and Board members should have a formal interview with the candidate. Interviews can be coordinated in stages of a phone interview, video conference call interview, and in-person interview. Time should be scheduled for friendly informal gatherings.

Finally, use a positive affirmation such as, “The Spirit of God guides us through this process. We give thanks that the right minister is employed at the right time and in divine order.”

Interview Guidelines for Interviewing a Prospective Ministry

We recommend that candidates know much of this information about a ministry community before accepting any position. Knowing these questions ahead of their interviews and arrivals will allow you to take stock of where your ministry is with these issues and be prepared to answer the candidate's questions.

We also recommend that candidates interview the Board and ask questions about the ministry, Board, staff and facilities.

Suggested interview questions candidates can be found later in this packet: [*Questions a Prospective Minister May Ask*](#)

Candidates should be reimbursed for interview-related travel expenses. [*Travel Expense Reimbursement Form*](#)

Sample Letters for Use in Communication to Applicants

Be sure to personalize the samples so they are received and perceived as sincere and caring.

[Letter #1 To be sent upon receipt of a resume packet]

Dear _____,

Your resume packet has been received and we thank you for your interest. All resumes received will be given equal opportunity consideration. We have set a target date of _____ to have a minister employed. We will be in touch with you again as soon as we can give you further information on our interview schedule and the disposition of your resume.

Thank you again for your interest. We are praying for Divine wisdom and guidance as we move through this important employment process for our ministry.

In gratitude,

[Letter #2 To be sent when a candidate is not being considered for the position prior to interviews]

Dear _____,

The Search Team and Board of Trustees have reviewed your application. Although your qualifications are very good, after prayerful review and discussion, no further consideration will be given to your application.

Our prayers are with you knowing that the light and wisdom of God are guiding and directing you to your own right perfect spiritual community, where you and the ministry are mutually fulfilled and prospered by the grace of God and the unique talents and abilities you have to offer.
God is blessing you richly.

Sincerely,

[Letter #3 To be sent after interviews when a candidate is no longer being considered]

Dear _____,

The Search Team and Board of Trustees would like to thank you for your time and presentations that you shared with us. After we have reviewed your application, interview presentations, and feedback from the congregation, we have decided no further consideration will be given to your application.

Based on your skills and attributes, we are assured that your right and perfect spiritual community, where you and the ministry are mutually fulfilled and prospered is seeking you now.
God is blessing you richly.

Sincerely,

Sample Interview Questions for Ministries to Ask Candidates

You have been guided by Spirit to select a new minister. Naturally, you want to get to know them better. To assist you in getting to know one another better consider the following topics of discussion.

1. If the minister is currently involved in a ministry, you may want to discuss why the minister is considering leaving. How did the minister choose your ministry as a possible future assignment?
 - If the minister is currently involved in a ministry, what has been its growth pattern and to what does the minister relate that growth?
 - Would the minister be willing to describe a major challenge experienced in the ministry and how it was dealt with?
 - What does the minister see as a key to building a successful, thriving spiritual community?
2. What does the minister expect of the Board of Trustees? How can the board and minister work collaboratively together?
3. How does the minister feel about the development of volunteers? How would the minister be involved with volunteers at the ministry?
4. How does the minister feel about the development of youth education programs? How would the minister be involved with youth at the ministry?
5. How does the minister feel about the formation of groups within the ministry such as singles, couple's, men's, or women's groups? Is the minister willing to promote small group ministry?
6. How does the minister feel about ministry membership? Does the minister feel this should be emphasized? Does the minister plan to have prospective member's take specific training such as "Lessons in Truth" or "The Five Principles" prior to membership?
7. Should prospective board members have special qualifications? What steps might the minister and key leaders implement to grow in attendance?
8. Does the minister train chaplains for hospital visitation and praying with members?
9. What role does the minister feel music plays in a ministry?
10. What areas of ministerial work would the minister be willing to delegate?
11. How does the minister feel about utilizing a licensed Unity teacher? How important is it for the minister to encourage additional licensed Unity teachers?
12. What is the minister's vision for a ministry and what short-term and long-term goals does the minister have in a new assignment?
13. What are the minister's personal goals and objectives?
14. What does the minister consider their strengths and weaknesses?

15. Give us examples of how you work with teams and please be specific.
16. What kinds of ministry programs and activities does the minister envision based on your strengths and preferences?
 - Strictly Unity teachings
 - Intellectual, lecture-type approach, or participatory or experiential activities
 - Programs that incorporate other approaches and methods with Unity teachings
17. Is the minister interested in outreach activities in the community and what is the minister's involvement?
18. Is the minister interested in social activities in the ministry and what is the minister's involvement?
19. If the ministry is preparing for a building program how does the minister picture their involvement?
20. If the minister is selected as the new minister, what do they see as the first three priorities to implement in that position?
21. What one experience in the ministry has been of most value to you?
22. How do you take care of yourself and meet your needs physically, emotionally, intellectually, and spiritually?
23. What has been the greatest blessing or joy to you as a minister?
24. Tell us about a time when you communicated well; be specific and include the outcome.
25. Tell us about a time when you did not communicate well; be specific and include the outcome.
26. Tell us about a time when you experienced a conflict with your board, how did you handle that, and what was the outcome?
27. Give us an example of a decision made regarding your ministry that did not work out well, how did you handle that, and what was the outcome?
28. Give an example of a decision made that was successful.

Questions for Interviewing Candidate's References

1. In what capacity do you know the candidate?
2. Please speak to how the candidate directly affected you.
3. What would you consider the candidate's greatest strength? Sunday presentation, classroom teaching, pastoral care, and/or administration. Elaborate on your experience with the candidate and this greatest strength.
4. What area of ministry do you see the candidate needing help, support, additional training, or room for improvement?
5. How would you describe the candidate's managerial style?
6. How does the minister respond to feedback? Please give an example.
7. Does the minister work in collaboration with ministry teams and boards? If so, give examples.
8. Can you remember a time when this minister took a minority position with the board and was there a time when the board was grateful for the minister taking this position? If so, give an example.
9. How would you describe the candidate's interpersonal skills and/or emotional intelligence?
10. Have you ever witnessed the candidate act out of character for a ministry professional?
11. What can you tell us about the minister's prayer consciousness?
12. What can you tell us about this minister's prosperity consciousness?
13. Can this ministerial candidate assume all of the responsibilities of a senior minister of a growing, thriving congregation? Be specific in expressing your answer.
14. What have I not asked you that you believe is important for this ministry to know about the candidate?

You may ask additional job-related questions, but this gives you some ideas to begin reference interviewing. Be sure to thank the references for their time and candor.

Questions a Prospective Minister May Ask

There are not only many things that the ministry wants to know about the candidates, but the candidates also want to know about the ministry operations and congregation. Some of their questions may be answered before their interviews. Here is a list of topics a candidate may want to know about the spiritual community. Providing as much of this information up front to a candidate will assist them in getting to know the community.

1. Expect a request for the ministry bylaws. Have they been updated to the recommended UWM template? What is the date of the last version of the bylaws?
2. Did the active voting membership vote to approve these bylaws?
3. Is there a job description for the minister and all paid employees?
4. Statistics of decrease/increase of membership, attendance, and finances over recent years.
5. Present financial condition of the ministry including any indebtedness.
6. Present condition of the ministry facility. Is the ministry in good repair, or is it in need of an upgrade? Is there deferred maintenance? If so, what is it?
7. Is there potential for future growth and room for expansion?
8. What is the predominant demographic that the ministry serves?
9. Is the ministry multiracial, and if not, is there an effort to create diversity?
10. Does the ministry reflect the population of the local community?
11. General financial make-up of the congregation: lower, middle, or upper income.
12. Cultural and educational background of the congregation.
13. Type of neighborhood where ministry is located; this often indicates a ministry's potential and program.
14. Average attendance at the various services, both in person and online.
15. Immediate or future building or relocation plans.
16. Does the ministry have a mission and vision statements? If so, what are they?
17. Does the ministry have core values? If so, what are they?
18. What plans/goals does the board have for short-term and long-term?
19. What concerns do the board have regarding the future of the ministry?
20. What issues have arisen during the transition time that effect the ministry?

21. Policy of the ministry concerning paid musicians, soloist, choir director, and or organist.
22. Current functioning of the Sunday Service coordination and team function.
23. What musical ability is evident; a strong, weak, or sore point to the ministry; is musical staff adequate?
24. Provision for assistants and other staff; their duties and to whom they are responsible.
25. What ministry teams are functioning?
26. Board understanding and provision of a manse (physical housing or housing allowance)?
27. The esteem or lack of it, for the previous minister and their reason for leaving.
28. Evidence that the ministry is run by one person or a small core of dictatorial members.
29. Does the ministry tithe; do they thank contributors and congregants who tithe?
30. Is there an adequate space for a minister office? What technology/computer is provided?
31. What is the quality of work done by ministry staff?
32. Is there an atmosphere of friendliness?
33. Are youth education facilities adequate; are teachers trained; is the youth education material being taught up to date; what are the programs or meetings for youth?
34. Does the ministry provide a nursery?
35. What are the age range of the youth? Is there a YOU program (high school)?
36. Are there programs for young couples, college-age, and adults?
37. What is the ministry's policy toward use of the building for weddings, funerals of non-members, renting to other groups, dancing, ministry bazaars, bingo, potluck dinners, etc.?
38. Does the Board have an approved policy manual for the ministry?
39. What is provided for the minister's annual vacation and how long?
40. Is there a provision in the salary agreement for annual cost-of-living adjustments?
41. Does the ministry provide health and medical insurance?
42. Does the ministry pay social security payments and provide other retirement benefits?
43. Does the ministry encourage the minister to take off two days a week?
44. How much time per year is granted to the minister to be away for special meetings, speaking engagements, and national and regional conferences?

45. What allowance in time and/or money is provided for educational opportunities for the minister, board, staff and volunteer trainings?
46. What duties are expected of the minister's spouse/partner?
47. Is there a city ministerial association and was the former minister active?
48. Is there a local interfaith ministers' group and was the former minister active?

Candidate/Interview Process Forms

The following pages include multiple forms to use throughout the candidate search process. Open each hyperlinked title to navigate to the corresponding form.

[**Candidate Processing Worksheet**](#)

Complete one sheet on each candidate to track the information and communication with each individual.

[**Candidate Resume Summary Worksheet**](#)

Complete one sheet on each candidate to track the information and communication with each individual.

[**Candidate Reference Call Worksheet**](#)

Complete one sheet on each of the candidates' references to track the information and communication with each individual.

[**Ministerial Candidate Speaker Evaluation**](#)

During the interview weekend, each participant, member, and non-member congregant receives the opportunity to share their input via this document. Provide one sheet for each candidate for each event (workshop and Sunday service).

[**Final Candidate Input Sheet**](#)

After meeting each of the candidates, this document is used to gather additional input, if necessary, from the ministry participants, members, and non-members of the congregation.

[**Travel Expense Reimbursement**](#)

This form can be provided to ministerial candidates who are incurring expenses as part of the interview and candidate selection process.

Candidate Processing Worksheet

Candidate Name: _____ Resume Received Date: _____

Knows Anyone in this Ministry? YES NO/UNKNOWN If yes, who? _____

Currently Employed in a Ministry? YES NO Date available for this position? _____

If yes, what ministry and position? _____

Activities	Date	Name, other information	Yes	No	Maybe
Acknowledgement letter sent					
Audio/Video received/viewed					
Search team viewers (names)					
Phone interview (date)					
Search team members (names)					
Search team members checking references (names)					
References checked/date					
Able to check present ministry					
2 nd phone interview needed					
If yes, date					
Search team members 2 nd interview					
Consider further?					
If no, reject letter sent; date					
Search team recommends weekend interview					
Board recommends weekend interview					
If yes, 1 st choice interview					
2 nd choice interview					
Transportation mode to city					
If airplane, # of tickets					
Hotel/motel name					
Search team member taking care of reservations					
Interview/tryout weekend date					
Arrival date/time of candidate					
Airport pick-up by					
Departure date and time					
Have candidate back to airport by what time					
Board member host					
Search team member host					
Tour guide host					
Candidate withdrawal date					
Withdrawal reason					
Letters sent candidates not selected					
Decision to offer the position (date)					
Name of Board Member to make offer					
Contact UWM to remove posting					

Candidate Resume Summary Worksheet

Candidate Name: _____

Listed below are areas for possible consideration when reviewing a candidate's resume.

Circle all that apply:

Unity Credentials: None, Licensed Unity Teacher, Licensed, or Ordained Unity Minister

Degree(s) Attained: Bachelors, Masters, Doctorate or PhD

Put an 'x' in the box of each item you feel has been favorably reflected in the candidate's resume.

Total the number of boxes marked for overall rating.

- Visionary/planner/organizer
- Communication skills
- Human relations/Interpersonal skills
- Leadership, delegation, and team building
- Chaplaincy/Pastoral/Spiritual counseling
- Administration and financial understanding
- Technical abilities and comfort
- Affinity to variety of ages, ethnicity, gender identity, etc.
- Expression of enthusiastic, positive approach to life
- Stability in professional career path
- Expression of personal and professional goals and objectives
- In alignment with ministry Mission, Vision, Values
- In alignment with serving ministries chosen demographic
- In alignment with ministries chosen spiritual educational expression

Overall rating:

- 12-14 = Outstanding/Definitely bring for site visit
- 9-11 = Shows promise/Has definite strengths
- 6-8 = Satisfactory, but I have some concerns
- 3-5 = Does not measure up
- 0-2 = Absolutely not

Candidate's rating: _____

Comments/Questions:

Candidate's Reference Call Worksheet

Candidate's Name: _____ Date: _____

Reference Name/Title or Role: _____

Phone Number: _____

1. In what capacity do you know the candidate?
2. Please speak to how the candidate directly affected you.
3. What would you consider the candidates greatest strength? Sunday presentation, classroom teaching, pastoral care, and/or administration. Elaborate on your experience with the candidate and this greatest strength.
4. What area of ministry do you see the candidate needing help, support, additional training, or room for improvement?
5. How would you describe the candidate's managerial style?
6. How does the minister respond to feedback? Please give an example.
7. Does the minister work in collaboration with ministry teams and boards? If so, give examples.
8. Can you remember a time when this minister took a minority position with the board and was there a time when the board was grateful for the minister taking this position? If so, give an example.
9. How would you describe the candidate's interpersonal skills and/or emotional intelligence
10. Have you ever witnessed the candidate act out of character for a ministry professional?
11. What can you tell us about the minister's prayer consciousness?
12. What can you tell us about this minister's prosperity consciousness?
13. Can this ministerial candidate assume all of the responsibilities of a senior minister of a growing, thriving congregation? Be specific in expressing your answer.
14. What have I not asked you that you believe is important for this ministry to know about the candidate?

You may ask additional job-related questions, but this gives you some ideas to begin reference interviewing. Be sure to thank the reference for their time and candor.

Ministerial Candidate Speaker Evaluation

Candidate's Name: _____ Date: _____

Your reactions will aid us in evaluating the speaker. Please place an 'x' in the space provided.	Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)	Notes
The content or message of this lesson was						
The delivery of the lesson was						
The speaker's enthusiasm was						
The meditation was						
Overall I thought the service was						
What is your overall rating of the leader						
Ability of candidate to establish a positive rapport with the congregation						
The lesson was inspirational and/or educational						
Category Totals (Multiply the point values by number of responses per column)						

Candidate's total score: _____

Additional Comments: _____

Final Candidate Input Sheet

NOTE: While the members and non-member congregation give input (or feedback) about candidates for the position of minister, it is the board of trustees, as described in the bylaws, that has the authority and responsibility to make the decision of who will be employed as minister.

Indicate below your willingness to actively support and commit yourself to the ministry should one of these ministerial candidates be selected as minister. (Completed by everyone in the congregation.)

Name of ministerial candidate: _____ Yes No

Name of ministerial candidate: _____ Yes No

Name of ministerial candidate: _____ Yes No

Name of ministerial candidate: _____ Yes No

I heard all of the ministerial candidates. Yes No

If you missed hearing any candidate, list the name(s) here:

Additional Comments: _____

Contracting and Hiring

At the time of a change in leadership in a ministry, the board is faced with the responsibility for serious consideration of adequate remuneration for the new minister. The following paragraphs are presented with the hope that they will serve as guidelines for the prayerful consideration of a board seeking new leadership.

Minister Compensation

In keeping with the principles of Truth understood and taught by Unity, we recognize the direct connection between the prosperity consciousness of a minister and that of the ministry that they serve. A Unity minister is a highly qualified professional rendering a specific service, and their professional status would be of primary concern to a board thinking in terms of compensation.

In order to attain the ideal of an open-ended compensation structure, our Unity Worldwide Ministries recommends two specific areas of remuneration. First, based upon the financial position of the ministry, a reasonable base salary should be guaranteed. The base salary should be generous and one that will allow a minister to meet their living costs. Generally, this portion of the compensation is computed on a monthly basis and should be reviewed annually. The second area of compensation includes an understanding around the minister's compensation regarding the weddings, funerals, counseling, and in some instances classes that they teach.

Over the past several years, our Unity Worldwide Ministries' Member Support team has been collecting compensation agreements between ministers and ministries. Out of these has evolved this list of compensation and benefits to be discussed and considered when a minister is initially employed, and during contract renewal. Please visit the UWM website for this comprehensive guide to [minister-ministry contract negotiations](#).

Ministers have a dual status treatment in the U.S. Internal Revenue Code. They are considered an employee for federal purposes, income tax reporting and common law rules, and self-employed for Social Security reporting, meaning they are 100% responsible for their own self-employment taxes.

Highly recommended and helpful resources include for U.S.-based ministries/ministers:

- *Zondervan 202_ Minister's Tax and Financial Guide*,
- *IRS Publication 1828: Tax Guide for Churches and Religious Organizations* – Section on "Special Rules for Compensation of Ministers"
- IRS Topic 417 or IRS Publications 517 and 15-A.) <https://www.irs.gov/pub/irs-pdf/p517.pdf>
- UWM website: <https://www.unityuwm.org/taxes-accounting-and-law>

Understanding Manse

Housing Allowance (Manse): (PLEASE NOTE: *IRS guidance states that manse applies to Licensed or Ordained Ministers.*) <https://www.irs.gov/faqs/interest-dividends-other-types-of-income/ministers-compensation-housing-allowance/ministers-compensation-housing-allowance>

Minister housing allowance is called manse. This is the portion of the minister's salary that covers all household expenses, applied to each regular payroll period, as part of the salary package. This manse (housing) allowance generally reflects the actual costs, and includes fair rental value (or mortgage payment and down payment), lawn care, indoor and outdoor maintenance, permanent decorating, all utilities, basic telephone, home appliances, etc. This manse allowance is excluded from federal taxable income to the minister per IRS SEC 107.

The manse amount claimed should be written in the board minutes each January, or following the minister's hire, and established a little overestimated as taxes can easily be paid on the insupportable portion. If actual manse expenses exceed the amount claimed, it is too late to declare the additional expense as a tax deduction. It can be changed for the future, but not for past events. (*See <https://www.irs.gov/taxtopics/tc417> and note below.) The form for this can be found on UWM's website: <https://www.unityuwm.org/minister-taxesmanse>.

*Note: A Housing (manse) allowance request may be changed during the year if there is a life event or natural event. If you are no longer to be employed by a ministry, you may continue to utilize your manse tax deduction by completing the form located on the UWM website and following the directions on the form. [Manse Form Instructions](#)

If a manse (actual living space owned by the ministry) is provided and the minister shall actually reside in it, an additional agreement will be needed to establish details of payment on mortgage, utilities, telephone, repair, redecorating, insurance, yard care, etc.

Benefits Package

Please visit the UWM website for this comprehensive guide to minister-ministry contract negotiations. [Minister Contract Considerations](#)

This document contains references and guidelines for the various benefits for an executive level employee such as a minister. Additional information regarding health insurance, retirement plan contribution toward social security tax, leave time, paid time off, convention attendance, minister service to the Unity movement, and sabbatical leave are all referenced.

<https://www.unityuwm.org/retirementpension-opportunities>

Relocation Considerations and Moving Reimbursement Procedures

There is a general policy that ministries receiving a new minister will pay the cost of moving their household effects from their former city to the new one. To establish a standard procedure and relieve individual ministries and ministers of as much detail and expense as possible, the following plan is offered as a service of our Unity Worldwide Ministries.

1. When moving from one ministry to another, contact the account coordinator for the specific moving company you have chosen. Prices vary depending upon how the load is priced by weight, in some cases, and by the piece in others. It is recommended to get more than one price quote.
2. Carefully go over the inventory check sheet with the driver both at loading and unloading. Should there be any damaged or missing items upon arrival, you should note that on the inventory sheet and make a notation on the bill of lading. Then contact the coordinator of the moving company who will arrange for a claim form to be sent or initiate tracing procedures. A copy of your claim should be sent to the moving company.
3. You will be sent a sheet of instructions which should help you move with minimal inconvenience. Due to the nature of the moving industry, the time of year in which you move, the geographic location, the size of your load, and the distance traveled, please give the mover an optional pick-up day and as much latitude as possible. The above will further enhance your chances of a good move.
4. Upon completion of the move, the invoice will be forwarded directly to the ministry involved, which will then pay the carrier. According to ICC regulations, the bill must be paid within thirty (30) days.
5. The ministry should pay for:
 - a) Complete packing
 - b) Appliance service (origin and destination)
 - c) Storage in transit not to exceed thirty (30) days/will receive a 25% percent discount.
6. This ministry will not be responsible for and will not be required to pay for moving the following or providing services related to:
 - a) Firewood
 - b) Fences
 - c) Bricks
 - d) Autos, boats, trailers
 - e) Dogs, cats, or other pets
 - f) Housecleaning
 - g) Maid service
 - h) Someone to hang draperies or pictures
 - i) Installation of gas lines or 220-volt electric lines
 - j) Installation of dryer vents or any other out-of-the-ordinary items