

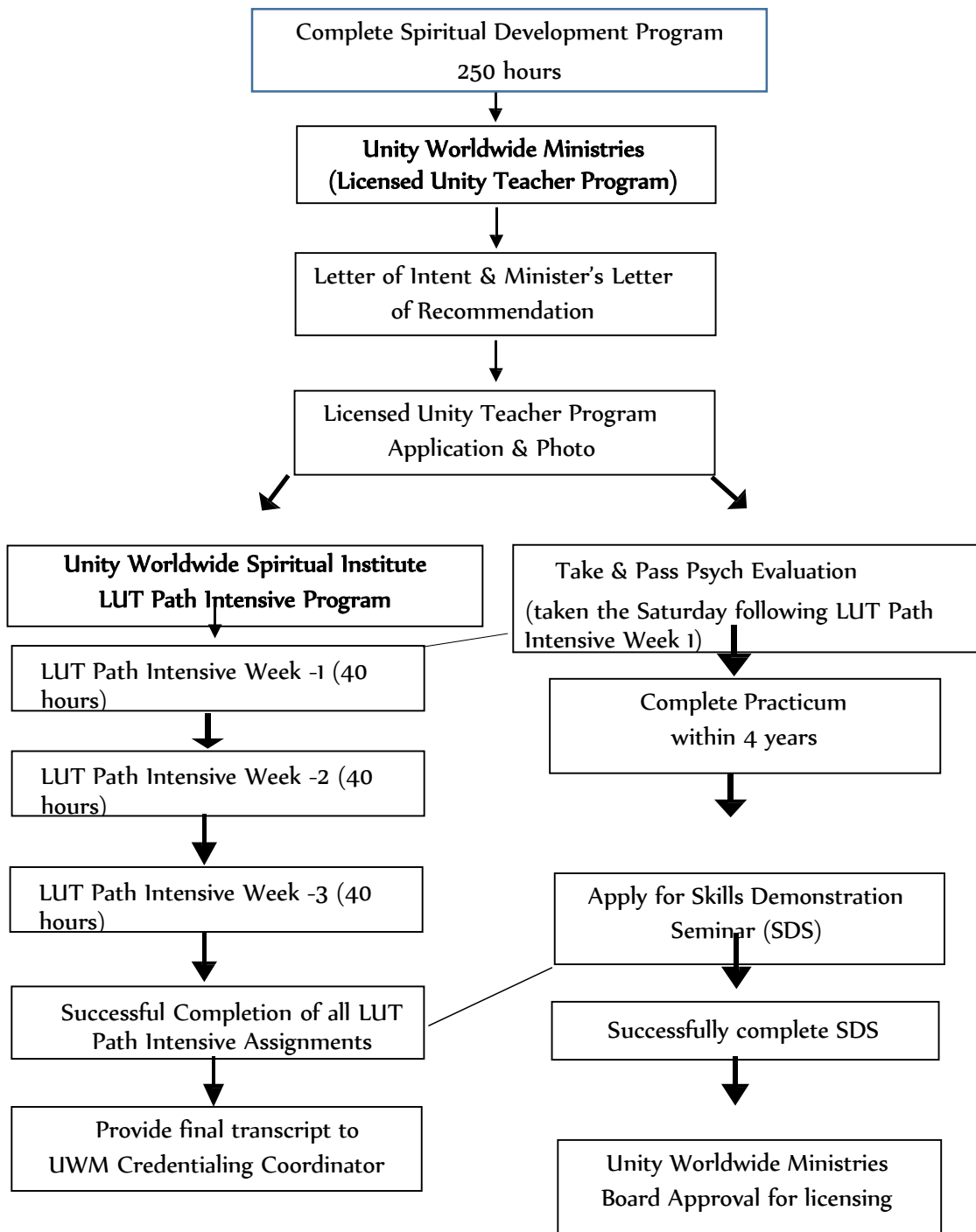


Licensing for Teachers United States & Canada

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Licensed Unity Teacher Program



Licensed teacher candidates are required to have access to a computer and the Internet and have the ability to communicate via email and to open attachments.

We encourage you to visit our website to sign up for our e- newsletter, *The Path*. Additional information is available at

<https://www.unityworldwideministries.org/publications>

Unity Worldwide Ministries • PO Box 610 • Lee's Summit, MO 64063
Licensed Teacher Coordinator Direct Line: 816.434.6862 • Fax: 816.525.4020
<http://www.unityworldwideministries.org/> for more information •
dboehm@Unity.org

Licensing for Unity Teachers - Overview

Purpose

The purpose of the Licensed Unity Teacher Program is to provide the Unity ministry with a leader who is equipped to serve and support a Unity minister and ministry. This program is designed to deepen one's understanding of Unity principles and to acquire leadership skills, thereby equipping one to be a valuable asset to the church community.

Sponsoring Minister

The role of the sponsoring minister is to be a mentor for the licensed teacher candidate as well as an evaluator of the candidate's teaching skills, interaction with the congregation and readiness for a leadership position in a Unity church. The sponsoring minister continues in this role even after the candidate is licensed. The licensed Unity teacher serves the Unity ministry in accordance with the mission and vision of the Unity church and at the direction of the minister. The sponsoring minister must be an ordained or licensed Unity minister or a qualified and approved Unity spiritual leader.

Prerequisites to Beginning the Licensed Unity Teacher Practicum

1. Complete 250 hours of the Spiritual Development Program.
2. Be an active member of a Unity church which is recognized by Unity Worldwide Ministries.
3. Enter into an agreement with your sponsoring minister regarding your future role as a licensed Unity teacher in a specific ministry.
4. Send a Letter of Intent to the Member Services Assistant at Unity Worldwide Ministries at dboehm@Unity.org
5. Have access to a computer and the internet and have the ability communicate via e-mail and to open attachments.
6. Take and pass a psychological evaluation. This is completed prior to beginning the work described in this booklet, and should be completed during your first LUT Path Intensive week. Contact the Member Services Assistant as you are nearing completion of the Spiritual Development Program to arrange for this evaluation during your first week of LUT Path Intensive classes. Additional evaluation may be required at a later time, depending upon results of the initial evaluation.

Letter of Intent & Minister's Recommendation

Letter of Intent: Send to the Education Exec. Assistant at Unity Worldwide Ministries as the candidate is nearing completion of the required 250 SEE hours. Include the following:

1. Candidate's name, home address, phone numbers, email address
2. Number of Spiritual Development Program hours completed
3. When (month & year) you plan to begin your first Leadership classes
4. Your chosen Focus Area
5. Name and address of your sponsoring ministry and minister's email address
6. If you are a spiritual leader, the name of your ministry and the date you became spiritual leader of this ministry.

Sponsoring Minister's Recommendation:

Your sponsoring minister's recommendation is a requirement. We will be in contact with your sponsoring minister regarding this.

Spiritual Development Program

25 ten-hour classes (250 hours, to be earned within a 10-year period), which affords Unity students the opportunity to learn Unity basics through these foundational classes.

This program consists of two parts which are completed simultaneously.

The first part is the foundational Spiritual Development Program, (SEE) courses. There are 25 SEE courses, 22 core and 3 electives, for a total of 250 credits. The Spiritual Development Program SEE courses can be taken in the following ways:

- 1) Online courses will be offered by Unity Worldwide Spiritual Institute in four terms each year, Winter, Spring, Summer and Fall. The current schedule can be found on our website <http://www.unityworldwideministries.org/uwsi/academic-calendar>
- 2) Taught by any Unity Minister or Licensed Unity Teacher through a local Unity Ministry
- 3) Taught by an Unity Minister or Licensed Unity Teacher through SEE In The Field sessions offered at local Unity Ministries

Leadership Program

Once you are near completion of the Spiritual Development Program courses you may you're your letter of intent and request an application for the Licensed Unity Teacher Path. Currently there are 12 LUT Path courses that are only taught at Unity Village during the three LUT Path Intensives; Spring, Summer and Fall.

Prior to attending your first LUT Path Intensive you will need to complete the LUT Path application. Once that application has been received and you have chosen which LUT Path Intensive session (Spring, Summer or Fall) you wish to begin with, you will be scheduled for a psychological exam and interview to coincide with your first session of courses.

Licensed Teacher Candidate: Sponsored by Unity Worldwide Ministries and designed for those Unity students who desire to become licensed Unity teachers. Requirements include completion of a Practicum, Specialty Courses/Classes, and Additional Training in the Ministry to gain further knowledge in your chosen Focus Area and "hands on" learning in your home ministry. (Refer to Practicum Requirements for each Focus Area).

Focus Areas

Licensed Teacher Specializing in **ADMINISTRATION**

Licensed Teacher Specializing in **ADULT EDUCATION**

Licensed Teacher Specializing in **PASTORAL CARE**

Licensed Teacher Specializing in **MUSIC MINISTRY**

Licensed Teacher Specializing in **YOUTH AND FAMILY MINISTRY**

Skills Demonstration Seminar (SDS)

After successful completion of all required classes and practicum work, the student may be invited to attend the Skills Demonstration Seminar (SDS) which is sponsored by Unity Worldwide Ministries.

This final requirement to become a licensed Unity teacher is offered two times each year (summer and fall) usually the week following a Leadership class week. It provides the candidate the opportunity to demonstrate teaching skills, share information with other Unity students and learn more about the role of a credentialed Unity leader.

What we are evaluating:

- Ability to teach an interactive class, appealing to more than one learning style
- Ability to lead a meditation
- Ability to give and accept feedback
- Listening skills and interpersonal skills
- Ability to think on one's feet
- Ability to use more than one method to teach
- Ability to establish a positive connection with the class
- Ability to articulate knowledge of Unity foundational principles
- Understanding of the role of the licensed Unity teacher in a Unity ministry
- Demonstration of having integrated Unity teachings in your life

Evaluation Format:

Each student will have an evaluation session which should be complete in one hour, and will consist of the following:

- A 30-minute mini-class presentation that includes an interactive learning activity which supports the assigned topic and involves all members of the group. An interactive learning activity engages all group members and their senses of sight, hearing, touch, and movement. Discussion may be included, but more activity is required.
- A 5-minute meditation
- Candidates will be asked questions to be answered spontaneously. Questions will cover basic Unity teachings, metaphysics, Bible, and life applications of Unity principles. Questions will also cover the role of the Licensed Unity Teacher.
- Oral feedback from the group (1 minute maximum each person)
- Advisor feedback
- Candidate will have 3 minutes to respond to the feedback.

SDS Application Form:

When you have completed all requirements and are ready to attend SDS, complete and submit the SDS Application form which can be obtained at <http://www.unityworldwidedministries.org/skills-demonstration-seminar-sds-application>

Practicum Requirements for ADMINISTRATION

All requirements must be documented

1. Credo Paper

A credo is a statement of foundational beliefs or principles that guide your actions and decision-making in life. Write a 2-3 page paper (double spaced, no larger than 12 point font) expressing what you believe to be true about God, about Jesus, and about your relationship with God, Jesus and other people.

2. Practice Teaching

Teach 3 different classes from the list of texts on pages 31 through 33, for a total of 30 hours of practice teaching. Classes are to be taught after completion of the Art of Teaching I class. Present lesson plans and handouts for your minister's approval prior to your first class. Our preference is that classes will be taught as 10 one-hour classes or 5 two-hour classes, as this conforms to the format for teaching credit classes. **Your minister must observe your teaching of at least one class.**

Documentation: Complete one syllabus and one lesson plan for each class. Refer to the examples on pages 34 through 39.

3. Unity Event:

Attend one of the following events to deepen your connection and involvement with Unity on a national and regional basis.

Annual Convention, Regional or Sub-Regional Conference, Sound Connections

Documentation: Completed attendance form which is available at the event or from Marti Hayes who can be reached at dboehm@Unity.org

4. Administration Training

Two years' experience in administrative assistant position. Must be documented.

5. Bookkeeping Training

Bookkeeping skills must be documented with proof of competency through certificate of completion from a business school, college transcript, and/or statement from a former employer describing the bookkeeping work performed.

6. Book Reviews

Review three books and complete three written book reviews. See Recommended Books for Review list in this section. See pages 41 and 42 for Guidelines and Example.

7. Volunteering in the ministry

Active, ongoing volunteering in your sponsoring ministry. Examples:

Church finance committee

Budget process for the church

Event planning

Active role in church bookkeeping

Leadership role in volunteer program (training, supervision, support and evaluation)

Documentation: List activities and dates on one sheet of paper with minister's signature.

8. Specialty Courses/Classes

Purpose: To obtain more in-depth instruction and training in Administration.

Requirement: 16 to 20 hours of additional training. This can be fulfilled by attending one semester at a local college, a weekend workshop or seminar, or two full days training. Relevant classes/workshops can be taught by a minister, licensed Unity teacher, local college faculty or other facilitator. The key is that the information gained is relevant to the skills needed in the area of **Administration**.

Documentation: Copy of a certificate of completion or a statement of completion signed by the Instructor, stating title, purpose, dates and times of course or workshop.

Suggested Course Content

People skills.....personnel management (staff/volunteers)
Finance skills.....working with budgets
Development skills.....fund accounting, event planning
Leadership skills.....serving on nonprofit board, negotiating skills
planning skills, leadership training

9. Additional Training in the Ministry

This additional training will enable the candidate to learn more about the work of the ministry and will equip the candidate to be of greater value to the minister and ministry. Participate in one hour of training under the guidance of your minister or a minister chosen facilitator, and one hour of hands-on application for each item. Choose 3 to 5 service areas in which to complete this additional training.

Examples of Service Areas:

Advent / Christmas service	Good Friday / Easter service	Spiritual counseling
Baptisms	Memorial Service	Volunteer training
Burning Bowl	New member	Special events
Candle lighting service	Weddings	Sunday bulletin
Communion	Pet Blessings	Office assistant
Maundy Thursday service	Care calls/Hospital visits	Prayer ministry
Greeter/Usher	Mentoring training	Platform assistant

Documentation: Record your training on a separate typed sheet, along with dates of training. Ask your minister to sign the sheet, verifying you received this training.

After the initial training in the above areas is completed, additional work in any of these areas can be counted toward your volunteering requirement.

When recording Additional Training in the Ministry and Volunteer requirements, please do not mix the two. Documentation should clearly state which requirement you are fulfilling.

**Completion of all requirements must be documented.
All documentation must be typed rather than handwritten.**

ADMINISTRATION

Recommended Books for Review

Book Title	Author	Year
44 Questions for Congregational Self-Appraisal	Schaller, Lyle E.	1998
Business of the Church, The	Wimberly, John W.	2010
Church Administration Handbook	Powers, Bruce P.	2008
Church Administration: Creating Efficiency for Effective Church Management	Welch, Robert	2011
Emerging Church, The	Dan Kimball	2003
Family-Friendly Ideas Your Church Can Do	Freudenburg, Ben F. & Rick Lawrence	1998
Jesus on Leadership	Wilkes, C. Gene & Win Mumma	1998
Me to We: A Pastor's Discovery of the Power of Partnership	Nelson, Alan	2007
Ministry Nuts and Bolts: What They Don't Teach Pastors in Seminary	Malphurs, Aubrey	1998
More Leadership Lessons of Jesus: A Timeless Model for Today's Leaders	Briner, Bob & Ray Pritchard	1998
Nonviolent Communication: A Language of Life	Rosenberg, Marshall B.	2003
Organic Community	Myers, Joseph R.	2007
Organizing God's Work: Challenges for Churches and Synagogues	Harris, Margaret	1998
Real Small Groups Don't Just Happen: Nurturing Relationships in Your Small Group	McBride, Neal F.	1998
Reinventing Your Church	McLaren, Brian D.	1998
Rural Ministry: The Shape of the Renewal to Come	Jung, Shannon (Editor)	1998
Smart Church Management: A Quality Approach to Church Management	Lotich, Patricia	2012
To Lead Is to Serve: How to Attract Volunteers and Keep Them	McBee, Shar	2002

ADMINISTRATION LEARNING AGREEMENT

Use this form to plan your training with your sponsoring minister.
Does not take the place of required documentation

Name of LUT Candidate: _____

Sponsoring Ministry: _____

Expected Practicum Completion Date: _____

	Volunteer Service	
Position Served		Length of Time

	Classes to Teach	
Class Title		Dates Planned

	Books to Read	
Book Title	Author	Date Completed

Additional Training in Ministry:

_____	_____
_____	_____
_____	_____

Event Attendance:

Event Dates:

Specialty Course:

Dates Attended:

Administrative Experience (list date and employer):

Bookkeeping Skills (provide certificate, transcript or former employer statement)

LUT Candidate's Signature Date

Minister's Signature Date

ADMINISTRATION CHECK LIST

**For LUT candidate personal use only. Please do not submit this form as documentation.
This is for your use to keep track of documents sent in to the Licensed Teacher Coordinator.**

	Requirement	Date completed
Pre-Req	Letter of Intent	
Pre-Req	Application	
Pre-Req	Current Photo	
Pre-Req	Minister's Recommendation	
Pre-Req	Psychological Evaluation	
Page 6	Credo Paper	
Page 6 Pages 34-39	Syllabus & Lesson Plans for 30 hours teaching (one syllabus and one lesson plan for each course) 1. _____ 2. _____ 3. _____	
Page 6	Unity Event Attendance (documentation form available at event)	
Page 6	Administration Training	
Page 6	Bookkeeping Training	
Page 6 Pages 41, 42	Book Reviews: 1. _____ 2. _____ 3. _____	
Page 6	Volunteering in ministry (list on 1 sheet of paper with minister signature)	
Page 6	Specialty Courses (16–20 hours)	
Available on-line	Skills Demonstration Seminar Application	
	Transcript confirming you have completed all required classes. Request this from the SEE office at Registrar@Unity.org and have them send a copy to dboehm@unity.org)	
Page 9	Learning Agreement (A planning document for you and your sponsoring minister to complete together. Does not take the place of required documentation)	

Practicum Requirements for ADULT EDUCATION

All requirements must be documented

1. Credo Paper

A credo is a statement of foundational beliefs or principles that guide your actions and decision-making in life. Write a 2-3 page paper (double spaced, no larger than 12 point font) expressing what you believe to be true about God, about Jesus, and about your relationship with God, Jesus and other people.

2. Practice Teaching

Teach 3 different classes from the list of texts on pages 31 through 33, for a total of 30 hours of practice teaching. Classes are to be taught after completion of the Art of Teaching I class. Present lesson plans and handouts for your minister's approval prior to your first class. Our preference is that classes will be taught as 10 one-hour classes or 5 two-hour classes, as this conforms to the format for teaching credit classes. **Your minister must observe your teaching of at least one class.**

Documentation: Complete one syllabus and one lesson plan for each class. Refer to examples on pages 34 through 39.

3. Unity Event

Attend one of the following events to deepen your connection and involvement with Unity on a national and regional basis.

Annual Convention, Regional or Sub-Regional Conference, Sound Connections

Documentation: Completed attendance form which is available at the event or from Marti Hayes who can be reached at Dboehm@Unity.org.

4. Public Speaking

Ongoing participation in public speaking forums such as Toastmasters or Speaking Circles. Must document at least ten (10) speeches.. For Speaking Circles, see the book *Be Heard Now* by Lee Glickstein.

Documentation: Toastmasters will provide, if asked. See www.Toastmasters.com

5. Book Reviews

Review three books and complete three written book reviews. See Recommended Books for Review list in this section. See pages 41 and 42 for Guidelines and Example.

6. Volunteering in the Ministry

Active, ongoing volunteering in your sponsoring ministry.

Examples: Teaching classes, facilitating groups, public speaking

Documentation: List activities and dates on one sheet of paper with minister's signature.

7. Specialty Courses/Classes

Purpose: To obtain more in-depth instruction and training in Adult Education.

Requirement: 16 to 20 hours of additional training. This can be fulfilled by attending one semester at a local college, a weekend workshop or seminar, or two full days training.

Relevant classes/workshops can be taught by a minister, licensed Unity teacher, local college

faculty or other facilitator. The key is that the information gained is relevant to the skills needed in the area of **Adult Education**.

Suggested course content for the focus area of Adult Education

teaching techniques, teaching aids	procedures for effective presentation
models of teaching	support services
learning styles	methods for evaluation
developing methods of discussion	special services training
learning environment	leadership training/mentoring training
classroom management	creating lesson plans
group motivation strategies	facilitator training/use of guest speakers
Enneagram	Myers-Briggs

Documentation: Copy of a certificate of completion or a statement of completion signed by the Instructor, stating title, purpose, dates and times of course or workshop.

8. Additional Training in the Ministry

This additional training will enable the candidate to learn more about the work of the ministry and will equip the candidate to be of greater value to the minister and ministry. Participate in one hour of training under the guidance of your minister or a minister chosen facilitator, and one hour of hands-on application for each item. Choose 3 to 5 service areas in which to complete this additional training.

Examples of Service Areas:

Advent	Christmas service	Spiritual counseling
Baptisms	Memorial Service	Volunteer training
Burning Bowl	New member	Special events
Candle lighting service	Weddings	Sunday bulletin
Communion	Pet Blessings	Office assistant
Maundy Thursday service	Care calls/Hospital visits	Prayer ministry
Good Friday service	Greeter/Usher	Platform assistant
Easter service	Mentoring training	

Documentation: Record your training on a separate typed sheet, along with dates of training. Have your minister sign the sheet, verifying you received this training.

After the initial training in the above areas is completed, additional work in any of these areas can be counted toward your volunteering requirement.

When recording Additional Training in the Ministry and Volunteer requirements, please do not mix the two. Documentation should clearly state which requirement you are fulfilling.

**Completion of all requirements must be documented.
All documentation must be typed rather than handwritten.**

ADULT EDUCATION

Recommended Books for Review

Book Title	Author	Year
8 Ways of Teaching	Lazear, David & Dee Dickinson	2002
A Hidden Wholeness: The Journey Toward An Undivided Life	Palmer, Parker J.	2004
Active Life, The: A Spirituality of Work, Creativity, and Caring	Palmer, Parker J.	1999
Art of Facilitation, The	Hunter, Dale; Anne Bailey; Bill Taylor	1995
Basic Skills for Church Teachers	Griggs, Donald	1985
Be Heard Now	Glickstein, Lee	1999
Courage to Teach, The	Palmer, Parker J.	2007
Crucial Conversations	Patterson, Kerry; Grenny, Joseph; McMillan, Ron; Switzler, Al	2011
Effective Presentation Skills	Mandel, Steve	2000
Emotional Intelligence 2.0	Bradberry, Travis; ean Greaves; Patrick M. Lencioni	2009
How to Teach Adults	Draves, William	1997
Integral Christianity – The Spirit’s Call to Evolve	Smith, Paul	2011
Let Your Life Speak: Listening for the Voice of Vocation	Palmer, Parker J.	1999
Multiple Intelligences: New Horizons	Gardner, Howard	2006
Nonviolent Communication: A Language of Life	Rosenberg, Marshall B.	2003
Super-Teaching	Jensen, Eric P.	1995
SQ21: The Twenty-One Skills of Emotional Intelligence	Wigglesworth, Cindy	2012
Teaching Around the 4Mat Cycle	McCarthy, Bernice	2005
To Lead Is to Serve: How to Attract Volunteers and Keep Them	McBee, Shar	2002
www.SpiritualCinemaCircle.com	spiritual movies	

ADULT EDUCATION LEARNING AGREEMENT

Use this form to plan your training with your sponsoring minister.

Name of LUT Candidate: _____

Sponsoring Ministry: _____

Expected Practicum Completion Date: _____

Position Served	Volunteer Service	Length of Time
_____	_____	_____
_____	_____	_____
_____	_____	_____

Class Title	Classes to Teach	Dates Planned
_____	_____	_____
_____	_____	_____
_____	_____	_____

Book Title	Books to Read Author	Date Completed
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Training in Ministry:

_____	_____
_____	_____
_____	_____

Event Attendance:

Event Dates:

Specialty Course:

Dates Attended:

Public Speaking Requirement:

LUT Candidate's Signature Date

Minister's Signature Date

ADULT EDUCATION CHECK LIST

For LUT candidate personal use only. Please do not submit this form as documentation. This is for your use to keep track of documents sent in to the Licensed Teacher Coordinator.

	Requirement	Date Complete
Pre-Req	Letter of Intent	
Pre-Req	Application	
Pre-Req	Current Photo	
Pre-Req	Minister's Recommendation	
Pre-Req	Psychological Evaluation	
Page 12	Credo Paper	
Page 11 Pages 31-39	Syllabus & Lesson Plans for 30 hours teaching (one syllabus and one lesson plan for each course) 1. _____ 2. _____ 3. _____	
Page 11	Unity Event Attendance (documentation form available at event)	
Page 11	Public Speaking Requirement	
Page 11 Pages 41, 42	Book Reviews: 1. _____ 2. _____ 3. _____	
Page 11	Volunteering (list on 1 sheet of paper with minister signature)	
Page 11	Specialty Courses (16–20 hours)	
Page 12	Additional Training in Ministry (3–5 service areas)	
Available	Skills Demonstration on-line Seminar Application	
	Transcript confirming you have completed all required classes. Request this from the SEE office at Registrar@Unity.org and have them send a copy to dboehm@unity.org	
Page 14	Learning Agreement (A planning document for you and your sponsoring minister to complete together. Does not take the place of required documentation)	

Practicum Requirements for Music Ministry

All requirements must be documented

1. Credo Paper

A credo is a statement of foundational beliefs or principles that guide your actions and decision-making in life. Write a 2-3 page paper (double spaced, no larger than 12 point font) expressing what you believe to be true about God, about Jesus, and about your relationship with God, Jesus and other people.

2. Practice Teaching

Teach 2 different classes from the list of texts on pages 31 through 33, for a total of 20 hours of practice teaching. Classes are to be taught after completion of the Art of Teaching I class. Present lesson plans and handouts for your minister's approval prior to your first class. Our preference is that classes will be taught as 10 one-hour classes or 5 two-hour classes, as this conforms to the format for teaching credit classes. **Your minister must observe your teaching of at least one class.**

Documentation: Complete one syllabus and one lesson plan for each class. Refer to examples on pages 34 through 39.

3. Unity Event

Attend one of the following events to deepen your connection and involvement with Unity on a national and regional basis.

Annual Convention, Regional or Sub-Regional Conference, Sound Connections

Documentation: Completed attendance form which is available at the event.

4. Specialty Courses/Classes

Purpose: To obtain more in-depth instruction in music.

Requirement: 16 to 20 hours of additional training. Suggested ways to fulfill this requirement:

- Attend Sound Connections Music Conference at least twice during this training period (required).
- Attend one semester at a local college (church copyright; voice lessons; beginning piano or guitar; music theory).
- Attend a weekend workshop or seminar (church copyright; music related and approved events)
- Attend a regional music conference.
- Attend two full days of classes, workshop or seminar (Totally Cool SongSchool, SummerSongs songwriting camp)

Suggested Course Content:

Church copyright and licensing

Accompaniment techniques

Teaching techniques for singing

Group motivation strategies

Procedures for effective presentation

Songwriting class or workshop

Leading a drum circle

Volunteer management

Music composition and theory

Organizing and executing special music events
Facilitator training/use of guest speakers and musicians
Organizing and running a rehearsal or choir practice

Documentation: List activities and dates on one sheet of paper with minister's signature.

5. Additional Training in the Ministry

In your role as a leader:

One hour of training with your sponsoring minister, plus one hour of hands-on application. Lead the service in 3-5 of the following areas: Burning Bowl/Candle Lighting/Communion; Memorial Service; New Member; Pet Blessings; Care Calls and Hospital Visits; Platform Assistant; Prayer Chaplain; Volunteer Training; Special Events; Office Assistant.

In your role as a musician:

Create a Sermon-in-Song (20 minutes in length) to present for your congregation or minister. Create an order of Service including music for a special event or service (Christmas, Easter, Burning Bowl, White Stone, Candle Lighting, Memorial, Pet Blessing, etc. (4 hours). Create an additional special music event (8 hours)—Benefit Concert, Coffee House, Open Mic, Intergenerational event – drumming, dance, etc.

Documentation: Submit plan with minister's signature.

6. Volunteering

Active, ongoing volunteering in your sponsoring ministry. Examples: Create/organize a musical connection such as a Coffee House; do a project with the Youth Choir; produce a Benefit Concert for a local cause; present or create a 2-hour workshop; organize a chanting or drumming event.

Documentation: List activities and dates on one sheet of paper with minister's signature.

7. Book Reviews

Submit 2 book reviews of your choice from the list in this section. A third book review on the book *Music in Ministry* is required. Refer to pages 41 and 42 for Guidelines and Example.

After the initial training in the above areas is completed, additional work in any of these areas can be counted toward your volunteering requirement.

When recording Additional Training in the Ministry and Volunteer requirements, please do not mix the two. Documentation should clearly state which requirement you are fulfilling.

**Completion of all requirements must be documented.
All documentation must be typed rather than handwritten.**

MUSIC MINISTRY

Recommended Books for Review

Book Title	Author	Year
A Hidden Wholeness: The Journey Toward an Undivided Life	Palmer, Parker J.	2009
A Soprano on Her Head	Ristad, Eloise	1981
An Operator's Manual for Successful Living	Martin, Nicholas	1988
Chakra Frequencies	Goldman, Jonathan and Andi	2011
Crucial Conversations	Patterson, Grenny, McMillan Switzler	2011
Effective Presentation Skills	Mandel, Steve	2000
How to Pray Without Talking to God	Martella-Whitsett, Linda	2011
Music Medicine	Stevens, Christine Amazon.com	2012
Music In Ministry This is a manual for ministers and music directors. It is required reading.	Mekdeci, Richard and Riley, Sue www.UnityWorldwideMinistries.org/our-products/music	
Spiritual Economics	Butterworth, Eric	2001
Stage Performance	Taylor, Livingston Amazon.com	2011
The 12 Women of the Chalice	Hammock, Leddy www.empowerma.com	
Tuning Up: Strategies for Resolving Conflict Between Ministers and Music Directors (This is a free research paper in PDF format.)	McGaughan, Erin http://www.unityworldwideministries.org/minister-and-music-director-strategies	
www.SpiritualCinemaCircle.com	spiritual movies	

Learning Agreement — MUSIC MINISTRY

Use this form to plan your training with your sponsoring minister.

Name of LUT Candidate:

Sponsoring Ministry:

Expected Practicum Completion Date: _____

	Volunteer Service	
Position Served		Length of Time

	Classes to Teach	
Class Title		Dates Planned

	Books to Read	
Book Title	Author	Date Completed
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Training in Ministry:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Event Attendance:

Event Dates:

Specialty Course:

Dates Attended:

LUT Candidate's Signature Date

Minister's Signature Date

MUSIC MINISTRY CHECK LIST

**For LUT candidate personal use only. Please do not submit this form as documentation.
This is for your use to keep track of documents sent in to the Licensed Teacher Coordinator.**

	Requirement	Date Completed
Pre-Req	Letter of Intent	
Pre-Req	Application	
Pre-Req	Current Photo	
Pre-Req	Psychological Evaluation	
Pre-Req	Minister's recommendation	
Page 16	Unity Event Attendance (documentation form available at event)	
Page 16	Sound Connections Music Conference	
Page 16	Credo Paper	
Page 16 Pages 31-39	Practice Teaching Classes: Send one syllabus & one lesson plan for each class. (20 hours total) 1. _____ 2. _____	
Page 17	Volunteering (list on 1 sheet of paper with minister signature)	
Page 16	Specialty Course	
Page 17	Additional Training in Ministry: As a Leader	
Page 17	Additional Training in Ministry: As a Musician	
Page 17 Pages 41, 42	Book Review on the book <i>Music In Ministry</i>	
Page 17 Pages 41, 42	Book Reviews _____	
Available on-line	Skills Demonstration Seminar Application	
	Transcript confirming you have completed all required classes. Request this from the SEE office at Registrar@Unity.org and have them send a copy to dboehm@Unity.org)	
Page 19	Learning Agreement (This is a planning document for you and your sponsoring minister to complete together. Does not take the place of required documentation)	

Practicum Requirements for PASTORAL CARE

All requirements must be documented

1. Credo Paper

A credo is a statement of foundational beliefs or principles that guide your actions and decision-making in life. Write a 2-3 page paper (double spaced, no larger than 12 point font) expressing what you believe to be true about God, about Jesus, and about your relationship with God, Jesus and other people.

2. Practice Teaching

After completing the Art of Teaching 101 class, teach 3 different classes from the list of texts on pages 31 through 33, for a total of 30 hours of practice teaching. Present lesson plans and handouts for your minister's approval prior to your first class. Classes are to be taught as 10 one-hour classes or 5 two-hour classes, which conforms to the format for teaching credit classes. **Your minister must observe your teaching of at least one class.**

Documentation: Complete one syllabus and one lesson plan for each class. Refer to pages 34 through 39.

2. Unity Event

Attend one of the following events to deepen your connection and involvement with Unity on a national and regional basis.

Annual Convention, Regional or Sub-Regional Conference, Sound Connections

Documentation: Completed attendance form which is available at the event.

3. Pastoral Care Training

Complete at least one unit at a local hospital of Clinical Pastoral Orientation (CPO), Clinical Pastoral Education (CPE), or Rev. Lei Lanni Burt's Chaplaincy Program. Visit Rev. Burt's website at www.lightandloveministries.org for more information.

Documentation: A letter or certificate of completion from the hospital or from Rev. Burt.

4. Self-Healing

Participate in your own ongoing program of Self-Healing. Examples: psychotherapy, 12 step program, support group, Master Minding, spiritual counseling with your minister, or holistic healing work as approved by you and your minister.

Documentation: A letter or e-mail from your minister indicating completion.

5. Book Reviews

Review three books and complete three written book reviews. See Recommended Books for Review list in this section. See pages 41 and 42 for Guidelines and Example.

6. Volunteering in the ministry

Active, ongoing volunteering in your sponsoring ministry. Examples:

Establish or work with a grief/loss support group, or a prayer support group

Establish or work with a chaplaincy program

Present one or more workshops in the area of Pastoral Care according to your ministry's needs, as approved by your minister

Documentation: List activities and dates on one sheet of paper with minister's signature.

Specialty Courses/Classes

Purpose: To obtain more in-depth instruction and training in Pastoral care.

Requirement: 16 to 20 hours of additional training. This can be fulfilled by attending one semester at a local college, a weekend workshop or seminar, or two full days training.

Relevant classes/workshops can be taught by a minister, licensed Unity teacher, local college faculty or other facilitator. The key is that the information gained is relevant to the skills needed in the area of **Pastoral Care**.

Suggested course content:

Working with support groups:

Prayer

Grief/loss

12 Step Programs

Domestic violence

Attending seminars/workshops on the above topics.

Crisis intervention

AIDS

Spiritual counseling training

Chaplaincy training

Documentation: Copy of a certificate of completion or a statement of completion signed by the Instructor, stating title, purpose, dates and times of course or workshop.

7. Additional Training in the Ministry

This additional training will enable the candidate to learn more about the work of the ministry and will equip the candidate to be of greater value to the minister and ministry. Participate in one hour of training under the guidance of your minister or a minister chosen facilitator, and one hour of hands-on application for each item. Choose 3 to 5 service areas in which to complete this additional training.

Examples of Service Areas:

Advent / Christmas

Baptisms

Burning Bowl

Candle lighting service

Communion

Maundy Thursday service

Greeter/Usher

Easter service / Good Friday

Memorial Service

New member

Weddings

Pet Blessings

Care calls/Hospital visits

Mentoring training

Spiritual counseling

Volunteer training

Special events

Sunday bulletin

Office assistant

Prayer ministry

Platform assistant

Documentation: Record your training on a separate typed sheet, along with dates of training. Have your minister sign the sheet, verifying you received this training.

After the initial training in the above areas is completed, additional work in any of these areas can be counted toward your volunteering requirement.

When recording Additional Training in the Ministry and Volunteer requirements, please do not mix the two. Documentation should clearly state which requirement you are fulfilling.

**Completion of all requirements must be documented.
All documentation must be typed rather than handwritten.**

PASTORAL CARE
Recommended Books for Review

Book Title	Author	Year
A Guide to the Selection and Care of Your Personal God	Anderson, C. Alan	1991
Bereavement Counseling: Pastoral Care for Complicated Grieving	McCall, Junietta Baker	2004
Bereavement Ministry Program	Nelson & Aaker	1998
Broken Bodies, Healing Hearts: Reflections of a Hospital Chaplain	Tenbrook, Gretchen W.	2000
Caregivers: Reflections of Coping With Caregiving	Halpin, Marlene	1998
Coping With Caring: When Someone You Love Has Alzheimer's or a Related Condition	Roche, Lyn	2006
Essential for Chaplains	Cheston, Sharon E. and Robert J. Wicks	1993
Forgiving Self, The: The Road from Resentment to Connection	Karen, Robert	2003
Freeing the Soul from Fear	Sardello, Robert	2001
Gift of our Compulsions, The	O'Malley, Mary	2004
Helping Children Grieve: When Someone They Love Dies	Huntley, Theresa M.	2002
Holy Listening	Guenther, Margaret	1992
How God Changes Your Brain	Newberg, Andrew (M.D.) And Waldman, Mark Robert	2010
How to Be a Help Instead of a Nuisance: Practical Approaches to Giving Support, Services and Encouragement to Others	Wegela, Karen	1996
How Your Church Family Works: Understanding Congregations as Emotional Systems	Steinke, Peter L.	2006
Living in Sin? A Bishop Rethinks Human Sexuality	Spong, John Shelby	1990

Recommended Book Reviews for PASTORAL CARE, p. 2

Book Title	Author	Year
Ministry of Consolers, The	Curley, Terence P.	2004
Nonviolent Communication: A Language of Life	Rosenberg, Marshall B.	2003
On Becoming a Counselor, Revised Edition: A Basic Guide for Nonprofessional Counselors and Other Helpers	Kennedy, Eugene	2001
On Wings of Light: Finding Hope When the Heart Needs Healing	Borysenko, Joan & Joan Drescher	2003
One Breath at a Time: Buddhism and the Twelve Steps	Griffin, Kevin	2004
Readings for Remembrance: A Collection of Funerals and Memorial Services	Munro, Eleanor	2000
Responding to God's Call—Survival Guide	Karaban, Roslyn	1997
Sacred Art of Listening, The: Forty Reflections	Lindahl, Kay	2002
Soul Healing: A Spiritual Orientation in Counseling and Therapy	Becvar, Dorothy S.	1997
Spiritual Resources in Family Therapy	Walsh, Froma	2003
Stretching Lessons	Bender, Sue	
Stormy Search for Self	Goff, Stanislov & Christina Goff	1992
Transforming Rituals: Daily Practices for Changing Lives	Oswald & Trumbauer	1999
Why People Don't Heal and How They Can	Myss, Carolyn	1998
www.SpiritualCinemaCircle.com	spiritual movies	

Learning Agreement—**PASTORAL CARE**

Use this form to plan your training with your sponsoring minister.

Name of LUT Candidate:

Sponsoring Ministry:

Expected Practicum Completion Date:

	Volunteer Service	
Position Served		Length of Time

	Classes to Teach	
Class Title		Dates Planned

	Books to Read	
Book Title	Author	Date Completed

Additional Training in Ministry:

_____	_____
_____	_____
_____	_____

Event Attendance:

Event Dates:

Specialty Course:

Dates Attended:

Clinical Pastoral Orientation (CPO) or Clinical Pastoral Education (CPE) or Rev. Lei Lanni Burt's Chaplaincy Program:

Self-Healing Program: (Describe plan and dates)

LUT Candidate's Signature

Date

Minister's Signature

Date

PASTORAL CARE CHECK LIST

**For LUT candidate personal use only. Please do not submit this form as documentation.
This is for your use to keep track of documents sent in to the Licensed Teacher Coordinator.**

	Requirement	Date Completed
Pre-Req	Letter of Intent	
Pre-Req	Application	
Pre-Req	Current Photo	
Pre-Req	Minister's letter of recommendation (we request directly from your minister)	
Pre-Req	Psychological Evaluation	
Page 21	Credo Paper	
Page 21 Pages 31-39	Syllabus & Lesson Plans for 30 hours teaching (one syllabus and one lesson plan for each course) 1. _____ 2. _____ 3. _____	
Page 21	Unity Event Attendance (documentation form available at event)	
Page 21	Pastoral Care Training Rev. Lei Lanni Burt's Chaplaincy Program or complete at least one unit of CPO/CPE at a local hospital	
Page 21	Self Healing	
Page 21 Pages 41, 42	Book Reviews: 1. _____ 2. _____ 3. _____	
Page 21	Volunteering (list on 1 sheet of paper with minister signature)	
Page 22	Specialty Courses (16–20 hours)	
Page 22	Additional Training in Ministry (3–5 service areas)	
Available on-line	Skills Demonstration Seminar Application	
	Transcript confirming you have completed all required classes. Request this from the SEE office at Registrar@Unity.org and have them send a copy to christina@Unity.org	
Page 25	Learning Agreement (A planning document for you and your sponsoring minister to complete together. Does not take the place of required documentation)	

PRACTICUM REQUIREMENTS FOR YOUTH AND FAMILY MINISTRY

All requirements must be documented

Prerequisites:

Certified Spiritual Educator: Must have successfully completed the Certified Spiritual Educator Program with your certificate on file with Unity Worldwide Ministries or you must be currently completing the CSE program and will be complete before completing the Licensed Unity Teacher program.

Experience: Must be at least 25 years old and currently working in YFM.

1. Credo Paper

A credo is a statement of foundational beliefs or principles that guides your actions and decision-making in life. Write a 2-3 page paper expressing what you believe to be true about God, what you believe to be true about children/young people and their spiritual life, and how your beliefs guide your actions in youth ministry.

Documentation: 2-3 page paper

2. Practice Teaching

Teach one adult class from the list of texts on pages 31 through 33, for a total of 10 hours of practice teaching. Classes are to be taught after completion of the Art of Teaching I class. Present lesson plans and handouts for your minister's approval prior to your first class. Our preference is that the class will be taught as 10 one-hour classes or 5 two-hour classes, as this conforms to the format for teaching credit classes. Your minister must observe your teaching of at least one class.

Documentation: Complete one syllabus and one lesson plan. Refer to the examples on pages 34 through 39.

3. Facilitate 10 Hours of Youth Ministry Teachers' and/or Sponsors' Meetings

The length of each meeting is to be determined by your particular program. Each meeting is to have a 15-minute (minimum) teaching piece on a spiritual concept, developmental stage, multiple intelligence, or any area in which proficiency is desired. Your minister must observe at least one of the meetings.

Documentation: Complete one mini lesson plan for each teaching piece. Refer to examples on pages 39 and 40.

4. Unity Events

Attend two regional or international Unity children's, Uniteen or Youth of Unity ministry events.

Documentation: Facilitator signed registration form

5. Book Reviews (2)

Read and review the *Youth and Family Ministry Guide*, and the *Teen Ministry Manual*. Review is to be 1-2 pages (double-spaced), giving a brief synopsis of each book and how you would use the information. A guideline for book reviews is provided in this booklet.

6. Multigenerational Event

Organize, implement and evaluate one multigenerational event.

Documentation: Completed planning outline, flyer, and post-evaluation of the event.

7. Additional Administrative Requirements

- a. Complete a **needs-assessment** for your YFM department (www.unityworldwideministries.org/youth-and-family-ministry-assessment).

Documentation: Completed assessment with a timeline for implementation of the required actions.

- b. Create a **church-year calendar** for YFM that includes holidays, special events, teachers' meetings, curriculum themes, etc. It should reflect everything that will happen in the youth ministry department.

Documentation: Copy of the calendar.

After the initial training in the above areas is completed, additional work in any of these areas can be counted toward your volunteering requirement.

When recording Additional Training in the Ministry and Volunteer requirements, please do not mix the two. Documentation should clearly state which requirement you are fulfilling.

**Completion of all requirements must be documented.
All documentation must be typed rather than handwritten.**

YOUTH AND FAMILY MINISTRY LEARNING AGREEMENT

(Use this form to plan your training with your sponsoring minister.)

Name of LUT Candidate: _____

Sponsoring Ministry: _____

Expected Practicum Completion Date _____

Certified Spiritual Educator (CSE) _____ Completion Date _____

Class Title _____ Dates Planned _____

Teachers' Meetings _____ Dates Planned _____

Event Attendance: _____
Event _____ Date(s) _____

Credo _____ Date Completed: _____

Multigenerational Event: _____ Date Completed: _____

Administration: _____ Dates Completed _____

Needs-assessment _____

One year Calendar _____

LUT Candidate's Signature Date

Minister's Signature Date

YOUTH AND FAMILY MINISTRY CHECK LIST

For LUT YFM candidate personal use only. Please do not submit this form as documentation. This is for your use to keep track of documents sent in to the Licensed Teacher Coordinator.

	Requirement	Date Completed
Pre-Req	CSE Completed and certificate on file with UWM Send documentation to dvenzera@gmail.com	
Pre-Req	Experience: at least 25 years old and currently working in YFM.	
Pre-Req	Letter of Intent	
Pre-Req	Application	
Pre-Req	Current Photo	
Pre-Req	Minister's recommendation	
Pre-Req	Psychological Evaluation	
Page 27	Credo Paper	
Pages 27, 31 thru 39	Practice Teaching: Syllabus & Lesson Plan for teaching one 10 hour adult education class	
Pages 27, 31, 39	10 Hours of Youth Ministry Teachers' and/or Sponsors' Meetings Lesson plans for teachers' meetings	
Page 27	Unity Event Attendance - 2 (send documentation from events)	
Page 28 Pages 41, 42	Book Reviews: Youth & Family Ministry Guide Teen Ministry Manual	
Page 28	Multigenerational event	
Page 28	Administrative 1. Needs-assessment 2. One year calendar	
Available on-line	Skills Demonstration Seminar Application	
	Transcript confirming you have completed all required classes. Request this from the SEE office at Registrar@Unity.org and have them send a copy to dboehm@Unity.org	
	Learning Agreement (This is a planning document for you and your sponsoring minister to complete together. It does not take the place of required documentation)	

Teaching Texts for Practice Teaching Classes

A Licensed Unity Teacher Candidate is required to teach in a Unity ministry 30 hours (3 different 10-hour classes) of adult education. The following books have been approved for this requirement. Because you cannot teach for credit until you are licensed, books offered for current Spiritual Education and Enrichment (SEE) classes may not be taught for licensed Unity teacher recognition. The following books were chosen because they are Unity texts and are not part of the current SEE curriculum. At least one class must be observed by your sponsoring minister.

<u>Author</u>	<u>Title (Subject)</u>
Boehm, Toni	Embracing the Feminine Nature of the Divine (I) The Spiritual Intrapreneur (I)
Brumet, Robert	Finding Yourself in Transition (HH) Quest for Wholeness: Healing Ourselves, Healing Our World (HH) Birthing a Greater Reality: A Guide to Conscious Evolution (ST) Living Originally (ST)
Butterworth, Eric	In The Flow of Life (ST) Breaking the Ten Commandments (ST) Spiritual Economic (ST) Unity; A Quest for Truth (ST) Universe Is Calling (I)
Cady, H. Emilie	How I Used Truth (ST) (available in complete works of H. Emily Cady)
Connors, Sharon	Adventures in Prayer: Praying Your Way to a God You Can Trust (PM)
Debenport, Ellen	The Five Principles: A Guide to Practical Spirituality (ST)
Errico, Rocco	Setting a Trap for God (I)
Fillmore, Charles	Atom-Smashing Power of Mind (ST) Christian Healing (HH) Keep a True Lent (S, ST) Mysteries of Genesis (B) Mysteries of John (B) Jesus Christ Heals (HH) Talks on Truth (HH)
Fillmore, Cora	Christ Enthroned in Man (ST) (Printed in <i>The Twelve Powers</i>) Teach Us to Pray (PM)
Fillmore, Lowell	The Prayer Way to Health, Wealth, and Happiness (PM)

Fillmore, Myrtle	Myrtle Fillmore's Healing Letters (HH) How to Let God Help You (HH)
Fischer, William L.	Alternatives (ST)
Foulks, Francis	Effectual Prayer (PM)
Fox, Emmet	Diagrams for Living (I) Find and Use Your Inner Power Sermon on the Mount (B) Ten Commandments (B)
Gaines, Edwene	The Four Spiritual Laws of Prosperity: A Simple Guide to Unlimited Abundance (P)
Hasbrouck, Hypatia	Handbook of Positive Prayer (PM)
Hasselbeck, Paul	Point of Power (ST)
Hayes, Temple	How to Speak Unity (ST)
Holton, B. and Hasselback, P.	Power Up Your Life (ST)
Jafolla, Richard and Mary-Alice	The Quest for Prayer (PM) The Lazarus Blueprint (PM)
Kupferle, Mary L.	God Will See You Through (I)
Morris, Dan & Charles M. Olsen	Discerning God's Will Together (H)
Ponder, Catherine	The Dynamic Laws of Prosperity (P) Prayer (PM)
Purcell, Wendy Craig	Ask Yourself This (ST)
Rhea, Rosemary Fillmore	That's Just How My Spirit Travels (H)
Rosemergy, Jim	A Closer Walk with God (PM) Even Mystics Have Bills To Pay (MM) Living the Mystical Life Today (MM) The Quest for Meaning: Living a Life of Purpose (I) The Sacred Human (I) The Third Coming (ST) The Gathering: A 40-Day Guide to the Power of Group and Personal Prayer (PM) A Daily Guide to Spiritual Living (ST)
Searcy, Felicia	Do Greater Things (ST)
Shanklin, Imelda Octavia	What Are You? (ST)
Shelton, Charlotte	Quantum Leaps: 7 Skills for Workplace Re-Creation (I)
Teague, Raymond	Reel Spirit (MM)

Vahle, Neal	The Unity Movement: Its Evolution and Spiritual Teachings (H)
Wilson, Ernest C.	The Week That Changed the World (B, S)

Subject Key:

B – Bible	M – Music	R – Reference
HH – Health & Healing	MM – Mystic/Mysticism	S – Seasonal
H – History	PM – Prayer & Meditation	ST – Spiritual Teachings
I – Inspirational	P – Prosperity	

Small Group Ministry Books:

The following books are facilitator’s guides written for a complete seven-week Small Group spiritual study. Each contains community-building activities, content, and questions for discussion, and guidance for prayer support.

- BA1110 Trusting the Process of Change (ST)
- BA1111 Knowing the Truth About Healing (HH)
- BA1112 Meeting Myself in the Bible (B, ST)
- BA1113 Proving the Power of Principle (I)
- BA1114 Living an Abundant Life (P)
- BA1115 Creating a Life of Prayer (PM)
- BA1116 Creative Living (ST)
- BA1117 Cultivating God Mind Through Parables (B, ST)
- BA1118 Spiritual Social Action (ST)

Syllabus Template

The following is offered as a guideline for creating your course syllabus. This document should be a clear and definite guide of what will happen in the classroom. Provide to the students before classes begin.

Title of Course

Meeting Dates and Times

Location of Course

Instructor Name and Contact Information (phone number and/or email address)

A. Course Description

Describe the course in three or four lines

B. Instructor Description

Briefly describe yourself—your title, position you hold in the church, years of experience, education, etc.

C. Course Presentation

State method of presenting material, i.e.: Socratic method, small group work, activities, etc.

D. Course Objectives

List at least three objectives. Begin each objective with “Students will be able to…” Objectives should begin with a verb, such as “identify,” “describe,” “explain,” “create.”

E. Required Text(s) and Materials

List texts with title and author, describe materials.
Optional texts and/or materials

F. Course Requirements and Assignments

Clearly describe any assignments, how they are to be prepared, and due dates.

G. Student Evaluation

State how the assignments will be graded and number of credits to be given.

Note: You will be allowed to teach for credit after you are licensed and as long as your postgraduate credits are up-to-date.

H. Any other information you wish to give the students may be included here.

I. Class Schedule

List class dates, what will be covered in each class and which sections of the texts the students will need to have read ahead of time to be properly prepared for this specific class.

Syllabus Example

Title of the Course: Unfolding Self: Birthing Your Greater Reality

Meeting Dates and Times: Wednesdays, 7:00 m – 9:00 pm, Sept. 19-October 17, 2012

Location: Unity Eastside, 8551 Buck Lake Road, Tallahassee, FL 32317

Instructor Name and Contact Info: Anne Bewley, Ph.D.

Phone numbers & E-mail address

Cost: \$25.00. Students are encouraged to buy the book that supports the lessons in this class (see paragraph E below). Cost of the book is \$15.95. It will be available for purchase at the first class.

- A. Course Description:** This course is an exploration of personal and spiritual growth. The course brings together psychology, spirituality, and science to focus on who we are as spiritual beings experiencing a human life as well as ways in which we can more consciously participate in the process of living as an expression of spirit. The class will be interactive and experiential, providing an opportunity for students to learn and apply metaphysical principles in their own healing and growth.
- B. Instructor Description:** Anne Bewley, Ph.D. has many years' experience as a college professor, clinical mental health counselor, and seminar and retreat leader. Holding a doctorate in transpersonal psychology from The Union Institute, Cincinnati, OH, she has a particular interest in helping others cultivate a deeper understanding of themselves and live in balance, harmony and happiness. Anne is a member of Unity Eastside, Tallahassee, FL. She has completed Unity's Spiritual Education and Enrichment Program and on her way to becoming a Licensed Unity Teacher.
- C. Course Presentation:** Students will learn through instructor presentations of information and engagement in small and large group discussion, small group activities, creative projects, and writing. Homework assignments will help students ground their learning and prepare for upcoming sessions. Homework is optional, however learning is richly enhanced for everyone students do the assignments.
- D. Course Objectives:** Students will:
- Articulate the meaning of “conscious evolution.”
 - Explain the process of involution and evolution.
 - Describe themselves in terms of personality and individuality.
 - Demonstrate the ability to use inner dialog and conflict resolution for healing themselves.
 - Identify the significant events in their lives and explain how the experiences they draw from those events contribute to their sense of wholeness.
 - Articulate a “next step” on their path as a “conscious evolutionary.”

- E. Required Texts and Materials:** Brumet, R. (2010). *Birthing a greater reality: A guide for conscious evolution*. Unity Village, MO: Unity Books [978-0-87159-347-4]. This text will be available for purchase in class. Students will receive a course guide containing learning materials.
- F. Course Requirements and Assignments:** Students are encouraged to attend each class session, complete the homework assignments, and engage in all class activities.
- G. Student Evaluation:** Not applicable
- H. Course Evaluation:** Students may complete an evaluation of this course upon its completion. The evaluation will assist in future course development and teaching methods.
- I. Instructor’s Commitment:** I will come to class prepared to engage the class in discussion of the topic. I will create and support a safe learning environment in which participants feel inspired to explore the topic and safely share their deepest thoughts and feelings. I will support all participants in their understanding of the material.

J. Class Schedule:

Class	Date	Topic and Themes	Assignments for Next Class
1	Sept. 19, 2012	<u>Introductions and Overview</u> <ul style="list-style-type: none"> • Forming a learning community <u>Evolutionary Consciousness</u> <ul style="list-style-type: none"> • The “evolutionary impulse” v. the status quo • The nature of consciousness • Activity: Who is Aware? (Guided Meditation) 	Read Brumet, Ch 1 and Ch 2 Pp 29-36 and skim Brumet, Ch 3 to prepare for the next class.
2	Sept. 26, 2012	<u>Case of (Mistaken) Identity</u> <ul style="list-style-type: none"> • Involution and Evolution • Development of False Self and Shadow • Dynamics of projection • Personality and Individuality • Activity: Who Are You? (Dyads) • Activity: Paper Face 	Read Brumet, Ch 3 and skim Brumet, Ch 4 to prepare for the next class. Read the instructions for making a map of the significant experiences in your life found in the course guide. I encourage you to begin this project now to give yourself time to complete it in a thoughtful manner. We will be using it in Class #4.

3	Oct. 3, 2012	<u>Embracing Wholeness</u> <ul style="list-style-type: none"> • Our many selves • Identification and disidentification • The need for healing, forgiveness and mourning • Reclaiming our Shadow • Growth through synthesis • Activity: Paper Face 	<p>Read Brumet, Ch 4 and skim Brumet, Ch 5 to prepare for the next class.</p> <p>Finish your map of significant experiences and bring it with you to the next class.</p>
4	Oct. 10, 2012	<u>Waking Up</u> <ul style="list-style-type: none"> • “Waking up” as a metaphor • Translation and transformation • Events and experiences • Role of stories • Gifts of experience: Personal “Pearls o Great Value” • Activity: Sharing life maps and identifying the gifts of experience (small groups) 	<p>Read Brumet, Ch 5 and Ch 6, pp 161-162, 181-195.</p>
5	Oct. 17, 2012	<u>Birthing Your Greater Reality</u> <ul style="list-style-type: none"> • Arcs of development, developmental bands, and Centaur Self • Purpose, path, and expression of Christ Being • Guidelines for conscious evolution • Next steps • Closing 	<p>In class: Course evaluations</p>

Lesson Plan Template

The following is offered as a guideline for creating your course lesson plan. This document is prepared by the teacher and is a map or outline of the activities the teacher is planning to cover during the class. It should be detailed enough to serve as a clear guideline for the teacher. It is intended for the teacher only – not to be distributed to the students.

Date/Time/Location of class: _____

Textbook/Author: _____

Key Concepts: (What are the two to four main ideas you will be covering for this class?)

1. _____

2. _____

3. _____

Instructional Learning Objectives: At the end of the class, the student will...
(Begin each statement with an action verb.)

1. _____

2. _____

3. _____

Planned Learning Activities: (list and number each step)

Materials/Handouts _____

Timing: (Show how much time you plan to allow for each item on your plan.)

Lesson Plan Example

Title of Class: Case of (Mistaken) Identity (Session 2 of 5)

Date/Time/Location: Wednesday, September 26, 2012, 7:00-9:00 pm at Unity Eastside, 8551 Buck Lake Road, Tallahassee, FL 32317

Textbook and Author: Brumet, R. (2010). *Birthing a greater reality: A guide for conscious evolution*. Unity Village, MO: Unity Books.

Key Concepts:

1. The Great Nest of Being
2. Involution and evolution
3. Development of the false self and Shadow
4. Dynamics of projection
5. Personality and Individuality

Instructional Learning Objectives: At the end of this class, students will

1. Explain the “Great Nest of Being”.
2. Describe involution and evolution.
3. Explain how and why the false self and Shadow emerge.
4. Identify the dynamic of projection in their lives.
5. Compare and contrast personality and Individuality.

Planned Learning Activities

1. In-gathering: Welcome and opening prayer; brief reintroductions
2. Use homework to review last session and introduce the key ideas of this session.
3. Present “Great Nest of Being” and concepts of involution and evolution.
4. Conduct individual written response activity: Who are You?¹
5. Students share their experience of the activity with a neighbor and report out to the larger group.
6. Present model of false selves and Shadow.
7. Conduct Paper Face activity²
8. Present the concept and discuss projection, using examples from experience.
9. Describe, explain and discuss the nature of our dual identity: personality and Individuality.
10. Summarize and wrap up.
11. Review homework assignments.
12. Hand out and read affirmation cards.
13. Ask for volunteer to read the Thoughts for Reflection and Meditation.
14. Pass the collection basket for love offering.
15. Offer closing prayer.

¹**Who Are You? Activity:** Students sit quietly with paper and pencil. Instructor guides students into a relaxed state using breath and imagery. Instructor invites students to write very brief answers to the question asked. Instructor repeats the question “who are you?” 15-20 times, with pauses for students to write their response each time.

²**Paper Face Activity:** Using designated pages in Student Guide and markers/crayons/pencils provided, students quickly draw a picture of one aspect of themselves they present to the world, then a picture of who they think they are. After discussion, they are asked to draw the face of their True Self.

Materials and Handouts:

1. Name tags and markers
2. Candle and offering basket
3. CD player and gentle music
4. Flip chart and markers
5. *Unfolding Self* Student Guide and copies of Brumet, *Birthing a Greater Reality* for late joiners.
6. Computer, power cords, and monitor or other projection device (if using Power Point presentation)
7. Markers/crayons/pencils
8. Affirmation cards

Timing:

2 minutes	7:00-7:02	In-Gathering: Welcome and Opening Prayer
8 minutes	7:02-7:10	Discuss homework to review last session and introduce the key ideas of this session.
15 minutes	7:10-7:25	Present concept: "Great Nest of Being," involution and evolution.
10 minutes	7:25-7:35	Student do Who Are You? activity.
10 minutes	7:35-7:45	Present concepts: false self and Shadow
5 minutes	7:45-7:50	Students do Paper Face activity; process during extended break.
15 minutes	7:50-8:05	BREAK
10 minutes	8:05-8:15	Students discuss experience of Paper Face activity in larger group for discussion.
10 minutes	8:15-8:25	Present concept: Projection.
10 minutes	8:25-8:35	Students discuss projection and identify examples in their experience.
10 minutes	8:35-8:45	Present concept: "personality" and "Individuality".
10 minutes	8:45-8:55	Summarize and wrap up; review homework assignments. Hand out and read affirmation cards.
5 minutes	8:55-9:00	Ask for volunteer to read Thoughts for Reflection and Meditation; pass the basket for a love offering; and lead closing prayer.

Book Review Guidelines

Purpose

The purpose of this reading requirement is to enrich and cultivate the professional unfoldment of the applicant through an in-depth study of selected readings specifically for the chosen Focus Area.

General Information

This is included under each Focus Area.

Email Address All book reviews are to be emailed to dboehm@Unity.org

Guidelines

1. Choose books from the bibliography of the chosen focus area.
2. Book reviews should reflect good use of English and grammar.
3. Focus on quality rather than quantity.

Format

Name: Your name, address and daytime phone number

Book: Book title, author, publisher

Date: Date of book report

Subject: Book report number and focus area

Purpose: State the author's purpose in writing the book

Content Highlights: Highlight what the book is about, in a few brief paragraphs. Please be sure to enclose quoted information in quotation marks.

Personal Response: What did you like or disagree with? What was the special message for you?

Practical Use: Would this book be useful to you in your focus area?
State how and why.

Book Review Example

Name & City/State: Jane Doe Your City, Your State

Book: *Teaching Teachers to Teach*, by Donald L. Griggs
Abington Press/Nashville

Date: Current date

Subject: Book Review #1–Adult Education

Purpose

The purpose of this text is to identify and systematize the basic elements of teaching-learning in a church.

Content Highlights

This text is designed for two groups of church leaders; the regular volunteer or non-professional classroom teacher, and the employed/salaried professional church educator. According to Donald Griggs, “Classroom teachers are those who relate to a student on a regular basis and are responsible for planning teaching-learning activities for an hour or more each week. Church educators are persons who are employed by churches on a full-time or part-time basis, to be responsible for the overall direction and support of teachers and teaching in the church.”

Personal Response

I liked how the text is divided into key areas. Some of the key areas are: “Key Concepts, Instructional Objectives, Teaching-Learning Activities and Resources, Practicing the Planning Process, Increasing Teacher-Student Interaction, Creative Use of Media, Values and Teaching in Church Education, Ways to Increase Student Participation, and Designing Teacher Education Events,” as referred to by author Donald Griggs (p. 108)

The special message I received from this text is that there are as many ways to teach as there are individuals in our classes, and that as educators, we can teach our students to become responsible for their own learning by offering them a variety of learning experiences.

Practical Use

I feel that Donald L. Griggs, in his book, *Teaching Teachers to Teach*, offers a wealth of information that is both practical and current, which will definitely enhance my ability as a professional educator.

The teaching-learning activities that are presented in this text indeed offer a catalyst in which I can draw upon my own professional potential, and convey it to my class in a meaningful yet practical way.



Licensed Unity Teacher Code of Ethics

Name of Licensed Unity Teacher _____
(Please print)

- I. I look to the indwelling Christ for inspiration and guidance in all that I do.
- II. I honor myself and others and celebrate our diversity as children of God.
- III. I use prayer as the center of my life and encourage others to do the same.
- IV. I acknowledge the minister as the leader of the ministry that I serve.
- V. I maintain a professional relationship with the minister and ministry that is cooperative, supportive, honorable, and keeps me in integrity. I understand the boundaries and appropriate moral behavior with members of the congregation, staff, ministers and other teachers. I hold all confidences as sacred trusts, except where professional intervention is legally required.
- VI. I undertake activities related to the ministry only with the knowledge and approval of the minister.
- VII. I recognize that all formal outreach study groups must be sponsored by my parent ministry or the Expansion Department of Unity Worldwide Ministries.
- VIII. I will, to the best of my ability, serve with excellence and empower others to live the Truth. When teaching, I will present subjects which are deemed compatible with basic Unity principles and acceptable to my minister.
- IX. If a challenge arises, I acknowledge that direct communication with the person or the minister is essential, in an effort to reach a positive and productive solution. If the challenge is with the minister and solution cannot be reached, I will refrain from critical discussion with members of the congregation, staff, board, other teachers in my ministry, or other ministers. I will first take it into prayer, then contact: 1) my Regional Representative (minister); 2) the Credentialing Coordinator at Unity Worldwide Ministries, for direction and support. I understand that to communicate any criticism of my minister— whether written, spoken, or even non-verbal— to any member of the congregation, staff, board, or other teachers, would be a violation of this Code of Ethics.
- X. I, as a Licensed Unity Teacher, dedicate myself to the principles of Truth as taught and exemplified by Jesus Christ, and interpreted by Unity Institute and Unity Worldwide Ministries.

Licensed Unity Teacher

Date

Recommending Minister

Chair Board of Trustees

Vice President of Education,
Leadership and Ministry Development

President

Credentialing Coordinator