



Minister of Record Frequently Asked Questions

What is a Minister of Record?

For a variety of reasons, some Ministries find themselves in a position where they are without an onsite Minister. A Minister of Record provides the spiritual support and administrative guidance that a Unity Minister can provide. Ministers of Record also ensure a foundational alignment with the Unity Worldwide Ministries (UWM) requirement that “a Unity Ministry has as its leadership a licensed and ordained Unity Minister or a Leader serving under special dispensation from UWM.” The Minister of Record (MOR) will mentor both the Ministry’s Spiritual Leadership Team and Board of Directors/Trustees to ensure that the Ministry is operating within its bylaws and policies/procedures.

What are the primary responsibilities of a Minister of Record:

- Building the ministry on the foundational Unity teachings
- Creating an awareness of the services and resources available through UWM
- Helping navigate the business of ministry – this includes attendance at board meetings
- Holding accountability and alignment with UWM’s policies and services

What are the circumstances that indicate that a Minister of Record is a good choice for a ministry?

We are in a period of significant cultural change, and this change is impacting our ministries. Some are experiencing decline in both attendance and finances which makes employment of a Unity Minister challenging. Sustainability and viability are concerns for some of these ministries, and a Minister of Record could be an alternative in helping the ministry build greater organizational health and in considering new possibilities.

Some specific indications that a Minister of Record might be a good choice are:

- Hiring a part-time Unity Minister could create financial hardship for the ministry
- Attendance has declined to under 20 people
- The ministry is considering dissolving. A Minister of Record may support the ministry in finding new life, considering becoming a discussion/study group, or embracing Unity principles and practices in new ways, or in moving through the process of dissolution.

It is important to note that ministries are best served by employing a Unity Minister on either a part-time or full-time basis. This provides for greater coherence and sustainability in the ministry.

What are the requirements to be a Minister of Record?

- Minister is an Ordained Unity Minister in good standing with UWM
- Minister has 5 years field experience
- Have a current background check on file with UWM
- Have a current signed Code of Ethics and Sexual Conduct Policy
- If Minister has been out of active ministry for 3 years, they must go through an Employment Assessment process; if they were ordained before 2000, this process would include a psychological assessment
- Possess a willingness to serve a Unity ministry for a minimum of six months, ideally one year with an annual renewal, or until a local minister or spiritual leader is hired.

What is the process by which a ministry obtains a Minister of Record?

Ministries should first contact the Ministry Development Team by emailing JBurns@Unity.org to determine if a Minister of Record is a good fit for their situation. If so, next steps include:

- Work with Ministry Development to craft a posting for a Minister of Record on UWM's employment page
- Interview candidates and make decisions about hires through a similar process as hiring a Unity Minister

If I'm an Ordained Unity Minister in good standing and would like to connect with a ministry to serve in this way, what's the process?

- Potential Ministers of Record complete an application and send their resumes to UWM Ministry Development and go through a peer review interview with the MOR Team.
- Potential Ministers of Record go through UWM's standard pre-employment process to confirm that all pre-employment checks are up to date, such as Code of Ethics, Sexual Conduct Policy, Continuing Education Credits (CEU's), and are in good standing.
- Specific UWM contact information will be noted in each MOR posting.

How many ministries can a Minister support as a Minister of Record?

- UWM is recommending that a Minister of Record serve no more than two (2) ministries at a time in order to fully be present to the needs of each ministry.

Please contact Rev. Joanne Burns, Ministry development Coordinator at jburns@unity.org