



Ministry Vacancy Information Packet

Unity of Washington, D.C.

March 2025

About the Ministry

OVERVIEW

For over 100 years, Unity of Washington, DC has created an environment for the building of spiritual consciousness and spiritual community in the DC, Maryland and Northern Virginia area. We seek to inspire individuals to awaken to the Truth about God and their own innate Divine Potential to live a God-Centered, healthy, happy, and prosperous life. We have done this with the assistance of our dedicated staff and cadre of committed volunteers.

We have several Love-in-Action teams that support various aspects of the ministry; 7 Licensed Unity Teachers; many Lay leaders; part-time staff that lead our Youth Education Department; weekly/monthly meditation services/sessions; and a weekly prayer call line. We have supported the surrounding community through various programs (i.e., Adopt-a-Family; Holiday Cheer for Seniors; and Cops and Clergy Community Prayer Walks).

On Sunday mornings we have professional live music, either through our choir or guest musicians. And we hosts professional level choir concerts in the Spring and at Christmas. Worship here is an adventure in fellowship. We have a diverse and abundantly talented congregation that celebrates the Goodness of God. We are One in Spirit, Love, Peace and Joy.

Locality: Washington, DC – specifically Washington, DC; Maryland; and Northern Virginia

Physical Description of Area: The church is centrally located in the Shaw/Logan Circle area of Washington, DC which are known for their historic architecture, trendy restaurants, and cultural institutions. The area is centralized and close to Downtown D.C. and is considered a relatively safe area offering a variety of activities.

Proximity to Other Unity Ministries and/or New Thought Centers: There is one other Unity church within a 5-mile radius and the others are in Maryland or in Northern Virginia.

People

Size of mailing list:	2800 – online subscribers
Average Sunday attendance (in person, online):	In person - 150; Online - 200
Formal (voting or active) membership:	approx. 600

Special groups: We currently have an active NGU group, Mindfulness Meditation group and a couple of Support circles (Sacred Support and the Wisdom Circles) and the Downtown Cluster of Congregations.

Church staff/other employees: Approved staff positions at this time are: Executive Assistant to the Senior Minister; Media Coordinator; YED Director (PT); YED Asst. Director (PT); Associate Minister; Business Manager; Administrative Assistant; and Director of Music

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.](#)

MINISTRY SUPPORT SERVICES

Has the ministry worked with a UWM Consultant or Transitional Specialist? Yes No.

MISSION, VISION, AND CORE VALUES

Our Vision

Unity of Washington, DC is a center for spiritual growth and dynamic transformation, where people discover the joy of living, loving and serving through the understanding and application of the Spiritual Principles of Truth.

Our Mission

The mission of Unity of Washington, DC is to create an environment for the building of spiritual consciousness and spiritual community. We seek to inspire individuals to awaken to the Truth about God and their own innate Divine Potential to live a God-Centered, healthy, happy, and prosperous life.

Our Core Values

- We are committed to utilizing Spiritual Principles first and foremost in all of our endeavors, decisions and activities.
- We believe in and rely upon the divine guidance, activity, authority, and leadership of the Holy Spirit.
- We seek to honor and uphold the teachings of Jesus Christ as interpreted through a metaphysical understanding of life.
- We seek to honor and uphold the Unity Principles and teachings.
- We honor Prayer and Meditation as our direct connection to and with God.
- We honor the Universal Oneness of one another in the spirit of Peace, Love and Harmony.
- We are committed to serving this Ministry and one another, all for and to the Glory of God.

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

1. Purchase of current church home
2. Paying off the mortgage of our current church home in 2020
3. Celebration of UWDC's 100th anniversary in 2020

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

- Spring and Christmas concerts
- Hosting of Stand Up for Humanity at the Lincoln Memorial

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

- Expand our global online reach for services and classes
- Grow our congregation

INCORPORATION AND BYLAWS

Date Ministry Established: November 14, 1920

Founding Minister Name: Viva M. January

Date of Articles of Incorporation (AOI): August-September 1922

Bylaws – Date Adopted/Revised: Revised-April 25, 2021

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

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

About the Position

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

- 2 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
- 3 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
- 6 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
- 5 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
- 7 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
- 4 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.

9 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

8 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

1 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)

X In-person

[click to rate](#) **Online**

[click to rate](#) **Hybrid**

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

X Congregation-Based

[click to rate](#) **Community-Based**

[click to rate](#) **Service-Based**

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

- | | | | |
|---|-------------|---|----------------------|
| 1 | 70's and up | 5 | 20's & 30's |
| 2 | 50's & 60's | 6 | Teens & Young Adults |
| 3 | 30's & 40's | 4 | Kids & Families |

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

- | | |
|---|-----------------------------------------|
| 1 | Sunday Services |
| 2 | Prayer & Meditation / Pastoral Care |
| 4 | Small Groups |
| 3 | Development and Facilitation of Classes |
| 5 | Outreach in the Community |
| 8 | Earth Care |
| 7 | Interfaith & World Religions |
| 6 | Current Trending Spirituality |

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

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

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We are looking for a dedicated, energetic, dynamic speaker and leader to support our Senior Minister in guiding our congregation and supporting our overall spiritual development. The ideal candidate will embody Unity principles in daily life; have a deep understanding of metaphysics and interpreting the Bible through a metaphysical lens; and demonstrate cultural awareness to effectively serve our diverse community of congregants.

Vacancy Fill by Date: As soon as possible

Proposed Salary Range: Full-Time Associate Minister \$50,000 - \$70,000

Moving Expenses: Negotiable

Additional arrangements, benefits, insurance, etc.:

Workdays shall be Tuesday, Wednesday, Thursday, Friday and Sunday. The hours can be flexible, but generally from 10:00am to 6:00pm. Speak at least two Sundays a month.

Unity of Washington DC provides health benefits, as well as fifteen days leave, eight health days and three personal days are included; there is also paid leave while the church is closed during the week between Christmas and New Year’s; however spiritual services will be offered to the congregation that we still adhere too.

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

The DMV area—comprising Washington, D.C., Maryland, and Virginia—offers one of the most dynamic job markets in the U.S., making it a major draw for professionals across various sectors. Public Transportation Public transportation in the DMV (District of Columbia, Maryland, and Virginia) area is a major strength, making it one of the most connected regions in the United States. The Washington Metro system, with its six lines and over 98 stations, serves around 500,000 riders daily, connecting urban areas in D.C. to Maryland and Virginia suburbs. Unity of Washington DC is located 3 blocks from a metro station line. The recent extension of the Silver Line to Dulles International Airport has significantly improved access to major travel hubs and expanded service to Loudoun County. In addition to the Metro, the Metrobus system operates over 1,500 buses, serving more than 360,000 daily passengers across 260 routes.

Additional Comments: Affordable housing can be found in the DMV in areas just outside the Nation’s Capital in the neighboring suburbs of Virginia and Maryland – just to name a few – Silver Spring, MD; Hyattsville, MD; Rockville, MD; Alexandria, VA; and Fairfax, VA.

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