



Leadership and Ministry Development Resources

Sacred Service Ministry Guide

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Acknowledgements

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We gratefully acknowledge the John Templeton Foundation for their grant supporting the Transformation Experience (TE). Through the gift of this grant, we were able to field-test this Sacred Service Ministry process with a small group of different-size Unity ministries, which has enhanced the guide from which you are now able to benefit.

We gratefully acknowledge the field-testing work done by the Unity ministries and Consultant Guides in the TE Thriving Ministries Pilot Program who gave us invaluable feedback and guidance.

Unity Worldwide Ministries

Leadership and Ministry Development Resources

Welcoming System Guide

Spiritual Gifts Discovery

Sacred Service Ministry Guide

Emotional and Spiritual Maturity Development Guide

Leadership Development Guide

Future Planning 1 Guide

Future Planning 2 Guide

All resources available in 2015 as downloads at
www.UnityWorldwideMinistries.org/Guides.

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Intention of Sacred Service Ministry

Creating Sacred Service Ministry is an intentional and important element in shifting from a minister-centric to a mission-centric model of ministry. Thriving spiritual communities intentionally engage members in growing and evolving spiritually and relationally through sacred service. These thriving spiritual communities honor their members as vital, fully empowered partners in ministry. This also encourages a multigenerational community involving the millennial generation in meaningful ways (see more on page 8).

Sacred Service Ministry results from a spiritual community culture that places a high value on individual and collective spiritual development and sacred service that transforms lives within the spiritual community and beyond its “walls.” It is creating a culture of "calling" that mentors and empowers individuals to realize their unique gifts and to use these in meaningful service.

People who are grounded in Unity teachings and who embody these teachings measure their success by serving in ways that maximize their gifts and callings. Success is also measured by actualizing the potential of impacting and transforming lives, both those in service and those they are serving inside and outside the spiritual community.

Goals of Sacred Service Ministry

- To prepare people to understand their gifts and live out their calling in every area of their lives.
- To help individuals mature spiritually by using their gifts to serve each other and the community, so that the "whole spiritual community can attain maturity of Spirit."
Ephesians 4:13
- To draw people into meaningful roles in support of the Unity mission:
Advancing the movement of spiritual awakening and transformation through Unity, a positive path for spiritual living.



*A positive path
for spiritual living*



Differences between Sacred Service Ministry and Volunteer Programs

Sacred Service Ministry is more than a volunteer program. While volunteer programs provide service opportunities, these opportunities are often disconnected from a person's primary gifts and calling. Sacred Service Ministry is more than asking people to perform needed tasks in the church out of a sense of duty. From a soul perspective, an act of service is responding to an inner call for soul growth. Sacred Service Ministry is a philosophy of service based upon knowing that each of us brings gifts and life experience into our spiritual communities along with an inner desire to experience meaning and purpose in our lives and to know that we are making a difference in the lives of others.

Many volunteer programs are just about filling ministry slots; instead, Sacred Service Ministry is about assisting spiritual community members in finding fulfilling ministry as part of their own spiritual journey. People may be called to serve in already defined ministry areas or may even generate new ministry areas both within and beyond the spiritual community in support of the Unity mission. **Sacred Service Ministry is a whole systems approach** that provides a venue for spiritual growth. It is designed, through gifts-based service, to put systems and people in place that create ways for those serving to feel successful, fulfilled and cared for as they develop and grow. In Sacred Service Ministry, members end up both serving and being served themselves.

Over time, members may experience new inner callings, evolving as the soul is prompted to grow again by stepping into new ways of serving. Sacred Service supports both the inner soul and the outer community as they transform over time. Therefore, a Sacred Service Ministry program has regular times to check-in with Sacred Servers regarding their current service and together discern if a new calling requires a change in the form of their service or a new ministry area.

Volunteering can be done anywhere; a spiritual community provides avenues for sacred service that support a member's spiritual journey internally and externally. This incorporates sacred service as a vital aspect of individual spiritual practice and growth.

Like good stewards of the manifold grace of God, serve one another
with whatever gift each of you has received. *1 Peter 4:10*

Do unto others as you would have them do to you. *Jesus*

Consider others as yourself. *Buddha*

Without community service, we would not have a strong quality of life.
It's the way in which we ourselves grow and develop. *Dorothy Height*

Including the Millennial Generation

A key group for ministries to attract, according to researchers, is the Millennial Generation, the current 18-35 year old group. The Barna Group states: “The first factor that will engage Millennials in a ministry is as simple as it is integral: relationships.” This generation is often described as confident, self-expressive, liberal, upbeat and receptive to new ideas and ways of living. This group grew up participating in teams and leadership. Service is an integral aspect of their lives and they are used to working on a team. Sacred Service Ministry opportunities will demonstrate to this large population group your openness and willingness to invite them into meaningful sacred service, and your encouragement of leadership roles with development support. Remember, they desire to be engaged quickly.

One interesting model was shared by Naomi Schaefer Riley in her book, *Got Religion?* in which she identified successful strategies for attracting those under-30. One spiritual community had a young adults group called Fusion. The reason that it was called that was because the group wasn’t simply a separate entity within the spiritual community. Every person in Fusion was training to be part of another ministry in the center. It wasn’t just, “OK, we’re going to have the young adults group.” They asked, “Which of these ministries would you really like to be getting involved in as a leader, and we’ll train you to do that?” Engaging this generation quickly keeps them involved. *Got Religion? How Churches, Mosques and Synagogues Can Bring Young People Back, 2014, Templeton Press, page 103.*

Wouldn’t it be wonderful if, in times to come, when we meet someone and are conversing, one of the top five things we choose to talk about will be:

“...and where do you serve?”

First Lady Michelle Obama in June 2014

Opening Session of the National Conference on Volunteering and Service



Getting the Most Out of the Sacred Service Ministry Guide

The Sacred Service Ministry Guide is an aggregate of best practices designed to grow and deepen the culture of calling to service of those both within and outside the ministry. Great effort has gone into researching the essential elements underlying a comprehensive and effective sacred service ministry program. This guide breaks down the entirety of the program into three phases or implementation components.

It is likely that your ministry already has some or even many of the elements of the Sacred Service Ministry program. This implementation guide will assist you in aligning your current system with “best practices” and in developing a system that serves your community in increasingly supportive ways.

The complexity of your Sacred Service Ministry program will ultimately depend upon many factors, including the size of your ministry. Each phase in this guide represents a benchmark of excellence in system development, moving from simple (Phase One) to deeper (Phase Three).

If you are a Family or a small Pastoral size community, it is best to begin with Phase One elements and gradually work toward implementing Phase Two practices. Larger ministries will likely begin at Phase Two or Three and work toward enacting best practices as outlined in this implementation guide.

Tips from the Unity field-test ministries:

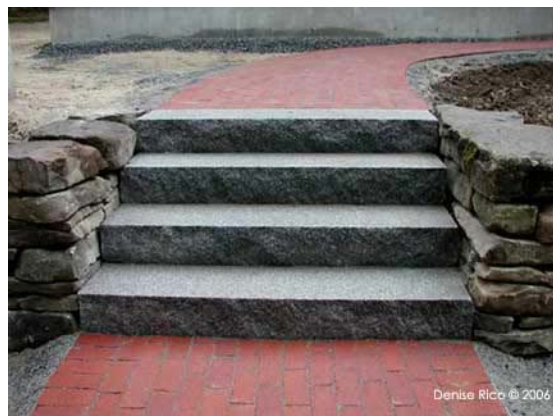
- *Take each phase separately.*
- *Take your time to integrate any steps.*
- *It is easy to feel overwhelmed by the myriad ideas.*
- *Assess where you are, identify the potential next steps and decide when and how you will move forward.*

Using the Sacred Service Ministry Questionnaire

The aim of the Sacred Service Ministry Questionnaire is to help ministry leaders review their ministry's current program in order to determine which phase to start with.

- Begin with the **Questionnaire-Phase One**, pg. 11, no matter the size of your spiritual community or your current program. Consider each question and then ask yourselves how your own sacred service ministry measures up. A simple *yes* or *no* answer will suffice.
 - Questions answered **yes** will help identify the complexity of your ministry's current Sacred Service Ministry program.
 - Questions answered **no** will reveal areas for development within the framework of your current Sacred Service Ministry program.
- Review items answered *yes* and compare your current practice with the Action Steps of the different phases to ensure they are aligned with best practices.
- Review items answered *no* and follow the Action Steps for each of those elements.
- Make sure that each Action Step is working well **before** proceeding to subsequent phases.
- Proceed with **Questionnaire-Phase Two** (pg. 11) after Questionnaire-Phase One.
- Proceed with **Questionnaire-Phase Three** (pg. 12) after Questionnaire-Phase Two.

Important Reminder: Each phase is foundational for the next. For greatest success, **do not** attempt to “pick and choose” elements to incorporate without first fulfilling the preceding foundational phase.



Sacred Service Ministry Questionnaire—Phase One

1	Is there a current list of all the current sacred service teams and positions in your spiritual community?	Yes	No
2	Is there a Sacred Service Coordinator to support the individual sacred servers and the sacred service teams/areas?	Yes	No
3	Does the Sacred Service Coordinator assist each ministry team/service area in developing a Ministry Position Description for every sacred service opportunity in their area?	Yes	No
4	Are the completed Ministry Position Descriptions grouped and accessible by anyone in your spiritual community?	Yes	No

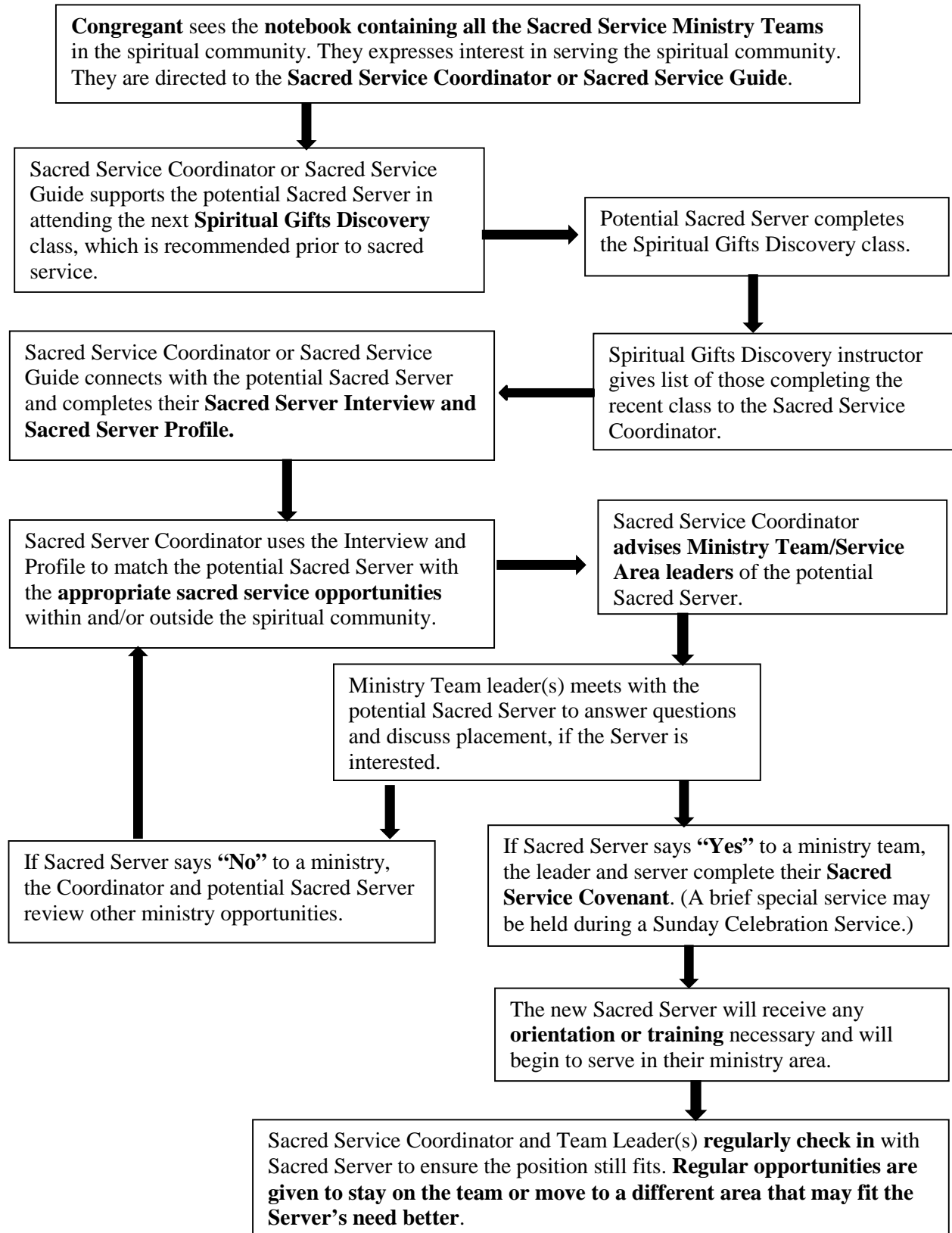
Sacred Service Ministry Questionnaire—Phase Two

5	Are you offering the 5-week Spiritual Gifts Discovery small group program on a regular basis? (Available from Unity Worldwide Ministries, see pg. 3.)	Yes	No
6	After each Spiritual Gifts class/program, does the Sacred Service Coordinator (or Sacred Service Guide) interview each participant in order to guide and match them with appropriate sacred services opportunities (within and outside your center)?	Yes	No
7	Does the Sacred Service Coordinator connect with ministry team/service area leaders to advise them of a potential sacred server?	Yes	No
8	Does the Team/Service Leader for an area meet with the sacred server to answer any questions and, if Server is interested, discuss the Sacred Service Covenant for this placement?	Yes	No
9	When a Sacred Server decides to say "Yes" to a Ministry position, is there an orientation and any needed follow up training?	Yes	No
10	Do both the Team/Service Leader and the Sacred Service Ministry Coordinator follow up periodically with the Sacred Server to ensure the position fits their gifts and comfort?	Yes	No

Sacred Service Ministry Questionnaire—Phase Three

11	Are there a variety of strategies and opportunities for the Team/Service leaders and the spiritual community to regularly show appreciation for the Sacred Server(s)?	Yes	No
12	Is the Sacred Server interviewed twice a year to re-assess if they are in their right and perfect place and/or to offer other sacred service opportunities?	Yes	No
13	Optional: Are there trained Sacred Service Guides to interview, guide and match Sacred Servers with opportunities?	Yes	No
14	Optional: Do you hold a Dedication Service following each Spiritual Gifts Discovery program and completion of the placement process?	Yes	No
15	Optional: Is there a process for bringing the Team Leaders together with other key leaders on a regular basis for leadership training focused on sacred service and support?	Yes	No
16	Optional: Is there a system in place to track attendance in Spiritual Gifts Discovery small group program, individual follow up after the program, individual's spiritual gifts, sacred service hours, or participation in projects/ministry teams/outreach?	Yes	No

Sacred Service Ministry Flow Chart (Suggested)



Phases and Steps of the Sacred Service Ministry Process

This guide provides steps in three phases to intentionally create a Sacred Service Ministry. In order for the process to have sustained success, **it is important for you to adapt this material to the culture, concerns, and capacity of your spiritual community.** Feel free to change names and titles to those that are already in place or that resonate with your spiritual community.

Phase One:

- Step 1: Create List of Sacred Service Areas
- Step 2: Create Sacred Service Ministry Coordinator Position
- Step 3: Create Sacred Service Ministry Position Descriptions
- Step 4: Publish the Sacred Service Ministry Positions and Make Accessible

Phase Two:

- Step 5: Offer *Spiritual Gifts Discovery* Small Group Program
- Step 6: Interview, Guide and Match Individuals to Service
- Step 7: Meet with Potential Teams that Match Individual's Gifts
- Step 8: Team Leader Meets with Individual Sacred Server
- Step 9: Placement and Training
- Step 10: Follow-up with Sacred Server

Phase Three:

- Step 11: Appreciation
- Step 12: Reassessment of Service Area Twice a Year
- Step 13: (Optional) Train Sacred Service Guides
- Step 14: (Optional) Dedication Service
- Step 15: (Optional) Sacred Service Council
- Step 16: (Optional) Tracking, Review and Evaluation



Phase One

Step 1: Create List of Sacred Service Areas

Identify **all** the Sacred Service positions in your spiritual community. Cluster the positions under major areas so it will be easy for a potential server to find their most likely service match. (See: **Sample List of Ministries by Category** (Phase 1/Step 1, pg. 22).) Here are a few examples of major areas you might include:

Worship/Celebration	Music/Arts
Education (Youth and Adult)	Events
Prayer	Communications and Marketing
Caring Ministry	Technology
Welcoming/Hospitality	Grounds/Maintenance
Building and Maintenance	Service to our wider community
Administration and Finance	

Add any other major service areas active in your spiritual community. This will evolve over time as new ministries are created.

Step 2: Create Sacred Service Ministry Coordinator Position

Invite, train and empower a Sacred Service Ministry Coordinator to organize, inspire and implement all the component parts of the Sacred Service Ministry Process. (See: **Sacred Service Ministry Coordinator Position Description** (Phase 1/Step 2, pg. 74).)

Accountabilities for this position include:

1. Planning and coordinating periodic 5-week Spiritual Gifts Discovery program.
2. Creating and organizing ministry service descriptions.
3. Maintaining and promoting a database of ministry service descriptions.
4. Connecting and matching sacred service ministries with Sacred Servers.
5. Supporting and coaching Sacred Server (or invite and train Sacred Service Guides.)
6. Serving and facilitating as a sacred service resource.

Tip from the Unity field-test ministries:

It may take time to identify the right person for this position. In one of the Unity field-test ministries, the minister took on this role for several months until the person with the matching gifts and passion for this role completed the Spiritual Gifts Discovery small group program. The person identified and called through the Spiritual Gifts Discovery process is still continuing in this role three years later. The lesson is to let each step evolve based on your ministry.

Step 3: Create Sacred Service Ministry Position Descriptions

The Sacred Service Ministry Coordinator assists each ministry team (or service area leader) to create a Sacred Service Ministry Position Description for each sacred service opportunity in their area. (See: **Sacred Service Ministry Position** (Phase 1/Step 3—Template pg.23 and Description Example pg. 24.)

Step 4: Publish the Sacred Service Ministry Positions and Make Accessible

Once the Sacred Service Ministry Position descriptions are completed for all sacred service opportunities, group the descriptions together into the appropriate categories from Step #1 and create a comprehensive listing of all opportunities. This needs to be completed and made available to all those participating in the Spiritual Gifts Discovery process in Step # 5 as well as being accessible to the entire spiritual community. If possible, create a database of all Sacred Service Ministry Position descriptions. (See: **Sacred Service Ministry Opportunities List** (Phase 1/Step 4—Template and Example pg. 28.)

Place all descriptions in an easily accessible place for community members to view. A three-ring binder with ministry position descriptions under major tabs mentioned in Step # 1 could be an easily accessible and practical option. Provide a “Sacred Service” tab on your church’s website with drop down tabs for each of the major areas of service.



Phase Two

Step 5: Offer Spiritual Gifts Discovery Small Group Program

Offer Unity Worldwide Ministries' 5-week Spiritual Gifts Discovery small group program at your spiritual community. A facilitator guide has been created as a resource for you to implement this process. (See the *Spiritual Gifts Discovery Guide* available through www.UnityWorldwideMinistries.org.)

Announce, communicate and build anticipation for kicking-off the Spiritual Gifts Discovery. Make sure the spiritual principles supporting the Spiritual Gifts Discovery program and how the program connects to your spiritual community's vision, mission, and core values are well communicated before and during the kick-off. Allow this to be a time of helping members, and potentially new members, discover their gifts, talents and passions.

Step 6: Interview, Guide and Match Sacred Servers to Service Opportunities

Using the **Sacred Service Interview Template** (Phase 2/Step 6 pg. 30), the Sacred Service Guide (or Sacred Service Ministry Coordinator) individually interviews those completing the Spiritual Gifts Discovery program to help discern their best match with sacred service opportunities and to provide them with a smooth entry into sacred service.

After completing the interview, the interviewer completes the Sacred Server Profile (See: **Sacred Server Profile Template** (Phase 2/Step 7, pg.32) and turns everything over to the Sacred Service Ministry Coordinator.

Remember, this service opportunity can be within the ministry or in the greater community. For larger spiritual communities, the Coordinator may invite and train others to step into this interviewer role, as noted in Phase Three: Step 13.

Step 7: Meet with Potential Teams that Match Sacred Server's Gifts

Upon receiving the Sacred Server Profile, the Sacred Service Ministry Coordinator reviews the potential sacred server's gifts, talents and passions. The Sacred Service Ministry Coordinator then contacts those ministry team leaders whose teams match of the talents and passions of the potential new Sacred Server.

Step 8: Team Leader Meets with Sacred Server

The Ministry Team Leader meets with the potential Sacred Server to discuss and describe the ministry position(s) that best fit the Sacred Server’s gifts, talents and passion. The ministry position description is read together and questions are answered. If the potential Sacred Server is interested, the Ministry Team Leader introduces the Sacred Service Covenant*. (See: **Sacred Service Covenant**—Template pg. 33.)

This dialogue is a process that culminates with the completion all information on the Covenant. If the potential Sacred Server and Ministry Team Leader are comfortable, they will sign the Sacred Service Covenant. If the Sacred Server wants more time for prayerful discernment, then the Ministry Team Leader can suggest a follow-up time.

Some ministry positions require additional steps. For example, Youth and Family Ministry sacred servers must pass a background and reference check while those interested in being a Chaplain have an interview process and other qualifying steps.

****Tip from the Unity field-test ministries:***

If the word “covenant” does not resonate with your spiritual community, feel free to choose another word for this agreement. Some possibilities are: agreement, promise, commitment, etc.

Step 9: Placement and Training

When the Sacred Server says “Yes” to a particular ministry position, the Ministry Team Leader or others serving in the same area will have an introductory orientation session with the Sacred Server. The training /oversight continues until the Sacred Server is comfortable in the position.

Step 10: Follow-up with Sacred Server

The Ministry Team Leader and Sacred Service Ministry Coordinator periodically reconnect with the Sacred Server to see how the ministry opportunity is going. During this time they will re-evaluate the Sacred Server’s comfort in serving in this area and determine if the Sacred Server feels that the ministry is still a match for their gifts, talents and passions. It is important for the Team Leader to provide continual coaching and personal support of the Sacred Server in their spiritual growth.



Phase Three

Step 11: Appreciation Ideas

Research by Susan J. Ellis indicates the most effective way to show appreciation is direct interaction with the Sacred Server. This should be done on a regular basis, using a variety of methods (See: **Sacred Service Appreciation Ideas** (Phase 3/Step 11, pg. 35).

The Sacred Servers should also be invited to special sacred service appreciation events within the spiritual community. The Sacred Service Ministry Coordinator can support the Ministry Team leaders in using practices from the following Enlightened Leaders webinars:

- *Spiritual Leader as Coach*
- *Bringing Out the Best in Others* and
- *Developing Effective Teams: Transforming Teams into Sacred Circles of Service*

This Enlightened Leaders DVD set can be found at:

www.UnityWorldwideMinistries.org/Guides.

Step 12: Semi-Annual Reassessment of Service Area with Sacred Server

At the end of each six-month period, the Sacred Server is interviewed and determines if they feel they are still in their right and perfect place of service and/or are offered other opportunities of service. **This is an important retention factor for your spiritual community as some people choose to leave the ministry if they are ready to end one area of service** and are uncomfortable saying this. The six-month check-in creates a culture of acceptance that each person can assess other opportunities in a positive manner.

If necessary, the Sacred Service Coordinator may assist in sharing this decision with the Team or Service area leader so the person's time of service can be celebrated. At each six-month interview, a discussion can take place about Ministry leadership with those who have shown the promise of good leadership. **This is a key step with the Millennial generation.** If a leadership position is not available, consider asking the Sacred Server if they want to initiate a new ministry.

Step 13: Train Sacred Service Guides (Optional)

The Sacred Service Ministry Coordinator invites, trains and empowers Sacred Service Guides who are able to conduct interviews and follow-up (Steps 6, 10 and 12) with individual Sacred Servers. This is very helpful in larger ministries. (See: **Sacred Service Guide Position Description** (Phase 3/Step 13 pg.77.)

Step 14: Conduct a Dedication Service (Optional)

Plan and hold a Dedication Service when each new sacred server cycle (Spiritual Gifts Discovery program, the interview, connection, covenant and placement process) is complete. This service would, ideally, be held during a Sunday service, as it celebrates and honors those stepping into service and offers the spiritual community's blessing and support. (See: **Dedication Service**—Sample (Phase 3/Step 14, pg. 37).)

Step 15: Create a Sacred Service Council (Optional)

The Sacred Service Council consists of every Ministry Team Leader. The Council comes together on a scheduled basis to share information, obtain additional training focused on sacred service and support each other. These regular meetings support team members as they continue in sacred service to the whole spiritual community. For a detailed description of a Sacred Service Council that you can adapt to fit your ministry; see **Sacred Service Council Description** (Phase 3/Step 15, pg.40.)

Step 16: Tracking, Review and Evaluation (Optional)

Data tracking allows more efficient management of sacred service and sacred server information, follow-up and trends. Phase Three recommends taking full advantage of data tracking technology in order to bring a high level of functionality to your Sacred Service Ministry as well as other information management tasks of the ministry. As the ministry grows in numbers and complexity, data tracking, analysis and reporting will aid in evaluating the effectiveness of programs, services and outreach.

- As a general rule of thumb, **track everything**. If you can count or observe it, you can track it. The Sacred Service Ministry itself is dependent upon good follow-up, and your tracking system will enable you to generate reports and data useful in evaluating its effectiveness. Expand the scope of your data tracking to include:
 - People's participation in sacred service over time
 - Attendance in the Spiritual Gifts Discovery small group program
 - Sacred service teams and hours
 - People's participation in projects and outreach activities
 - Spiritual gifts and areas of expertise, etc.
- Establish a role and the accountabilities for data tracking and the generation of reports useful in evaluating the effectiveness of programs and services.
- Routinely evaluate the effectiveness of the Sacred Service Ministry by having regular debriefing sessions among Sacred Service Council members (if used) and the ministry's leadership.

Sacred Service Appendix One

Phase One

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Sample List of Sacred Service Ministries by Category

Phase One/Step 1

(List below is based on a sampling from a Unity field-test community's website.)

Sunday Support

Sunday Support teams ensure a smooth running service week after week:

- Hospitality Team
- New Members Team
- Prayer Team
- Sound Team
- Visual Projection Team
- Welcome Team
- Worship Team

Community Support

These teams serve our spiritual community with communications, loving correspondence and help for individuals in need and internal support:

- Communications Team
- Loving Hearts
- Helping Hands
- Earth Care
- IT Team (Information Technology Team)
- Office Staff

Spiritual Social Action

Our outreach ministry provides our congregation with opportunities to contribute to domestic and international causes.

- Food Bridge Program
- Back to School Supplies Program
- Holiday Program (Angel Tree)
- Hypothermia Prevention Program
- The Shepherd's Center

Resources (correct as of May 2015):

<http://www.unityoffairfax.org/content/serve>

<http://agapelive.com/ministries/#.VPTmni5WctJ>

Sacred Service Ministry Position Description–Template

Phase One/Step 3

<Insert Ministry Name or Logo> *Sacred Service Position Description*

Ministry Position/Team: (Title of Sacred Service Ministry or Team)

Purpose of Position: (Two or three general statements that share the purpose of this role—determined by each spiritual community. Depending on the size and interests of the team, sub-groups may be formed to focus on a specific area. Example: Facilities Team—Landscaping sub-group.)

Reports to: (To be determined by each spiritual community)

Qualifications Required: (List 4-6 qualities and skills most needed for this position/team.)

Accountabilities: We count on our (insert position) to:
(List 3-6 major areas of responsibilities with 2-5 bullet points under each.)

Time Required: (To be determined by each spiritual community; share a realistic, estimated amount of time this Sacred Service position will require.)

Training and Resources: (To be determined by each spiritual community; a description of the training to be given and the resources available on a regular basis to support them in the completion of their responsibilities.)

Benefits to the Sacred Server: (To be determined by each spiritual community; a list of the benefits that a can expect to experience from their service to the spiritual community.)

Contact Information for this Sacred Service Position:

Team Leader: (Name of Ministry Team Leader)

Phone Number: (Best phone number(s) to be contacted and when)

Email Address: (List email address)

***Note:** The recommended Accountabilities list should be a comprehensive description of the accountabilities and responsibilities. When listing the accountabilities, many of the field-testing ministries only used bullet points without the “major areas of responsibilities.” You are welcome to adapt this template to meet your ministry's goals, size and capabilities. If you phase in aspects of this, plan to re-assess and evolve this position to gain the maximum benefit.

Sacred Service Position Description Example

Phase One/Step 2—Example

<Insert Ministry Name or Logo> *Sacred Service Position Description*

Ministry Position: Sacred Service Ministry Coordinator*

(*For complete description see pg.74.)

Purpose of Position:

To be the major connecting link between members' spiritual gifts and opportunities of Sacred Service through our spiritual community; to organize and maintain information regarding Sacred Service positions and Sacred Servers.

Reports to:

To be determined by each spiritual community.

Skills needed:

- Enjoys people and supporting their goals.
- Has knowledge of the ministry and its various programs and services.
- Highly organized and follows through in a timely manner.

Qualifications:

- Is an active, governing (voting) (voting) member of the ministry.
- Has led one Ministry Team.
- Has successfully completed <List any emotional and spiritual development courses your ministry uses as leadership qualifications>.
- Has good understanding and appreciation for individual spiritual gifts and the importance of matching them with the Sacred Service position.
- Familiar with all facets of the spiritual community's functions and has good relationships with many of its leaders.
- Highly developed organizational and interpersonal skills, outstanding communication skills, and computer database or other data management skills.
- Responsible and dependable, with the ability to be flexible (go with the flow).
- Ability to meet deadlines and respond to requests in a timely manner.

Accountabilities:

We count on our Sacred Service Ministry Coordinator to:

1. Plan and coordinate periodic 5-week Spiritual Gifts Discovery program.
 - Facilitate or invite and train facilitators for five-week Spiritual Gifts Discovery process.
 - Assist members and new members in completing the Spiritual Gifts Discovery process.
 - Provide or work with facilitator(s) to provide Spiritual Gifts Discovery class 2 -4 times per year (or whatever is appropriate for your ministry).
2. Create, organize and maintain ministry service descriptions.
 - Maintain a list of ministry team roles and duties available within the ministry and community.
 - Develop new ministry team member descriptions and duties, as needed, in coordination with the Board of Trustees, ministry team leaders and/or the office manager, as appropriate.
3. Maintain and promote a database of ministry service descriptions.
 - Maintain a list of all sacred service ministry positions within the spiritual community.
 - Keep ministry team descriptions updated and readily available on ministry's website, in 3-ring binder or in brochures in front hall of church.
 - Post open Sacred Service Ministry Position opportunities on email blasts, Sunday PowerPoint or bulletins and newsletters, as needed.
4. Connect and match Sacred Service Ministries with Sacred Servers.
 - Interview spiritual community members to determine their areas of current and future interest in Sacred Service, as well as specific skills and abilities or invite, train and guide Sacred Service Guides to do so.
 - Interview individuals following their completion of the Spiritual Gifts Discovery process to assess their Sacred Service interests.
 - Forward information regarding these individuals' Sacred Service interests to appropriate Ministry Team Leaders and/or other church leaders.
5. Support and coach Sacred Server (or invite/train Sacred Service Guides to do so).
 - Provide ongoing support to Sacred Servers and Ministry Team/service area leaders.
 - Provide opportunities for Sacred Servers to see the connection between sacred service and spiritual development.
 - Provide opportunities for Sacred Servers to evaluate their sacred service experience.
6. Serving and facilitating as a Sacred Service resource.
 - Work closely with all service areas to identify ministry opportunities and needs and to provide opportunities for education, growth, and spiritual nurture.

- Facilitate transitions as needed from one Sacred Server to another in key positions.
- Provide leadership, coaching and spiritual nurture to all Ministry Team leaders.
- Plan and implement Sacred Service training and appreciation events.

Time Required:

To be determined by each spiritual community; average hours per week and length of time to serve.

Training and Resources: To be determined by each spiritual community; this should include a description of the training to be given to the Sacred Server Ministry Coordinator and the resources available to support them in the completion of their responsibilities.

Benefits to the Sacred Server: To be determined by each spiritual community; the benefits that a Sacred Service Ministry Coordinator can expect to experience from their service to the spiritual community.

Contact Information for this Sacred Service Position:

Team Leader: _____
 (Name of Ministry Team Leader)

Phone Number: _____
 (Best phone number(s) to be contacted and when)

Email Address: _____
 (List email address)

* Important: Please see the complete Sacred Service Ministry Coordinator Position Description on pg. 74.

Sacred Service Ministry Description—Example

Phase One/Step 3-Example

<Insert Ministry Name or Logo> Sacred Service Ministry Description

Sacred Service Ministry: **Facilities Team**

Purpose of Ministry: The Facilities Team is responsible for monitoring and maintaining the building and grounds of our spiritual community. The goals are to provide a safe, maintained and attractive physical setting for our members, guests and the larger community that may utilize our resources. The team is responsible for oversight, implementation, evaluation and improvement of the physical building and grounds.

Reports to: Minister (small center) / Associate Minister/Operations (large center)

Qualifications Required: The Facilities Team requires some members with facility and grounds maintenance experience. Other members can be enthusiastic Sacred Servers with a specific or general passion (i.e., one may love keeping the fountain clean and working).

Accountabilities: We count on the Facilities Team to:

- Conduct ongoing assessments of the building and grounds, and to suggest any updates/improvements, as needed.
- Report to the Finance Team, staff and Board the assessment results and any projected costs.
- Invite, enlist and oversee enthusiastic and capable sacred servers to become part of the Action Committee to take on specific tasks such painting, carpentry, tree trimming, etc.
- Hire and monitor professionals performing required and approved work.

Time Required: 2-4 hours per month (small center) / 4-6 hours per month (large center)

Training and Resources: (To be determined by each spiritual community; a description of the training to be given to the Sacred Server and the resources available on a regular basis to support them in the completion of their responsibilities.)

Benefits to the Sacred Servers: (To be determined by each spiritual community; a list of the benefits that a Sacred Server can expect to experience from their service to the spiritual community.)

Contact Information for this Sacred Service Position:

Team Leader: Martin Maintenance
Phone Number: 816.444.5555 8:00 a.m. - 8:00 p.m.
Email Address: allsinorder@maintain.com

Sacred Service Ministry Opportunities List—Template

Phase One/Step 4

<Insert Ministry Name or Logo>

Sacred Service Ministry Opportunity List

Sacred Service Position	Time & Frequency Requirement
1.	
2.	
3.	
4.	
5.	
Suggested Spiritual Gifts:	
Ministry Leader:	

- Under Sacred Service Position: list 3-5 points that describe the function of this position and any prerequisites; information may be taken from the Sacred Service Ministry Description.
- Under Time & Frequency Requirement: give the average daily/weekly/monthly amount of time a Sacred Server can expect this position to require.
- Suggested Spiritual Gifts: list 3-5 spiritual gifts most related to this position.
- Ministry Leader: give the name, email address and phone number of the ministry leader.
- This template may be used in a printed form on display at your spiritual community or posted on your website under Sacred Service Ministry Opportunities.
- A template needs to be completed on **each** Sacred Service Ministry Position for which you have created a description.

Sacred Service Ministry Opportunity List—Example

Choir Member	Thursday night and Sunday morning choir rehearsals, three Sunday morning performances per month and occasional concerts
1. Sing with the choir at Sunday morning services and occasional concerts	
2. Rehearse with the choir on Thursday nights and Sunday morning	
3. Learn new techniques at occasional workshops	
4. Required: an initial voice-placement session (not an audition)	
5. Ability to read music or learn new music quickly is a plus	
Suggested spiritual gifts: music, collaboration, creativity, enthusiasm, generosity, joyfulness	
Ministry Leader: Hallie-Lou Jahchorus; Hallieloujah@ gmail.com; 888-888-8888	

Sacred Service Appendix One

Phase Two

Sacred Service Interview Template

Sacred Server Profile Template

Sacred Service Covenant Template

Sacred Service Interview—Template

Phase Two/Step 6

<Insert Ministry Name or Logo>

Sacred Service Interview

Person Interviewed

Person Completing Interview

Street Address, City, Zip Code

Date of Interview

Best Phone Number(s)

Best Email Address

Say: Thank you for your loving, generous consideration of sacred service with us at insert ministry name. I want to more fully understand your gifts, talents and passions so we can match you to service opportunities in our spiritual community that best suit you. We know that as you engage your time and talent that you will be a blessing to our community and that your service will also be a blessing to you.

You recently completed the Spiritual Gifts Discovery program that allows our members to get in touch with their gifts, talents and passions. Please tell me which gifts you discovered that you would most like to share:

Tell me what you enjoy most about our spiritual community?

What community service projects have you given your time and talent to in the past that made you feel you were really making a difference?

What skills, gifts or talents have you developed professionally that would you like to use in service to your spiritual community or community outreach?

What are the things you most enjoy doing in your spare time (hobbies, interests or special skills)?

As you reviewed the various Sacred Service opportunities we have at *<insert ministry name>*, which areas or specific ministry descriptions most appealed to you? *(If needed, share the 3-ring binder of ministry descriptions or refer interviewee to church website where all current Sacred Service opportunities are listed.)*

What questions do you have about an area of Sacred Service that most appeals to you?

Let's discuss the **next steps**:

1. Which Sacred Service opportunity would you like to follow up with and when? *(Most are willing to start immediately, yet a few may state they need more time.)*

2. I will let the Team (or Service area) leader know of your interest by *(add date)*. *(Give Sacred Server a copy of the Sacred Service Ministry Opportunity form with the Team Leader's contact information.)* You can contact them (Team Leader) to explore this further. I'll check in with you by *(add date)*. If you choose to serve in this area, the Team Leader will schedule training with you. I will follow up with you both to make sure this is a good fit.

3. I am available whenever you have questions or want to explore other areas of service. I'll follow up within six months to assess with you your present area(s) of service or other service area(s). *(Note to interviewer: make notes of what follow-up is required.)*

I have really enjoyed this time of getting to know you personally and allowing me to get to know how you might best want to express your commitment to Sacred Service through our spiritual community. I encourage you to directly contact the Ministry Leader(s) that support the ministry area(s) that is of most interest to you. I will also be completing a Sacred Service Ministry Profile on you and your interests that will be reviewed by our Ministry Leaders.

Pray with the interviewee as they and spiritual community leaders discern the best match of spiritual gifts, skills, talents and passions with the Sacred Service opportunities at your spiritual community.

Note to Interviewer: Please make notes of what follow-up is required and **complete the Sacred Server Profile (pg. 32) after your interview.** Give all information to the Sacred Service Ministry Coordinator.

Sacred Server Profile—Template

Phase Two/Step 7

<Insert Ministry Name or Logo> **Sacred Server Profile**

Contact Information:

_____		_____	
Sacred Server		Email Address	
_____		_____	
Street Address	City	State	Zip Code
Phone Number(s): _____		_____	_____
	Mobile	Home	Work

Connection to _____ < Insert Ministry Name >

Member of Church? ___ Yes ___ No Number of Years Attending? _____

Major involvements in our spiritual community: _____

Spiritual Gifts:

_____	_____	_____
_____	_____	_____

Professional Skills/Talents: _____

Areas of Interest for Spiritual Community Service: _____

Areas of Interest for wider community service:

Person Completing Profile

Date Profile Last Updated

Please complete this profile and turn in to Sacred Service Ministry Coordinator.

Sacred Service Covenant—Template

Phase Two/Step 8

< Insert Ministry Name > Sacred Service Covenant

Thank you for your loving, generous commitment to sacred service with _____ <insert ministry name> .
We gratefully receive your contribution of your time and talent. We affirm in advance that you and this
Sacred Service Covenant will bless you and our community.

My commitment:

I, _____ <Insert Sacred Server's name> _____, enter into a Sacred Service covenant with
God, with myself and with this community, this day of _____ <Insert date> _____.

I bring the spiritual gifts of _____

I affirm that my service to _____ <Insert ministry's name> _____
will contribute our community's overall mission/vision. I choose to serve in the following area(s):

I commit to serve (please check):

_____ One time _____ Once a week _____ Once a month _____ Every other week
_____ Other _____
_____ <Insert start date> _____ until _____ <Insert end date> _____.

Committing to grow and become more I know that in Sacred Service I will stretch and grow. I am
committed to the growth and development of my human and spiritual natures, and consciously choose
to engage in my growth and development through the mindful practice of Sacred Service at
_____ <Insert ministry's name> _____. The areas I am committed to grow in are:

In energetic exchange for the service I offer to God and this community, I affirm that I will be blessed
in the following ways:

I know that this community values my service and that in service I reveal more of my God-Self-on-
Earth. I affirm that keeping my word, with regard to this covenant, is an important part of my
spiritual journey. I understand that I may choose to change my agreement at any time by speaking
with my ministry team leader, the Sacred Service Coordinator or the Minister.

As you travel your journey with us, we affirm that you will receive an abundance of love, support,
guidance, training; all the tools you need to successfully complete your service. We will set you up to
succeed.

Signature of Sacred Server

Signature of Minister or Sacred Service Coordinator

Signature of Ministry Team Leader

Sacred Service Appendix One

Phase Three

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Sacred Service Appreciation Ideas

Phase Three/Step 11

Remember that recognition is part of every contact with a Sacred Server. Please adapt these ideas to your spiritual community's culture and what already works for you.

Appreciation Ideas for Team Leaders to Recognize Sacred Servers and Teams

- Place Sacred Servers in positions that fit their gifts and provide training and feedback.
- Hold regular team meetings to connect, share ideas, and/or provide more training.
- Tailor a service area, if practical, to fit the Sacred Servers personal and spiritual growth goals.
- Acknowledge individuals for their talents and contributions in different ways that work for them (public/private, in writing/verbal, etc.).
- Regularly treat every Sacred Server as a vital member of the team. Involve them in decision-making.
- Intrinsic recognition is as important as extrinsic achievements. Periodically check-in with the Sacred Server about how their service is still meaningful for them in their spiritual journey or if changes are needed.
- Pay attention to each Sacred Server. Notice when and where they are serving, don't assume the role is covered and leave without seeing them. Take a moment to follow up afterwards to see how it went and how they feel. If there is an issue, set a time to talk.
- Celebrate the team's collective achievements rather than their hours ("time served") at an annual event. Example: note five (5) ways the team contributed to the spiritual community, share the ideas from team members that made a difference in their area and/or the community, etc. Find ways to share with the whole spiritual community.
- Request donated tickets for events, movies, concerts and so on to periodically give to members of the team. Many may enjoy a discount card/certificate to a restaurant. Ask the spiritual community leaders to offer a free admission to an event they are sponsoring.
- Discover if the team would like to connect outside the spiritual community during the year. Some go to dinner or roller-skating or a movie. This allows more personal connection and conversations beyond their sacred service/spiritual community.
- Annually invite key sacred servers (or entire team) to present their achievements to the Board, or share suggestions/ responses to a Board idea. This may lend itself to only certain teams, so use discretion so it is valuable for all.
- Allow Sacred Servers to move on to new areas with love and grace. Celebrate their time, contributions and value. State an affirmation that acknowledges they will be a blessing and be blessed by their new area of service. This can be done individually or within the team. If they prefer individually, relate what was shared with the team so they have a time to honor a change in the team.

Appreciation Ideas for Spiritual Communities to Recognize Sacred Servers and Teams

- Once a month, during the service, have a five-minute segment allowing the Sacred Service Ministry Coordinator to mention your community's focus on Sacred Service and highlight one Ministry Team. Share a success story. Have a table with information and sign-up sheet(s) for a Sacred Service appointment or to attend the next Spiritual Gifts Small Group Discovery program.
- Create an *Applause* (or Appreciation or Sacred Service) section in your newsletter. Invite ministry team leaders or others to add names of those who went above and beyond or even the quiet heroes who give in a continual way. The names should change with each edition,
- List your Sacred Service Ministry Teams on your website. Consider adding photos or videos* of service activities that can be changed regularly. There could be a standard video of your Sacred Service Ministry Coordinator briefly discussing sacred service.
- Include any new ministry team openings in your weekly email update. Try to rotate so it is not the same every week. If there are no openings, consider highlighting one team's recent activity.
- If your Chaplains pray with Sacred Servers who are serving that Sunday (musicians, bookstore, hospitality, etc.), blend in words honoring them as Sacred Servers and/or doing Sacred Service that rewards them and your spiritual community.
- Twice a year, the Sacred Service Ministry Coordinator and Board sign a heartfelt thank you for your Sacred Service letter to everyone. This letter needs to be freshly written each time—this is for all those who contributed, whether once or on a regular basis. All of it matters.
- Host an annual potluck meal with all the ministry teams, credentialed and lay leaders and staff. Highlight how Sacred Service has impacted both Sacred Servers and the whole ministry with brief stories or a video/slide show. Add a relevant small gift as a reminder. Mix up the teams and have conversation starters at each table to focus on Sacred Service and what good was realized from this past year. (November is a nice month to hold a gratitude event.)

*Remember to obtain releases to use photographs or video clips, especially when these are used on a website available to the public.

Sacred Server Dedication Service—Sample

Phase Three/Step 14

Consider having an entire Sunday service, including the minister’s talk and music, focusing on honoring gifts, callings and stepping into sacred service that maximizes one’s gifts and callings and/or focuses on sacred service and dedication. Include a time of dedication or blessing for both new Sacred Servers and those who may be changing areas of focus. Consider some of the options below.

Ministers Talk Topic: Sacred Service

Time of Dedication or Blessing (see options A and B below)

Music: “Here I Am Lord” first verse and chorus

Dedication Option A

Use the Sacred Service Covenant (pg.33).

- Have those stepping into service stand in a group at the front of the church.
- Introduce them as people recently completing the Spiritual Gifts Discovery process and who are now dedicating themselves in service to God and to all of us in spiritual community.
- Speak to the purpose of celebrating and honoring them now.
- Minister asks each person to step forward, then using a copy of their sacred service covenant, says:

“ Name , you have entered into a Sacred Service covenant with God, yourself, and this community. You bring the spiritual gifts of SG1, SG2 and SG3. You have affirmed that your service in the ministry of M will contribute to the overall vision and mission of our center.”
- Minister hands each Sacred Server a copy of their Sacred Service Covenant. (Consider printing signed covenants on parchment paper.)
- When all participants have been dedicated, the minister says:

“You know that in Sacred Service you will be stretched and grow. You are committed to the growth and development of your human and spiritual natures. You consciously choose to engage in your development and growth through the mindful practice of Sacred Service at ministry name. You affirm that keeping your word with this covenant is an important part of your spiritual journey.”
- (Option) Minister can choose to have each person say “Yes, I affirm this is so.”

- The minister continues:
 “In energetic exchange for the service you offer to God and to this community, we affirm that you will be blessed. We affirm that you will receive an abundance of love, support, guidance, training, all that you need to successfully complete your service.”
- The minister invites the congregation to stand and say:
 “We encourage and support you to live into your gifts and to serve the ministry to which you feel called. We honor you for your choice to serve.”

Dedication Option B:

- Have those stepping into service stand in a group at the front of the church.
- Introduce them as people recently completing the Spiritual Gifts Discovery process and who are now dedicating themselves in service to God and to all of us in spiritual community.
- The minister asks each person to step forward and bow their head. The minister will lay their hands on the person’s head and say the following:
 “ Name , we recognize you as having the spiritual gifts of SG1, SG2 and SG3, and invite you to the ministry of M .” **Or**—“And commission you to the sacred service ministry of M .”
- Minister gives each person a Sacred Service certificate (see sample on pg. 39).
 (Consider printing certificates on parchment paper)
- After all participants have been dedicated, the minister invites congregation to stand and say:
 “We encourage and support you to live into your gifts and to serve the ministry to which you feel called. We honor you for your choice to serve.”

Sacred Service Certificate

< Insert Ministry Name or Logo >

recognizes

Sacred Server's Name

as having the spiritual gifts of

Spiritual Gifts List

We dedicate *Sacred Server's Name* to the
ministries of

Sacred Service Ministry Team Name

Today's Date

Sacred Service Council Description

Phase Three / Step #15

This model of the Sacred Service Council encourages every Ministry Team and Team Leader to be in sacred service to the whole spiritual community by coming together on a scheduled basis to share, obtain additional training, and plan. The Sacred Service Ministry Coordinator leads this council that connects the many facets of the spiritual community. These council meetings are scheduled in a manner that serves your center and may range from monthly to every two months to quarterly (depending on your needs). Typically, other key leaders are included such as credentialed leaders and staff.

Team: Sacred Service Council

Purpose: The purpose of the Sacred Service Council is to bring together the key leaders of the Sacred Service Ministry Teams to coordinate and support each team and the spiritual community. This Council integrates all the activities needed to achieve the Future Plan (vision, mission and goals) and brings a holistic approach to ministry.

Led by: Sacred Service Ministry Coordinator or Minister

Reports to: Minister and the Board

Accountabilities: We count on the Sacred Service Council members to:

1. Ensure a Sacred Service Team profile is completed and on file to share with members. This includes its purpose/mission, goals and description of member roles with time commitment.
2. Submit a brief report of the team's achievements or current status one week before a Council meeting so this can be shared prior to the meeting in order to make the best use of time.
3. Support each team (as needed) with ideas or suggestions.
4. Understand how each team helps move the community forward with its mission.
5. Focus on the Future Plan and each team's next steps towards its completion.
6. Receive training and ideas for leading individuals and teams at the meeting or via reading and webinars.

Qualifications Required: Team Leader or designee, Board Member, Credentialed Leaders, Staff, and Sacred Service Ministry Coordinator.

Time Required: 2 hours per month (meeting, brief written team report, training via reading and webinars) for a smaller ministry

Contact Information for this Sacred Service Position:

Team Leader: Iris Integrator
Phone Number: 713-888-888; best to call 7:00-9:00 PM
Email Address: integratingiris@gmail.com

Sacred Service Appendix Two

Sample Sacred Service Position Descriptions

These are sample position descriptions. Please tailor for your community's size and requirements.

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Youth and Family Ministry Teacher	87
Welcome Ministry Team Coordinator	89

Note: Many of the following position descriptions were created by the field-testing ministries. As you'll see, these ministries have adjusted the templates to fit the needs of their spiritual community and are given as examples of positions your community may consider.

Position: Administrative Assistant

From Unity of Melbourne (with modifications)

Purpose:

The administrative assistant provides a variety of clerical support services for the senior minister and/or ministerial staff, organizes the activities and functions of the center's office, and coordinates the flow of information to the Senior Minister or ministerial staff.

Reports to: Senior Minister and Church Administrator

Qualifications, Skills, and Gifts

- Has basic understanding of office organization and operations. Has good awareness of office equipment and methods.
- Possesses basic knowledge of church governmental structure.
- Knows principles of preparing correspondence, forms, reports, etc.
- Possesses good communication and organizational skills.
- Understands principles and procedures of record-keeping.
- Has good English, grammar, spelling, punctuation and vocabulary skills.
- Is able to perform services independently and without direct supervision.
- Has the ability to communicate clearly and concisely, both orally and in writing
- Has the skills to create and maintain record-keeping and filing systems.
- Has good "people" skills for relating to senior minister, ministerial staff, co-workers and other volunteers, extended church staff, church members and the general public.

Accountabilities:

We count on our Administrative Assistant to:

- Organize and manage the day-to-day activities of the office.
- Establish and maintain files and records for ministerial staff.
- Provide clerical and secretarial support for minister or ministerial staff.
- Maintain confidentiality standards of the minister, board and community members.
- Compile and interpret information from various sources and prepare reports when requested.
- Perform research and special projects as assigned.
- Greet office visitors.
- Answer questions and provide information concerning church functions and activities.
- Maintain (or delegate maintenance of) general church calendar.

- Answer phones, check voice mail and take messages, direct callers to voice mail, or refer callers to appropriate minister or staff member (or lay leader) in various areas of ministry.
- Schedule and arrange appointments, meetings, conferences and travel accommodations.
- Prepare and send out notices for meetings, and preparing agenda items and materials.
- Operate computers and other office equipment (such as printer, scanner, fax, etc.).
- Utilize software for word processing, database management, spreadsheets and presentations.
- Use word processing programs to create a variety of printed materials, such as reports, correspondence, bulletins, church newsletters and other forms with accuracy and attention to detail.
- Train, assign, and provide work direction for other clerical staff and volunteers.
- Maintain inventory, order and restock office, hospitality, sound and janitorial supplies.
- Maintain CD subscriptions, copy and mail CDs.
- Prepare weekly flyers and CD labels.

Time Requirements:

In the office on Tuesday. Wednesday and Thursday from 10:00 a.m. -3:00 p.m.

Ideally, the Administrative Assistant will serve for at least two years, with the option of serving for an indefinite series of one-year terms thereafter.

Training and Resources:

Preferably, work alongside previous administrative assistant for several weeks; attend appropriate workshops and seminars as needed for computer software training, telephone system training, office equipment training.

Benefits to the Sacred Server

The administrative assistant has the opportunity to be deeply involved in the lives and ministry of the center and its outreach to the community; opportunity to get to know the members of the congregation better; help give a positive first impression of our spiritual community; assist the Senior Minister and/or ministerial staff in performing their ministry efficiently and effectively.

Contact Information for this Sacred Service Position:

Team Leader: _____
Phone Number: _____
Email Address: _____

Position: Adult Education Ministry Team

Purpose:

The Adult Education Team (includes the minister or their designee) is responsible for designing and implementing a plan of classes, small group and book study groups, as well as workshops to support individuals in their emotional and spiritual growth on a six (6) month basis or the recommended annual basis. **This role is crucial in fulfilling our mission of helping people to positively transform their lives.**

Reports to:

Minister

Qualities/Skills/Gifts:

Team members must be active, governing (voting) members of our center and well-versed in both Unity classes/small groups and other programs in alignment with Unity principles. Members need some creativity and organizational skills. It is important that members be able to work with a diverse team and reach joint agreements.

Accountabilities:

We count on the Adult Education Team to:

- Conduct an assessment of prior year's class/event offerings, needs/interests of the congregation and recent products (books, courses, etc.).
- Research what other centers offer.
- If the center uses an annual theme or monthly theme, define offerings that fit these.
- Identify class/event offerings to meet the various needs/interests in a balanced manner. Example: is there something for both newer and for experienced people, something for those who prefer a class and for those who prefer discussions, and for those desiring SEE credit?
- Invite and identify people to facilitate, lead and/or teach.
- Develop a schedule of class/event offerings for the year.
- Communicate the schedule with the spiritual and outer community in a variety of ways (in print, on website, Facebook, Twitter, etc.). Remind facilitators/leaders/teachers that a longer description is due two months in advance (for advertising, Sunday announcements, etc.).
- Review student/participant evaluations after each class/event offering and identify what worked and what needs improvement. Share feedback with the facilitator/leader/teacher.

Time Required:

It likely takes 8 - 10 hours to create the annual plan then 1 hour per month to review the evaluations. The term for this position is 2 years with annual renewal possible.

Benefits to the Sacred Server:

The Adult Education Team has the opportunity to be involved in the lives and ministry of the center and its outreach to the community; opportunity to get to know the members of the congregation better; and assist people in their emotional and spiritual growth.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

Position: Audio Visual (AV) Support Ministry Team

Purpose:

This team ensures the smooth operation of the technical needs for the Sunday Celebration service and occasional special services. These Sacred Servers also help set the tone for members and guests as they arrive by maintaining a clean, safe environment, a friendly smile and take time to respond to questions. The following accountabilities may be handled by one or more people depending on the size of the center and complexity of equipment.

Reports to:

Administrator or Executive Director

Qualities, Skills and Gifts:

Each AV Team members possess the requisite technical skills to operate their equipment and to troubleshoot technical issues that may arise. While some training may be provided, at least one member on duty during each service must have enough knowledge to problem solve technical issues in a calm, professional manner. Members must be detail oriented and concerned about the quality of their work results.

Accountabilities for Sound System Technician

We count on the Sound System Technician to:

- Arrive one hour prior to services to set up microphones and recording equipment.
- Determine, in advance, additional audio/visual requirements (such as a video).
- Be present during Music Team's rehearsal to ensure sound quality.
- Review the bulletin to be informed of the Order of Service and sound requirements.
- Determine if guest speakers prefer head, lavalier or hand-held microphone.
- Identify pre-service music and pull appropriate CDs to play.
- Pray in with the AV Team and Chaplain.
- Record the service and make CDs, as requested by attendees.

Accountabilities for PowerPoint™ Technician

We count on the PowerPoint™ Technician to:

- Review the bulletin and hard copy of PowerPoint™ slides, in advance, to be informed of their order and when they are to be used in the service.
- Arrive a half-hour prior to services to meet with the Platform Leader regarding any changes (such as a new announcement); pray in with the AV Team and Chaplain; set up the laptop so the Welcome slide is greeting people at least 15 minutes before the service starts.
- If a video is to be shown, allow additional time to ensure it plays smoothly.

Accountabilities for Internet Live Streaming/Video Recording Technician

We count on the Internet Live Streaming/Video Recording Technician to:

- Arrive one hour prior to service to set up cameras and other equipment. Ensure all is in working order 30 minutes before the start of services.
- Review the bulletin and Order of Service for potential close-up shots, panning shots and shots including the large projection screen (talk points, song lyrics, etc.)
- Video the service and make DVDs as requested by attendees, plus one copy for web site archives.

Time Requirement:

Approximately 3 hours per week: one hour prior to service, an hour during the service, and up to one hour after a service. Special services (such as Christmas Eve) may also require rehearsal support. Ideally, this is a one year commitment with annual renewal.

Training and Resources:

Ideally, the Sound and Video Technicians already have the skills needed; however, training can be provided along with some mentoring.

Benefits to the Sacred Server:

The AV Team has the opportunity to be involved in the lives and ministry of the center and its outreach to the community; help give a positive first impression of our spiritual community; and assist people in their emotional and spiritual growth through the CDs and DVDs or website videos that are available.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

Position: Bookstore Manager

Purpose:

The Bookstore Manager oversees all bookstore operations. This includes: recruiting Sacred Servers to be on the team, providing orientation, training, motivation, recognition, feedback and fostering a positive atmosphere. The Bookstore is considered a hub of our center for both spiritual growth and personal connection; therefore, an inviting environment is essential.

Reports to:

Minister or Executive Director

Qualities/Skills/Gifts:

The Bookstore Manager must be an active, governing (voting) member of the spiritual community and have a clean background check for money handling. Leadership skills are vital for this position, so they must have very strong leadership and people skills. They need to be able to learn and operate cash registers, be accurate with money handling, be organized and flexible. People skills are the primary focus. Inventory skills are the secondary focus.

Accountabilities:

We count on our Bookstore Manager to:

- Facilitate bi-monthly training sessions with team members to discuss various books that add to the education of the team (such as Unity Classics, Bible-related, health and wholeness, relationships, etc.)
- Hold bi-monthly sessions with team members to rearrange/decorate/freshen the bookstore and ensure familiarity with the stock.
- Support the emotional and spiritual development of the team members.
- Provide orientation, training and feedback to team members.
- Schedule team members and fill-in when needed.
- Open and close the store both prior to services and after services.
- Tally weekly sales and prepare bank deposit forms with a monthly report to the administrator and minister/executive director.
- Purchase gift, replacement and new items in a timely manner. This can involve others to obtain ideas.
- Recommend new books for the minister to consider for talks or classes or book study group(s).
- Research new spiritual and leadership materials, as well as spiritual “eye candy” to keep the bookstore inventory fresh.
- Provide guidance and feedback to team members on arranging the bookstore inventory to make it as inviting, welcoming and pertinent as possible.

Time Requirements:

3 - 5 hours per week. This is a minimum two-year commitment and may be renewed in one-year increments thereafter.

Training and Resources:

(This will vary with the size of the bookstore and ministry.) Ideally, an orientation will be provided by either the Board Treasurer or minister and additional orientation from the previous bookstore manager. Unity Worldwide Ministries is a resource for connecting to other Unity bookstores and their managers

Benefits to the Sacred Server:

The Bookstore Manager has the opportunity to be involved in the lives and ministry of the center and its outreach to the community, opportunity to get to know the members of the congregation better, help give a positive first impression of our spiritual community and assist people in their emotional and spiritual growth.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

Position: Bookstore Team Member

Purpose:

The members of the Bookstore Team offer a friendly environment for people to explore various books and gift items that support their emotional and spiritual growth. When people discover their favorite authors, they begin to discover other works of meaning.

Reports to:

Bookstore Manager

Qualities/Skills/Gifts:

Bookstore team members must be active, governing (voting) members of the spiritual community and have a clean background check for money handling. Members need to be able to learn and operate cash registers, be accurate with money handling (crucial), be organized and flexible. People skills are the primary focus. Inventory skills are the secondary focus.

Accountabilities:

We count on the members of our Bookstore Team to:

- Learn about and share books that address an individual's interests.
- Welcome all and provide a warm atmosphere to encourage exploration.
- Understand emotional and spiritual development in order to support people in choosing from the resources available.
- Use the cash register to support efficient checkout; including problem solving when equipment issues arise.
- Open and close the store both prior to and after services.
- Straighten and reorganize inventory as needed.
- Take requests for items that are then ordered by the Bookstore Manager.
- Attend a monthly team meeting for training and connection.

Time Requirements:

One Sunday per month. Occasionally a Sacred Server will fill in for another team member or be asked to handle the Bookstore during an event.

Training and Resources:

A one-hour orientation is provided. Their first two Sundays, the member shadows the Bookstore Manager and gradually takes on the expected duties. The third Sunday they are accompanied by another team member in case they have questions.

Benefits to the Sacred Server:

Members of the Bookstore Team have the opportunity to be involved in the lives and ministry of the center and its outreach to the community; opportunity to get to know the members of the congregation better; help give a positive first impression of our spiritual community; assist people in their emotional and spiritual growth.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

Position: Branding/Marketing Ministry Team

Purpose:

The Branding/Marketing Team is responsible for determining how to integrate opportunities for branding throughout our center and in our communications with the world. The goal is to ensure consistency with our images, colors and language based on the guidelines of the Unity Worldwide Ministries' (UWM) Branding program. The marketing emphasis provides a clear checklist of strategies to use within and outside our center for any team to implement, and guidance on how to implement a strategy.

Reports to:

Minister, Administrator or Executive Director

Qualifications:

Members of the Branding/Marketing Team must be active, governing (voting) (voting) members of the spiritual community.

Accountabilities:

We count on our Branding/Marketing Team to:

- Develop and share a marketing checklist to support other teams. This checklist should include strategies (Example: advertising, Sunday announcements, etc.) and a recommended timelines (Example: radio stations require a minimum of 3 weeks for public service announcements).
- Support other teams in selecting the most helpful strategies and respond to their questions about branding and how it is to be used.
- Identify the key aspects of the UWM Branding program and our center's role to be in alignment (such as the correct use of our logo) and guide other teams and key leaders to ensure a cohesive approach used by all.
- Explore ways to further the branding of our center on a regular basis.
- Recommend major expenditures to further branding efforts (such building signage or t-shirts or brochures) to the Board for their approval.

Time Required:

First year for a member involves a monthly 2 hour training session, provided by UWM, focused on branding. The team meets 6 times per year; members may need to spend additional time if a team requires support for how to market an event. The ideal term for this position is 2 years but it can be renewed annually if this works better for the center.

Training and Resources:

UWM branding training is a monthly phone conference for one year. The current team will also provide training and support. A manual with branding and marketing materials is provided.

Benefits to the Sacred Server:

Members of the Branding/Marketing Team have the opportunity to be involved in the ministry of the center and its outreach to the community; opportunity to support the members of the congregation better; help give a positive and consistent impression of our spiritual community.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

Position: Communication Assistant—Newsletter and Emails

From Unity of Melbourne (with modifications)

Purpose:

The Communications Assistant works closely with the Communications Director in promoting special events and ministries of our spiritual community through our newsletter and emails.

Reports to:

Church Administrator or Communications Director

Qualifications, Skills and Gifts:

- Good organizational and planning skills (able to get a project off the ground and completed on time).
- Computer proficient.
- Able to maintain focus and see a project through to the end.
- Able to perform independently and without direct supervision.
- Works well in a sometimes hectic and fast-paced environment.
- Flexible and willing to change course, if necessary.
- A good sense of humor.
- Spiritual gifts of helping and/or serving.

Accountabilities:

We count on our Communications Assistant—Newsletter and Emails to:

- Prepare communications via email, monthly newsletter and intermittent notices.
- Maintain accurate email lists.
- Ask and answer questions and provide information regarding special events and ministries.
- Maintain accurate event calendar(s) and meet deadlines.
- Attend occasional meetings as required.
- Coordinate with other members of team to complete projects.

Time Requirements:

A monthly newsletter requires 5 hours at the end of a month, and other correspondence could take up to an hour once a week. These tasks can be done from home on the Sacred Server's home computer. Term would be 12 months.

Training and Resources:

The Church Administrator or Communications Director provides on-the-job training or they may help Sacred Server find appropriate classes or workshops, if available.

Benefits to the Sacred Server:

The Communications Assistant has the opportunity to be involved in the ministry of the center and its outreach in the community and to help give a positive first impression. The Communications Assistant will have the satisfaction of knowing that he or she is helping the staff communicate Unity Principles.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

<Insert Ministry Name or Logo> *Sacred Service Position Description*

Position: Communications Assistant—Church Events and Prayer

Lines *From Unity of Melbourne (with modifications)*

Purpose:

The Communications Assistant works closely with the Communications Director in promoting our center's special events and ministries through our telephone events line and our prayer line.

Reports to:

Church Administrator or Communications Director

Qualities/Skills/Gifts:

- Good organizational and planning skills (able to get a project off the ground and completed on time).
- Must be able to learn to use our telephone system.
- Have a nice telephone voice and presence.
- Able to maintain focus and see a project through to the end.
- Able to perform independently and without direct supervision.
- Flexible and willing to change course, if necessary.
- A good sense of humor.
- Spiritual gifts of helping and/or serving.

Accountabilities:

We count on the Communications Assistant—Church Events and Prayer Lines:

- Maintain our telephone events line and prayer line each week.
- Ask and answer questions and provide information regarding special events and ministries.
- Maintain accurate event calendar(s) and meet deadlines.
- Select appropriate material for prayer line.
- Attend occasional meetings, as required.
- Coordinate with other members of team to complete projects.

Time Requirements:

Less than 1 hour a week and could be done from home. Term is 16 months.

Training and Resources:

The Church Administrator or Communications Director may provide on-the-job training, or will help find appropriate classes or workshops, if available.

Benefits to the Sacred Server:

The Communications Assistant—Church Events and Prayer Line has the opportunity to get involved in the ministry of the center and its outreach to the community. They also help give a positive first impression of our spiritual community to the world. They will have the satisfaction of knowing that they are helping our community share Unity Principles.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

Position: Communications Assistant—Facebook

From Unity of Melbourne (with modifications)

Purpose:

The Communications Assistant works closely with the Communications Director in promoting special events and ministries of our spiritual community through our Facebook page.

Responsible to:

Administrator or Communications Director

Qualifications, Skills and Gifts:

- Good organizational and planning skills (able to get a project off the ground and completed on time).
- Able to operate a personal computer.
- Familiar with social media.
- Able to maintain focus and see a project through to the end.
- Able to perform independently and without direct supervision.
- Work well in a sometimes hectic and fast-paced environment.
- Flexible and willing to change course, if necessary.
- A good sense of humor.
- Spiritual gifts of helping and/or serving.

Accountabilities:

We count on the Communication Assistant—Facebook to:

- Communicate events and information via Facebook.
- Ask and answer questions and provide information regarding special events and ministries.
- Maintain accurate event(s) calendar and meet deadlines.
- Attend occasional meetings, as required.
- Coordinate with other members of team to complete your project.

Time requirements:

Several hours a week which could be done from home. Term would be 16 months.

Training and Resources:

The Church Administrator or Communications Director will provide on-the-job training, or will help find appropriate classes or workshops, if available.

Benefits to the Sacred Server:

The Communications Assistant has the opportunity to get involved in the ministry of the center and its outreach to the community. They help give a positive first impression of our spiritual community. The Communications Assistant has the satisfaction of knowing that they are helping the staff communicate Unity Principles.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

Position: Communications Assistant—Newspaper

(From Unity of Melbourne (with modifications))

Purpose:

The Communications Assistant--Newspaper works closely with the Communications Director in promoting special events and ministries of our spiritual community through local newspapers.

Responsible to:

Administrator or Communications Director

Qualifications, Skills and Gifts:

- Good organizational and planning skills (able to get a project off the ground and completed on time).
- Computer proficient.
- Able to maintain focus and see a project through to the end.
- Able to perform independently and without direct supervision.
- Work well in a sometimes hectic and fast-paced environment.
- Flexible and willing to change course, if necessary.
- A good sense of humor.
- Spiritual gifts of helping and/or serving.

Accountabilities:

We count on the Communication Assistant—Newspaper to:

- Communicate with local newspapers and submit event information prior to newspaper deadlines.
- Ask and answer questions and provide information regarding special events and ministries.
- Maintain accurate event calendar and meeting deadlines.
- Attend occasional meetings, as required.
- Coordinate with other members of team to complete your project.

Time requirements:

Three (3) hours a week which could be done from home or Sacred Server's computer. Term would be 16 months.

Training and Resources:

The Church Administrator or Communications Director will provide on-the-job training, or will help find appropriate classes or workshops, if available.

Benefits to the Sacred Server:

The Communications Assistant has the opportunity to get involved in the ministry of the center and its outreach to the community. They help give a positive first impression of our spiritual community. The Communications Assistant has the satisfaction of knowing that they are helping the staff communicate Unity Principles.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

Position: Facilities Ministry Team

Purpose:

The Facilities Team is responsible for monitoring and maintaining the building and grounds of our spiritual community. The goals are to provide a safe, well-maintained and attractive physical setting for our members, guests and the larger community groups that may utilize our resources. Depending on the size and interests of the team, sub-groups may be formed to focus on an area, such as landscaping. The team is responsible for oversight, implementation, ongoing evaluation and improvement of the physical building and grounds.

Responsible to:

Minister (in a small center)/Associate Minister/Operations (in a large center)

Qualifications, Skills and Gifts:

The Facilities Team requires some members with facility and grounds maintenance experience. Other members can be enthusiastic sacred servers with a specific or general passion. (Example: Someone may be passionate about keeping the fountain clean and working.)

Accountabilities:

We count on the Facilities Teams to:

- Conduct ongoing assessments of the building and grounds in order to suggest any updates/improvements; along with priority suggestions.
- Report to the Finance Team, staff and Board any assessment results and projected costs.
- Invite, enlist and oversee enthusiastic and capable volunteers to become part of the Action Committee to take on specific tasks; such as painting, carpentry, trimming, etc.
- Hire and monitor professionals for required and approved work.
- Coordinating a quarterly We Care Day with small to large tasks to improve the building and grounds which allows anyone to participate (from filing in the office and dusting the bookstore, to painting on high ladders and deep cleaning).
- Assign a designee to provide a progress report at the Leadership Council meeting for discussion, improvement and support with the board, all leaders and other team leaders.
- Oversee implementation of the necessary support system: announcements, weekly email updates to member, training, sign-up sheets, etc.
- Identify a person to document the team and its work for the newsletter, a PowerPoint presentation or other ways to visually showcase some of the results of the team.

Time requirements:

2-4 hours per month (small center)/6-10 hours per month (large center).

Training and Resources:

Ideally, the Facilities Team Sacred Servers have the skills needed already; however, training can be provided along with some mentoring.

Benefits to the Sacred Server:

The Facilities Team has the opportunity to create a positive first impression of our center. They provide safe and enjoyable surroundings that create greater connection opportunities as community members come together.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

Position: Finance Ministry Team

Purpose:

The Finance Team (including the Treasurer) is responsible for reviewing all income and bills, recommending what to pay each week, planning for how to meet upcoming expenses and reporting the community's fiscal status to the Board.

Responsible to:

Board of Directors

Qualifications, Skills and Gifts:

Must be an active, governing (voting) member of our ministry, understand financial reports, able to ask questions and make sound financial decisions.

Accountabilities:

We count on the Financial Team to:

- Meet with Administrator on a weekly basis.
- Obtain all needed reports from the Bookkeeper or Administrator.
- Review the prior week's income and all ministry bank accounts.
- Review a chart of bills due (0-30 days and 31-60 days).
- Identify which bills are to be paid that week.
- Plan which bills are a priority in the coming week(s)
- Work with the Administrator or other(s) to oversee major expenditures such as mortgage refinancing and insurance policies to ensure good stewardship.
- Utilize Unity principles and accepted account procedures in decision-making.
- Ensure the Board is appropriately informed so they can make sound decisions.

Time requirements:

One hour per week in the center's main office. There may be additional time if insurance or the mortgage needs to be negotiated. The term is Two years with annual renewal.

Training and Resources:

The Treasurer or their designee will provide a one-hour training prior to a member's first team meeting to review the forms and processes used. The budget will be reviewed, as well as a copy of the policies governing (voting) finances for our center. Each member will receive a copy of the policies for future reference.

Benefits to the Sacred Server:

The Finance Team is able to be involved in the ministry of the center by being good stewards of its financial resources. By following policies which support its financial stability the team allows our center to plan and evolve.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

Position: Music Director

Purpose:

The Music Director is responsible for managing the music ministry, so that it bridges the diversity of tastes and creates an atmosphere of celebration that helps widen the appeal of the Sunday service. The Music Director is a partner in creating and growing a successful ministry, not just a person to handle songs, musicians and singers. Music conveys the message as much as any talk.

Responsible to:

Minister

Qualifications, Skills and Gifts:

Preferably an active, governing (voting) member of the center, aware of Unity message and music, able to play an instrument, develop and direct singers and other musicians, provide variety that fits our desired demographics and foster an environment of creativity and excellence.

Accountabilities:

We count on the Music Director to:

- Work closely with the Minister on upcoming themes, messages and any special needs in order to select music for the celebration service/special event.
- Consider a wide range of musical options to fit the specific occasion and select specific songs, musicians and singers.
- Auditioning (and hiring) vocal soloists and musicians.
- Encourage and train congregants to participate as singers or musicians.
- Set team heart agreements and manage weekly rehearsals with a positive atmosphere.
- Have an understanding of Unity principles and knowledge of many Unity songs.
- Coordinate and provide music for celebration services and special events that fit the theme and uplifts both the congregation, as well as the musicians and singers.

Time requirements:

Tailor this depending on the size of your ministry.

2 hours per week for music selection; 2 hour music rehearsal each week; 2+hours on Sunday morning; regular meeting with the minister. Music Directors are highly encouraged to deepen their Unity understanding and practices with classes and other means.

Training and Resources:

The center will provide the book, *Music Ministry* by Richard Mekdici and Sue Riley (available at www.UnityWorldwideMinistries.org/music-ministry-handbook), all the Unity songbooks and contact information for other music directors in the Unity movement.

At least every other year, the center will fund the Music Director to attend the Sound Connections conference sponsored by Unity Worldwide Ministries.

Benefits to the Sacred Server:

While this is a paid leadership position, it is sacred service and brings others into the experience of the sacredness of our people and community. Every week, this position touches the hearts and minds of everyone in attendance and many continue to feel uplifted and connected to the sacredness of like during their week.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

Position: Music Ministry Team

Purpose:

The Music Team, through musical instruments and singing, is responsible for providing uplifting and diverse music that helps create a warm energizing, connecting and sacred place for celebration worship.

Responsible to:

Music Director

Qualifications, Skills and Gifts:

Has musical ability, preferably reads music and has the time available to be a consistent member of the team.

Accountabilities:

We count on the Music Team Member to:

- Attend rehearsals on time, prepared and willing to continually grow. Rehearsals are weekly unless there is a special event that requires more.
- Participate in a prayer time at the start of each rehearsal.
- Follow the team's heart agreements.
- Share ideas to enhance a song and accept the Music Director's decisions.
- Follow the team's dress code, if there is one.
- Sing and play instruments with joy and sacredness.

Time requirements:

Participate in a minimum of three (3) Sunday services per month with the requisite rehearsals. For special events: attend rehearsals and practice at home.

Training and Resources

Some musical training will be provided by the Music Director. When possible and especially for special events, each member will receive a CD with the songs to be performed so practice may happen at home as well as rehearsals. A notebook with sheet music for the month will be provided. Music Team members receive a 30% discount on CDs used in our services, except if these are being directly sold by a guest musician after a concert.

Benefits to the Sacred Server:

The Music Team has the opportunity to be involved in this ministry, to create a positive first impression of our center and to create greater connections among others as they come together for celebration services and special events. Plus, this team regularly receives applause, hugs and other appreciation.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

Position: Prayer Chaplain Coordinator

From Love and Light Ministries (with modifications)

Purpose:

The Prayer Chaplain Coordinator provides support and organization to the Prayer Chaplain Program and Prayer Chaplain Trainer.

Responsible to:

Prayer Chaplain Trainer or Minister

Qualifications, Skills and Gifts:

Must be an active, governing (voting) member, possess the ability to work with various computer programs, be multi-task oriented, be organized, flexible and able to work independently as well as in a team environment. Previous prayer chaplain experience is suggested, training with prayer chaplains is required. Position also requires the ability to maintain a high level of confidentiality.

Accountabilities:

We count on the Prayer Chaplain Coordinator to:

- Provide support for the monthly Prayer Chaplain meetings.
- Maintain and manage schedules for the Prayer Chaplain Wellness Calling and In-Service Duties.
- Update Prayer Chaplain Wellness Calling Binders/Folders monthly.
- Interface with data processing to update congregants' vital statistics and Pray Chaplain Members file folders.
- Coordinate the annual Prayer Chaplain training program.

Time requirements:

2-3 hours per week, typically. Ideally, this is a 3-year commitment with annual renewals thereafter.

Training and Resources

This center will provide funding for the Coordinator to attend Love and Light Ministries' Prayer Chaplain training program (founded by Rev. Lei Lani Burt) which certifies them to be a Prayer Chaplain Trainer. Resources are provided by Love and Light Ministries and our minister.

Benefits to the Sacred Server:

The Prayer Chaplain Coordinator has the opportunity to be involved and supportive in the lives of our center’s individuals and families at a deep level. Chaplains receive tremendous encouragement in their own prayer life and spiritual development. The Chaplain Coordinator also has the rich rewards that come from supporting the spiritual growth of others.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

Position: Prayer Chaplain

From Love and Light Ministries (with modifications)

Purpose:

The Prayer Chaplain provides support with listening and prayer to individuals and families within the spiritual community.

Responsible to:

Prayer Chaplain Coordinator

Qualifications, Skills and Gifts:

Must be an active, governing (voting) (voting) member of the ministry. They must be willing to acknowledge and call on the presence of God, listen consistently and empathically, pray with others, hold all that is shared in the strictest of confidence, stand in faith—trusting God in all things, demonstrate a commitment to our ministries' teachings, and show a genuine interest and respect for the well-being of all congregants.

Accountabilities:

We count on our Prayer Chaplain to:

- Maintain a personal prayer life.
- Hold to their monthly time commitment and assignments as a Prayer Chaplain (such as prayer support for Sunday services and monthly wellness phone calls).
- Make visitations when available.
- Communicate regularly with the Prayer Chaplain Coordinator.
- Attend mandatory orientation training sessions and monthly training meetings. Being punctual and actively participating in all discussions.

Time requirements:

Base this on the needs and size of your ministry. Example: Serve at 2 services monthly, plus 2 hours of Wellness Calling and a 1 hour training meeting per month. One year term.

Training and Resources

There is a qualification process necessary for this confidential and highly trained position. Potential chaplains will complete an initial interview and, if selected, attend an annual training and complete a second interview. Those chosen will have a monthly training meeting. The annual training includes a manual with all relevant materials for future reference.

Benefits to the Sacred Server:

Prayer Chaplain have the opportunity to be involved and supportive in the lives of our center's individuals and families at a deep level. Chaplains receive tremendous encouragement in their own prayer life and spiritual development.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

<Insert Ministry Name or Logo> *Sacred Service Position Description*

Ministry Position: **Sacred Service Ministry Coordinator**

Purpose of Position:

To be the major connecting link between members' spiritual gifts and opportunities of Sacred Service through our spiritual community; to organize and maintain information regarding Sacred Service positions and Sacred Servers.

Reports to:

To be determined by each spiritual community.

Skills needed:

- Enjoys people and supporting their goals.
- Has knowledge of the ministry and its various programs and services.
- Highly organized and follows through in a timely manner.

Qualifications:

- Is an active, governing (voting) member of the ministry.
- Has led one Ministry Team.
- Has successfully completed <List any emotional and spiritual development courses your ministry uses as leadership qualifications>.
- Has good understanding and appreciation for individual spiritual gifts and the importance of matching them with the Sacred Service position.
- Familiar with all facets of the spiritual community's functions and has good relationships with many of its leaders.
- Highly developed organizational and interpersonal skills, outstanding communication skills, and computer database or other data management skills.
- Responsible and dependable, with the ability to be flexible (go with the flow).
- Ability to meet deadlines and respond to requests in a timely manner.

Accountabilities:

We count on our Sacred Service Ministry Coordinator to:

1. Plan and coordinate periodic 5-week Spiritual Gifts Discovery program.
 - Facilitate or invite and train facilitators for five-week Spiritual Gifts Discovery process.
 - Assist members and new members in completing the Spiritual Gifts Discovery process.
 - Provide or work with facilitator(s) to provide Spiritual Gifts Discovery class 2 -4 times per year (or whatever is appropriate for your ministry).

- Place spiritual gifts of participants in church database (if ministry has reached Step 16).
 - Inform Ministry Team leaders of specific people who may match their ministries.
 - Assist in making connections between member and Ministry Team leader.
2. Create, organize and maintain ministry service descriptions.
 - Maintain a list of ministry team roles and duties available within the ministry and community.
 - Use Ministry Opportunities template (pg. 28) to assist ministry team leaders to create all ministry descriptions.
 - Develop new ministry team member descriptions and duties, as needed, in coordination with the Board of Trustees, ministry team leaders and/or the office manager, as appropriate.
 - Identify needed tasks that are not currently included in any of the ministry descriptions and recommend to the Board of Trustees.
 3. Maintain and promote a database of ministry service descriptions.
 - Maintain a list of all sacred service ministry positions within the spiritual community.
 - Keep ministry team descriptions updated and readily available on ministry's website, in 3-ring binder or in brochures in front hall of church.
 - Post open Sacred Service Ministry Position opportunities on email blasts, Sunday PowerPoint or bulletins and newsletters, as needed.
 - Consider providing a 30 minute Sacred Service orientation once a month after services or in a time frame appropriate for this ministry.
 4. Connect and match Sacred Service Ministries with Sacred Servers.
 - Interview spiritual community members to determine their areas of current and future interest in Sacred Service, as well as specific skills and abilities or invite, train and guide Sacred Service Guides to do so.
 - Provide information to potential Sacred Server regarding Sacred Service positions as requested.
 - Interview individuals following their completion of the Spiritual Gifts Discovery process to assess their Sacred Service interests.
 - Forward information regarding these individuals' Sacred Service interests to appropriate Ministry Team Leaders and/or other church leaders.
 - Update each member's interest profile at least every two years.

5. Support and coach Sacred Server (or invite/train Sacred Service Guides to do so).
 - Provide Sacred Servers with support as they begin their ministry service.
 - Provide ongoing support to Sacred Servers and Ministry Team/service area leaders.
 - Provide opportunities for Sacred Servers to reflect on their sacred service experience and see the connection between sacred service and spiritual development.
 - Provide opportunities for Sacred Servers to evaluate their sacred service experience.

6. Serve and facilitate as a Sacred Service resource.
 - Work closely with all service areas to identify ministry opportunities and needs and to provide opportunities for education, growth, and spiritual nurture.
 - Facilitate transitions as needed from one Sacred Server to another in key positions.
 - Identify and invite Ministry Team leader replacements as needed and provide orientation for their new role.
 - Provide leadership, coaching and spiritual nurture to all Ministry Team leaders.
 - Identify and coordinate opportunities for joint work and mutual support between ministry teams (See one idea for a Sacred Service Council in Appendix One: Phase Three).
 - Plan and implement Sacred Service training events.
 - Plan and implement Sacred Service appreciation events.

Time Required:

To be determined by each spiritual community; average hours per week and length of time to serve.

Training and Resources: To be determined by each spiritual community; this should include a description of the training to be given to the Sacred Server Ministry Coordinator and the resources available to support them in the completion of their responsibilities.

Benefits to the Sacred Server: To be determined by each spiritual community; the benefits that a Sacred Service Ministry Coordinator can expect to experience from their service to the spiritual community.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

Ministry Position: Sacred Service Guide

Purpose of Position:

To be the connecting link between members' spiritual gifts and the center's opportunities of Sacred Service and to ensure Sacred Servers are well matched with fulfilling experiences in service.

Reports to:

Sacred Service Ministry Coordinator

Qualifications Required:

- Has a good understanding and appreciation for individual spiritual gifts and the importance of matching them with the Sacred Service position.
- Thoughtful, warm and caring listener.
- Able to discern people's interests and potential.
- Knowledge of Sacred Service opportunities to discern effective potential matches.

Accountabilities

We count on our Sacred Service Guide to:

1. Connect and match Sacred Service Ministries with Sacred Servers.
 - Serve as a personal connection with each person completing the Spiritual Gifts Discovery process or beginning service in a different ministry position.
 - Interview ministry members to determine their areas of current and future interest in Sacred Service, as well as specific skills and abilities.
 - Interview new members completing the Spiritual Gifts Discovery Process to assess their Sacred Service interests.
 - Forward information regarding new members' Sacred Service interests to appropriate Ministry Team Leaders and/or other ministry leaders.
 - Work with Ministry Team Leaders to ensure good placement of Sacred Servers.
2. Provide follow-up with Sacred Servers.
 - Follow up to make sure Sacred Servers have connected with Ministry Team leaders and received orientation and any necessary training.
 - Check back periodically with Sacred Servers to see how things are going and determine how well their ministry position fits their gifts and calling.
 - Offer opportunity to explore other options if the initial placement proves to be inappropriate.
 - Facilitate transitions for Sacred Servers from one service position to another.

3. Guiding and mentoring Sacred Servers.

- Provide Sacred Servers with support as they begin their ministry service or shift to a different ministry.
- Provide opportunities for Sacred Servers to reflect on their Sacred Service experience and see the connection between Sacred Service and spiritual development.

Time Required: To be determined by each spiritual community; average hours per week and length of time to serve.

Training and Resources: To be determined by each spiritual community; this should include a description of the training to be given to the Sacred Service Guide and the resources available to support them in the completion of their responsibilities.

Benefits to the Sacred Server: To be determined by each spiritual community; the benefits that a Sacred Service Guide can expect to experience from their service to the spiritual community.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

Position: Small Group Ministry Director

Purpose:

The Small Groups Ministry Director (SGMD) is responsible for developing and maintaining small group programs that enable participants to feel appreciated and welcomed with opportunities to connect and learn. The goals of cultivating a shared ministry of small groups are to enhance spiritual growth and interpersonal bonding, to meet new friends, and to provide ongoing new connections and service to Unity and the larger community. The goal is to provide easy access for all who attend our spiritual community to join these self-managed small interest groups. The SGMD will oversee and lead the Small Groups Team that is responsible for oversight, implementation, ongoing evaluation and improvement.

Responsible to:

Minister (in a small center)/Associate Minister/Operations (in a large center)

Qualifications, Skills and Gifts:

The Small Groups Ministry Director must be an active, governing (voting) member, have strong people, organizational and communication skills, as well as the ability to work well with a variety of people. Small group management experience is a plus.

Accountabilities:

We count on the Small Groups Ministry Director to:

- Implement the Small Group Initiative Plan.
- Conduct ongoing assessments of its effectiveness and update/improve as needed.
- Invite others to become part of the Action Committee to make Small Groups happen.
- Plan and oversee delivery of Quarterly Small Group Training for new Small Group (SG) leaders and other interested members. (First training by minister.)
- Provide a quarterly progress report and meet with the board and all leaders (including Small Group leaders) for discussion, improvement and support regarding the Small Group ministry.
- Oversee implementation of the necessary support system: announcements, small group leader training, sign-up sheets, etc.
- Use materials from *The Small Group Ministry Guide* from Unity Worldwide Ministries ©2010, for the Small Group Leader Training and other Small Group support.
- Arrange for staff or the Communications Ministry Team to announce current group meetings in the bulletin, web site, monthly newsletter and weekly update emails.
- Answer SG questions and help connect people to the best fitting Small Group.
- Provide processes to support ongoing groups and for starting up new one. (Example: developing a 2-page summary guide for starting a new interest group.)

Time requirements:

3-4 hours per week.

Training and Resources:

If needed, the Director may take a facilitation class for small groups and be mentored. It is expected that a new Director will have attended a small group class and be familiar with the processes and various content available.

Benefits to the Sacred Server:

The Director of Small Groups has the opportunity to get involved in the ministry at its most central point—the development of the community through spiritual and leadership training in small group classes.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

Position: Social Action Ministry Team

Purpose:

Define and organize meaningful community service projects in alignment with our mission and identified focus areas. These are coordinated with legitimate not-for-profits in our greater community. Projects are a way to serve beyond our center.

Responsible to:

Minister or Executive Director

Qualifications, Skills and Gifts:

Must be an active, governing (voting) member of our center, have a clean background check (if needed for project) and be reliable.

Accountabilities:

We count on our Social Action Team to:

- Define our spiritual community's social action focus areas (environment, children, etc.) every two years.
- Identify not-for-profit organizations to partner with each year (maximum 3 years).
- Create and/or select projects that utilize our members in sacred service.
- Invite others in our community to be involved in a project.
- Wear our center's t-shirt to a project event.
- Commit a set monthly amount as a charitable donation to the not-for-profit, to be used as they see fit.
- Capture our projects with photos, videos, personal stories, etc. to share with our spiritual community and the not-for-profit. When appropriate, share these with the greater community via Facebook, newspapers and/or our website.
- Write thank you notes after a project to the Sacred Servers and the not-for-profit.

Time requirements:

The team meets quarterly for 2 hours and more often when there is a project (typically 6 times per year). The projects are open to all members and range from 2-6 hours. Each Sacred Server may choose to work none, one, or more hours depending on their time and interests.

Training and Resources

Little or no training is needed for this team and most projects.

Benefits to the Sacred Server:

Members of the Social Action Team have the opportunity to be involved in the lives of those within our center and to make meaningful connections with not-for-profit organizations and people in the great community. They support our members' desire to make a difference in the world and to achieve our mission.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

Position: Sunday Celebration Ministry Team

Purpose:

The Sunday Celebration Team is responsible for supporting the minister(s) and licensed Unity teachers (LUTs) in continually enhancing the Sunday service experience for all involved. Some of their activities are: creating an annual/monthly theme, brainstorming possible talks/books to fit a theme, exploring means to occasionally include special events (video, Reader's Theater, etc.), discussing ways to interactively engage congregants and sharing loving feedback on what is work and what could be strengthened. They are selected by the minister and serve the minister.

Responsible to:

Minister

Qualifications, Skills and Gifts:

Must be an active, governing (voting) member of our center, able to hold confidentiality, think creatively, be organized, have a passion for both the ministry and support the minister. Each team member is selected by the minister.

Accountabilities:

We count on our Sunday Celebration Team to:

- Support the minister in planning and improving the Sunday Celebration services.
- Research and explore creative approaches to enhance services.
- Brainstorm ideas for various themes.
- Recommend options for the minister to consider.
- Explore ways to engage congregants during the service (affirmations, handouts, sharing with someone next to you and other creative options).
- Give supportive feedback on what is working and what could be improved.
- Maintain confidentiality (to uphold respect for the minister).

Time requirements:

If helping to plan annual/monthly themes, a half-day retreat is helpful. Thereafter, monthly meetings (likely one hour) are useful for both planning and feedback. (Note that in larger centers, this often becomes a weekly meeting.)

Training and Resources

A training session will be provided by the minister and current members of the team. This training will include how to phrase feedback so it is constructive and loving. Resources are available from Unity Worldwide Ministries and other options. Members are encouraged to attend other centers when they travel or to watch other ministries' services via the Internet. Members may also talk with other ministers and ministries that are considered innovative.

Benefits to the Sacred Server:

The Sunday Celebration Team has the opportunity to be deeply involved in this ministry, to create a positive first impression of our center and to create greater connections among others as they come together for celebration services and special events. With their creativity and passion, they will see the results by the congregant's reactions and higher attendance.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

<Insert Ministry Name or Logo> **Sacred Service Position Description**

Position: Youth and Family Ministry Director

From Unity Church of San Antonio (with some modifications)

Purpose:

The Youth and Family Ministry (YFM) Director is responsible for creating and supporting the spiritual education and empowerment of babies, children and teenagers in our spiritual community. In keeping with Unity principles, the director develops the elements of a spectacular, inspiring youth program; including relevant curricula, age-appropriate classroom environment, community-building activities and a team of well-trained adult volunteers who are themselves Unity students. The Youth and family Ministry Director supports families by initiating programs relevant to the spiritual life of families.

Responsible to:

Minister

Qualifications, Skills and Gifts:

Must be an active, governing (voting) member of our center with a strong foundation in Unity principles established through attendance at church services, activities and Unity adult education. Must have training and experience in youth ministry or youth education, team-oriented leadership style compatible with both adults and children, a talent for organized thinking and action. A clear, inspirational writing ability and strong interpersonal skill is also necessary. A background check is required.

Accountabilities:

We count on our YFM Director to:

- Develop youth programs for all ages, including nursery, preschool, elementary, Uniteens and Youth of Unity (YOU).
- Recruit, train, appreciate and nurture youth ministry adult volunteers.
- Select and/or develop relevant age-appropriate Unity-based curricula including metaphysical bible interpretation.
- Collaborate with the minister and staff in the service of youth ministry.
- Obtain the services of and contribute to regional and national Unity youth ministry resources.
- Consult with parents of children in the program when concerned with children's special needs
- Attend scheduled staff meetings and meetings with the minister.
- Attend seminars and workshops for personal and business development.

- Write articles for website, promotional literature, reports and correspondence in concert with the communications coordinator.
- Create annual Youth and Family Ministry financial vision (budget) and be accountable for expenditures.
- Envision and develop family programs.

Time requirements:

20 hours per week. This is a paid leadership position.

Training and Resources

Attend regional training(s). Read the *Youth and Family Ministry Guide* from Unity Worldwide Ministries (www.unityworldwideministries.org/youth-family-ministry-guide). Resources from regional YFM consultants, Unity Worldwide Ministries’ materials, and other Unity YFM directors. When possible, the center will fund attending either a regional conference or annual Unity People’s Convention, especially if these include YFM workshops

Benefits to the Sacred Server:

The Youth and Family Ministry Director has the opportunity to get involved in the ministry at a vital point—the loving support, spiritual education and empowerment of the center’s children and families; helping them learn and embody Unity principles as lifelong spiritual gifts.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

Position: Youth and Family Ministry Teacher

Purpose:

The Youth and Family Ministry (YFM) teacher is responsible for the spiritual education and empowerment of children in this spiritual community. The teacher is pivotal in welcoming children and families, fostering a friendly classroom, preparing the lesson and materials and maintaining a warm, safe learning environment.

Responsible to:

YFM Director

Qualifications, Skills and Gifts:

Must be an active, governing (voting) member of our center with a foundation in Unity principles established through attendance at church services and Unity adult education. Must be organized, creative, loving, supportive, and have some teaching experience or skills. A background check is required.

Accountabilities:

We count on our YFM Teacher to:

- Receive the week's lesson in advance, prepare the needed materials and set up the classroom.
- Review the lesson in order to smoothly guide the children through the lesson.
- Greet each child and family member warmly and with enthusiasm.
- Share the key lesson on a handout for families to be aware of and follow up at home.
- Ensure each child is checked in and has a nametag.
- Facilitate an opening circle or welcoming activity.
- Teach the lesson in an engaging way and making modifications as needed.
- Operate CD player for songs or meditation.
- Lead the children into the main hall to join their family and other adults.
- Foster greater intergenerational connections.

Time requirements:

(Depends on the size of the YFM program and number of teachers.) Example: 3 hours of preparation during the week (if scheduled to teach that week). Teach one Sunday per month. Attend a family event planned by the YFM Director once a quarter. Attend the YFM meeting once a month.

Training and Resources

YFM Director will organize trainings both by the center and from the region. The YFM manual may be checked out and read. Other valuable materials from Unity Worldwide Ministries are also available

Benefits to the Sacred Server:

The Youth and Family Ministry Teacher has the opportunity to get involved in the ministry at a vital point—the loving support, spiritual education and empowerment of the center’s children and families; helping them learn and embody Unity principles as lifelong spiritual gifts.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

<Insert Ministry Name or Logo> *Sacred Service Position Description*

Position: Welcome Ministry Team Leader

From Welcoming System Guide: Phase Two; Welcome Team Roles Descriptions, Skills and Accountabilities

Purpose:

The Welcome Team Leader (WTL) is primarily responsible for the overall effectiveness of the welcoming system and process. In addition, the WTL guides, inspires, trains and equips Welcome Team members in their respective roles. The WTL is also charged with maintaining program excellence and coordinating all aspects of the welcoming system including evaluation of system and team members, team recruitment and support.

Responsible to:

Minister and/or Executive Director, as assigned.

Qualifications, Skills and Gifts:

Must be an active, governing (voting) (voting) member of the spiritual community, has completed the spiritual community's leadership qualifications and has previous Sacred Service experience.

Accountabilities:

We count on our Welcome Leader to:

- Oversee the Welcoming Program and its Sacred Servers.
- Identify team members for specific roles and tasks.
- Train and recruit team members.
- Schedule team members' service schedule.
- Train alternate or associate team leaders.
- Arrive 45 minutes prior to worship service.
- Pray with team members prior to worship service.
- Conduct weekly team debriefing sessions following worship service.
- Attend any leadership team meeting or staff meeting, as necessary.
- Conduct quarterly Welcoming System evaluation.
- Report to leadership/minister on a regular basis
- Serve as a greeter, when necessary.
- Serve as a host, when necessary.

Time Requirements:

2 - 5 hours per week (depending on the size of the center and number of Welcome Team members). This is a minimum two-year commitment and may be renewed in one-year increments thereafter.

Training and Resources:

Depending on the size and system already in place, the church administrator or minister will provide on-the-job training.

*Reviewing Unity Worldwide Ministries' *Welcome System Guide* will also be very helpful.

Benefits to the Sacred Server:

The Welcome Team Leader has the opportunity to be involved in creating a warm, welcoming presence for the center and its outreach to the community, an opportunity to get to know the members of the congregation better, give a positive first impression of the center and assist people in their emotional and spiritual growth.

Contact Information for this Sacred Service Position:

Team Leader: _____

Phone Number: _____

Email Address: _____

***Note: Position descriptions for every role on the Welcome Team are available in the *The Welcoming System Guide*, available as a free download from Unity Worldwide Ministries at www.UnityWorldwideMinistries.org**

We at Unity Worldwide Ministries thank you for your time, talents and service to your spiritual community and to the Unity Movement. We hope that you and your community are enriched by the suggestions given in this Guide.

*The goal of this Unity Worldwide Ministries' Leadership Guide is to be a responsive, **reactive** resource for Unity spiritual communities. To accomplish this, we ask for your support—*

Please contact Unity Worldwide Ministries whenever you see ways to improve the suggestions and processes given in this guide OR want to share ways in which you have used it in your community. You may contact us at:

Unity Worldwide Ministries
info@unity.org (Subject: Leadership Guide Suggestion)
816.524.7414