



Ministry Path
Credentialing Handbook
For Candidates

(Revised September 2022)

A letter from the Unity Worldwide Ministries Credentialing Coordinator

Welcome to the Ministry Path. We are excited you have answered the call to Unity ministry. This handbook will provide you with an overview of the program. Please review the information and let us know if you have any questions.

The Ordination Path is sponsored by Unity Worldwide Ministries and designed for those Unity students who desire to become Unity ministers. Requirements include a 4-part process: (1) prerequisite courses, (2) ministerial education through Unity Worldwide Spiritual Institute or Unity Urban Ministerial School (3) and completion of the credentialing process through scheduled Progress Interviews. (4) The final step is a recommendation for ordination, which will be considered by the Unity Credentialing Team after all educational and credentialing requirements have been met.

Your first steps to becoming a Unity Minister will be to complete the prerequisite courses, review this handbook, and develop a plan with your minister. You will choose a school for your ministerial education. After completing all the prerequisite courses and meeting the other prerequisites, you will be eligible to apply. See more information about the cycles and when they are held further in the handbook.

The Unity Ordination Path is an ordination path designed to support individuals who are pursuing an education through either Unity Worldwide Spiritual Institute or Unity Urban Ministerial School.

Throughout the process, candidates are measured against an objective set of standards and rubrics that have been identified as describing the qualities and abilities that are essential for Unity ministers. See the complete list of [Standards for Unity Ministers](#).

Candidates will be required to meet a series of requirements found in the [Progress Interview](#) section of this handbook.

Blessings,

A handwritten signature in cursive script that reads "Rev. Lynn O'Connell".

Credentialing Coordinator, UWM

RESOURCES

Your home minister: _____

Credentialing Department:

- Worldwide Ministries (UWM), Credentialing Department
Address: 200 Unity Circle North, Suite A, Lee's Summit MO 64086
Email: credentialing@unity.org
- Credentialing Coordinator, Rev. Lynn O'Dell, LODell@unity.org, 816-434-6843
- Credentialing Assistant: Denise Boehm, DBoehm@unity.org; 816-434-6895

Unity Worldwide Spiritual Institute (UWSI):

- Indira Huerta, UWSI Coordinator, IHuerta@unity.org 816-434-6861
- Erin Morse, Education Assistant, EMorse@unity.org or education.info@unity.org
816-434-6872
- Rachel Gaither, Co-Enrollment Coordinator, RGaither@unity.org
816-434-6867
- Juli Boyd, Enrollment Coordinator, (receives all transcripts) JBoyd@unity.org
816-434-6866

Unity Urban Ministerial School (UUMS):

- Website: www.UUMS.org
Address: 400 Renaissance Center #2600, Detroit, MI 48243
Email: info@uums.org, Phone: 816-772-3146

Table of Contents

Click on your topic of interest and be redirected to the topic

[PURPOSE](#)

[PREREQUISITES](#)

[SEE COURSES](#)

[ACADEMIC DEMONSTRATION](#)

[APPLICATION SCHEDULE](#)

[APPLICATION FEE](#)

[APPLICANTS UNDER REVIEW](#)

[APPLICATION REVIEW, LETTERS OF INVITATION/REDIRECTION](#)

[PSYCHOLOGICAL EVALUATION](#)

[BACKGROUND SCREENING](#)

[ADMISSIONS INTERVIEWS](#)

[MINISTRY PATH ACCEPTANCE/REDIRECTION](#)

[PROGRESS INTERVIEWS](#)

[RECOMMENDATIONS](#)

[PROGRESS INTERVIEW DETAILS](#)

Requirements

Criteria

Educational goals

[PROCEDURES](#)

[Team Interviews](#)

[One-on-one Interviews](#)

[Evaluation Process](#)

[Concern](#)

[Third Interview \(pertains to Team interviews only\)](#)

[Action Plan](#)

[Release from concern](#)

[Release from the ministry path](#)

[Issuance of credentials](#)

[Composing the action plan for licensed unity ministers](#)

[Licensed ministers desiring ordination](#)

[Expectations for Licensed minister mentors](#)

[Expectations for Licensed Unity ministers](#)

Licensed Minister reports

[Returning for Interviews](#)

[RESPONSIBILITY FOR MINISTERIAL EDUCATION](#)

GRADUATION REQUIREMENTS FOR UWSI

GRADUATION REQUIREMENTS FOR UUMS

[ETHICS REVIEW](#)

Process

Purpose:

The purpose of the Unity Ordination Path is to provide the Unity organization with a leader who is equipped to serve a Unity ministry. This program is designed to deepen one's understanding of Unity principles and to acquire deep self-awareness, interpersonal, management and leadership skills, thereby equipping one to be an asset to the ministry and to the larger Unity community.

Prerequisites:

- Complete specified prerequisite SEE (Spiritual Education and Enrichment) courses. List provided in this handbook.
- Hold an Undergraduate degree or Letter of Approval for an Academic Demonstration application.
- Have access to a computer and internet and be able to communicate via email and open attachments.
- Complete a psychological evaluation. This is completed as part of the application process. Additional evaluation may be required later, depending upon the results of the initial evaluation.
- Complete a background screening through First Advantage. Information will be sent you via email.
- Strongly recommended: Be an active member of a Unity ministry which is recognized by Unity Worldwide Ministries with increasing levels of leadership and responsibility.

SEE Courses: -These classes must be completed within 10 years.

The 18 prerequisite SEE courses afford Unity students the opportunity to learn Unity basics through foundational courses. The [Become A Minister Page on the website](#) lists all the current courses including notes on any upcoming changes. These prerequisites may be taken in the following way:

- Online courses offered by Unity Worldwide Spiritual Institute. The current schedule can be found on the website at: unityworldwideministries.org/uwsi/academic-calendar.
- Online courses offered by Unity Urban Ministerial School. More information can be found at www.uums.org.
- Courses taught by any Unity minister or licensed Unity teacher through a local or online Unity ministry.
- Courses taught by a Unity minister or licensed Unity teacher through SEE In-The-Field sessions offered at local Unity ministries.

The 18 required courses are:

- Foundations of Unity
- Metaphysics 1
- Metaphysics 2
- Metaphysics 3
- Metaphysics 4
- The Twelve Powers
- Prosperity
- Jesus Teachings
- The Christ
- Healing and Wholeness
- History of New Thought and Unity
- Unity Prayer
- Meditation Practices
- Self-Awareness
- Overview: Hebrew Scriptures
- Overview: Christian Scriptures
- Bible Interpretation: Hebrew Scriptures
- Bible Interpretation: Acts to Revelation

Academic Demonstration: (*only for those without an undergraduate degree*)

- **English Composition** options;

Your local community college or university.

Online through any number of universities, for example StraightLiner

<https://www.straighterline.com/online-college-courses/english/english-composition-i/>

Take the Clep Test <https://clep.collegeboard.org/composition-and-literature/college-composition>

- **Study Skills** course options;

Your local community college or university often has non-credit courses like this

Study Skills online course <https://www.studyright.net/college-study-skills-courses/>

Upon completion of all prerequisites, individuals should download and complete the application for the Ministry Path. The download link can be found at [Become A Minister Page on the website](#)

Application schedule of due dates:

- Cycle 1 applications are available for download on January 15th and are due back along with all other documents by April 15th.
- Cycle 2 applications are available on August 2nd and are due back with all other documents by Nov. 2nd.

Application Fee: \$300

Applicants under review:

Individuals with an active review may not apply for the ministry path until their review is complete, all action items have been met and they have been cleared to proceed.

Applications review:

Applications are reviewed and scored on a scale of 1-5 by the Credentialing Team. Applicants who score a minimum of 3.5 on their application review will receive Letters of Invitations to attend the admissions interview or to be redirected.

Prior to attending admissions interviews:

Applicants will need to -

- Complete and return Admissions Interview Registration Form and \$700 Fee
- Complete and return Admissions Interview Profile Form
- Complete the Ministry Path Assessment Test – closed book test covering material from the 18 SEE prerequisite courses
- Complete psychological evaluation and background screening

Psychological evaluation:

Included in the Invitation to Interview, each applicant is paired with a psychologist and provided contact information to schedule and complete a set of required tests and an interview prior to the schedule Admissions Interviews.

Background screening:

You will receive an email from 1st advantage (UNITY WORLDWIDE MINISTRIES DBA <do_not_reply@FADV.com>). Watch your inbox, spam folder, and junk mail for this message. It will instruct you on completing the confidential background screening process.

Admissions interviews:

Applicants invited to participate in the Admissions Interviews will receive three 1-hour interviews. These interviews are intended to further assess the applicant's understanding and ability to articulate basic Unity teachings and theology, spiritual and emotional maturity, and a deep understanding of the Bible and Unity Metaphysics.

At the conclusion of the Admissions Interviews the Credentialing Team meets with each applicant to inform them of the team's decision. The team decision could be Acceptance, Acceptance with recommendations, or Redirection.

Cycle 1 interviews are held in late August each year.

Cycle 2 interviews are held March the following year.

Acceptance into the Unity ministry path:

Once accepted, new candidates are expected to attend the scheduled New Candidate Orientation. New candidates will then participate in the first Progress Interviews the March following their acceptance.

Redirected from the Unity ministry path: Redirected applicants will be given specific feedback of areas for further development. We want to assure all redirected applicants, this decision by the Admissions Ministry Team is not intended to indicate that an applicant is not capable of becoming a Unity minister. In fact, many successful Unity ministers have been redirected to a time when they were better prepared. We would like redirected applicants to prayerfully consider, and act on the recommendations of the Team. Redirected applications are eligible to re-apply for the ministry path when they are ready to demonstrate fulfillment of the recommendations of the Admissions team, subject to the SEE and other prerequisites in place at the time of re-application.

Progress Interviews:

After you have completed the admissions process, have been notified of acceptance into the Ministry Path, and participated in the mandatory Orientation, you will be scheduled for your first of several Progress Interviews that will take place throughout the course of your program. Throughout the process, candidates are measured against an objective set of standards and rubrics that have been identified as describing the qualities and abilities that are essential for Unity ministers. See the complete list of [Standards for Unity Ministers](#).

Recommendation:

The final step is a recommendation for ordination, which will be considered by the Unity Credentialing Team after all educational and credentialing requirements have been met.

Progress interview details:

Progress interviews are intended to assess a candidate's readiness for successful service as a Unity minister. Progress interviews are dispersed throughout the candidate's educational experience to provide consistent feedback on progress towards a recommendation for ordination. There are two types of progress interviews: team interviews and one-on-one interviews.

Requirements:

- Each candidate will participate in their first set of team progress interviews within one year of acceptance to the Ministry Path.
- Each candidate will participate in their first one-on-one interview within one year of acceptance to the Ministry Path.
- Candidates will have a minimum of 3 sets of team interviews and 4 one-on-one interviews between their admissions to the ministry path and a recommendation for a credential.

Criteria:

The following criteria shall be used by both the team & one-on-one interviewers for individual evaluations and as a basis for overall evaluation and final recommendation by the interviewing teams and the full Credentialing Team to the Board of Trustees.

Candidates must enroll in the Unity Worldwide Spiritual Institute or Unity Urban Ministerial School courses within one year of admission to the ministry ordination path. Candidates must continue to be actively enrolled in Unity Worldwide Spiritual Institute or Unity Urban Ministerial School ministry studies (until graduation) while they are on the ministry ordination path.

Satisfactory academic achievement

Demonstrate skills and knowledge at the Competent level on the Standards Expected of Unity Ministers addressing the following:

Emotional Maturity

Self-Awareness

Self-Care

Character

Prayer & Meditation Techniques and Application

Pastoral Care

Faith-Filled & Ethical Living

Prosperity Consciousness

Spoken and Written Communication Skills

Interpersonal/Listening/Relationship Skills

Sacred Services, Ceremonies and Gatherings

Administration

Financial Intelligence

Board Relations

Teaching Skills

Youth and Family Ministry

Technology Skills

Visionary Leadership

Spiritually Inspired Social Action

Unity Community Building

Diversity & Inclusivity
Diversity & Inclusivity in our Unity community
Bible Knowledge & Bible Metaphysics
Unity Theology & History
Commitment to serving a Unity ministry in an approved area of leadership
Commitment to the Unity movement
Candidates are expected to demonstrate behavior that is in keeping with the Unity Worldwide Ministries Code of Ethics, Sexual Conduct Policy and worthy of the ministerial image regardless of personal challenges.

Effective ministry is dependent upon a minister acquiring both consciousness and the skills for ministry. A minister must learn to think theologically, metaphysically, and spiritually about life, and to live a God-centered life.

Ministerial candidates must be able to demonstrate the ability to help others do this also, in a loving, creative, and responsible manner.

Educational goals:

A student enrolled in Unity Worldwide Spiritual Institute or Unity Urban Ministerial School is preparing to become a Unity minister in one of the following approved areas of leadership:

- Field, church, or center ministry
- Chaplaincy – Military and civilian
- Youth and Family Ministry
- Alternative ministry:
 - Unity prayer ministry
 - Ministerial spiritual education
 - Urban Ministry
 - Unity retreat ministry
 - Media ministry
 - Lecture and workshop ministry
 - Institutional ministry
 - Internet based ministry

Procedures:

Team Interviews: Each candidate participating in a progress interview week shall meet with a primary team and a secondary team. Each team that a candidate meets with shall independently evaluate each candidate. Interviewing team statements shall be based on those independent evaluations.

All pertinent information, including, but not limited to, faculty statements, letter of admissions, and any prior progress interview statements in the candidate's file are shared with team members prior to the interview. The sub team chair should have his/her interview team ready to start the interview process at the time designated. The interview is to be held for the prescribed time of 45-60 minutes. Interviews follow the stated format and evaluations are communicated through the team statements.

Candidates will wait in the designated location, whether in person or virtual. When the team is ready to begin the interview, the candidate is brought from the designated location by a team

member or transferred into the virtual interview room by a moderator. In the interview, each sub team member introduces him/herself. After introduction, a team member will lead a brief opening prayer. At the end of the interview, the candidate is invited to close in prayer. Questions specific for each candidate will be provided to team members by the credentialing staff. Additional questions may be based on the content or theme of the candidates talk, the contents of the profile form, and past recommendations by the Admissions and Progress Interview teams. Whenever appropriate to the subject matter, questions will be behavior-based questions.

One-on-One Interviews: Each candidate participating in one-on-one progress interviews shall meet with a member of the Credentialing Team twice a year, July, and November. The one-on-one team member that a candidate meets with shall independently evaluate that candidate. Interviewing statements shall be based on those independent evaluations.

All pertinent information, including, but not limited to, faculty statements, letter of admissions, and any prior progress interview statements in the candidate's file are shared with members of the interviewing teams prior to the interview. The one-on-one interviewer shall contact the candidate and arrange the date and time of the interview. The interview is to be held to the agreed upon time of 45-60 minutes. Interviews follow the stated format and evaluations are communicated through the interview statements.

In the interview, the team member will begin the session with a brief opening prayer. At the end of the interview, the candidate is invited to close in prayer. Questions specific for each candidate will be provided to team members by the credentialing staff. Additional questions may be based on the content or theme of the candidates talk, the contents of the profile form, and past recommendations by the Admissions and Progress Interview teams. Whenever appropriate to the subject matter, questions will be behavior-based questions.

Evaluation process:

The progress interview evaluation is a prayerful process, and we honor that with the following procedure:

At the end of the interview, members maintain prayerful silence as they mark their individual evaluation sheets and then write the comments to share with the candidate. For Team interviews, the team scribe will record each team member's comments.

Each team member makes a final evaluation (1) making satisfactory progress (2) not making satisfactory progress, and for Team interviews (3) suggest a third interview.

For Team interviews, the scribe reads the statement to make sure that the key points have been made. For both Team and One-on-one, the statement should include supportive, positive feedback and may or may not have recommendations for improvement.

If the candidate does not meet the minimum level of evaluation, the statement will address the specific concerns of the team/interviewer. The statement will include specific examples, without inflammatory language, and the statements will be congruent with the candidate's rubrics evaluation.

Team statements for each candidate are given to the Credentialing Staff following the interview, for review by the team chair/co-chair.

Finalized statements are presented to the candidate during a scheduled feedback time during Team interviews and by email during One-on-one interviews. A copy of the statement is included in the candidate's files at Unity Worldwide Ministries. Team statements for UUMS and UWSI candidates are also shared with the appropriate school personnel.

Concern:

Concern is a designation used when there are significant concerns regarding a candidate's readiness for ordination.

Candidates cannot be placed on Concern or released from Concern during the One-on-one interview sessions.

The use of the term "concern" is reserved for special circumstances when either:

Two interviewing sub teams indicate that the candidate is not performing at the standard acceptable for the interview week, or

A candidate is not in compliance with the Progress Interview Process.

If a Candidate is placed on Concern for non-compliance with the Progress Interview Process, they will receive a letter that states:

The Candidate is on Concern & their standing as a Candidate for ordination through this path is in jeopardy

The Candidate is required to contact the Credentialing Coordinator within 30 days of the date of the letter to register for the next scheduled Progress Interview.

Failure to do so will result in the Candidate's release from this Unity Ministry Path without further notice.

If they are released under these circumstances, and they wish to pursue Unity Ordination, they will be required to re-apply in the future.

Candidates can request a leave of absence for up to one year for consideration by the Credentialing Team Chair/Co-chair (a leave of absence form will be enclosed with the letter.)

The letter will be sent via email with a read-receipt required, and a copy of the letter will be sent to the Unity Worldwide Spiritual Institute or Unity Urban Ministerial School Admissions Officer.

A candidate is the subject of an Ethics Review by the Ethics Review Team.

If a Candidate is placed on Concern for an ethics review, they will receive a letter that states: The Candidate is on Concern & their standing as a Candidate for ordination through this path is in jeopardy

The Candidate is required to inform the Credentialing Coordinator of the review.

The Candidate is required to inform the Credentialing Coordinator of the results of the review.

The Candidate will remain on Concern until the ERS process is complete and they are cleared by ERS to continue the credentialing process.

Failure to do so will result in the Candidate's release from this Unity Ministry Path without further notice.

If they are released under these circumstances, and they wish to pursue Unity Ordination, they will be required to re-apply in the future.

The letter will be sent via email with a read-receipt required, and a copy of the letter will be sent to the Unity Worldwide Spiritual Institute or Unity Urban Ministerial School Admissions Officer.

Third interview (pertains to team interviews only):

In the case of the assumed final Progress Interview session, all candidates will be scheduled for a third interview. This interview is NOT dependent upon the results of the first two interviews but

is a requirement for the assumed final interview session.

In all other cases, a third interview is required when the two interviewing sub-teams give contrasting reports, and the average evaluation is below expectations and/or a 3rd interview has been recommended.

When the decision is made to give a candidate a third interview, there shall be no prejudicial discussion about the candidate; either within the general evaluation session or among members of any of the sub teams. Nor will the 3rd Interview Team read either of the 2 previous sub teams' statements from the current interview session. However, a general area for follow up questions (metaphysics, Bible, et al) may be shared with the third interview team for further questioning.

We affirm the Holy Spirit is guiding the third team in assessing the candidates' readiness for ministry, without being given any information that might be prejudicial.

If a representative of the Credentialing Team or a designated Credentialing Staff member is unable to contact the candidate to inform the candidate that a third interview is required or the candidate is not present at the scheduled time, the right to a third interview is forfeited, and the candidate is automatically placed on concern.

This action cannot be appealed except in limited cases of extreme emergency. The types of circumstances that warrant an appeal are left to the discretion of the Credentialing Team chair/co-chair, whose decision is final.

If a candidate fails to show up for their third interview, the team statement will read: "Name was unavailable for notification of third interview. A message was left with/via (person's name or voice mail) but he/she did not attend the interview and therefore is on concern."

Candidates eligible for consideration of a credential (Licensed Unity Minister/Ordained Unity Minister) will be automatically scheduled for a third interview. This interview is NOT dependent upon the results of the first two interviews but is a requirement for consideration of a credential.

Action Plan: Candidates on Concern shall have an Action Plan. Action Plans shall be shared with the candidate and faculty advisor as an addendum to the Team Statement.

Release from Concern: Candidates are released from concern when they successfully demonstrate completion of the Action Plan items and receive an evaluation of "making satisfactory progress" from two interviewing teams.

Release from the Ministry Path: Candidates may be released from the program when the candidate is not in compliance with the Ministry Path requirements

Issuance of credentials - Licensed Unity Minister / Ordained Unity Minister

The issuance of all credentials, licensed or ordained, rests with the Board of Trustees. Candidates may be recommended for ordination by the Credentialing Team following graduation of their education program and demonstration of the Competent Level of proficiency on the [Standards for Unity Ministers](#) for Successful Unity Ministry.

There may be circumstances when ordination is delayed, and a ministerial candidate is licensed rather than ordained.

Composing an action plan for candidate licensed and not ordained:

A Candidate, who is licensed instead of ordained, must have an Action Plan written by members of their last evaluating sub teams. These sub teams shall meet and prepare the Action Plan, noting any recommendations and timelines the candidate shall meet.

Licensed Ministers Desiring Ordination: (the following section pertains to those candidates who have completed a program and received the status of Licensed Unity minister instead of Ordination)

The Credentialing team may prescribe a course of study or requirements for skills improvement to individuals who receive licensed minister status, as part of working toward ordination. These may include, but are not limited to, working with a mentoring minister, teaching a program of classes, participation in therapy, or taking special courses to enhance their skills. The completion of these criteria will be monitored through the office of the Credentialing Coordinator of Unity Worldwide Ministries.

In most cases, employment placement remains open for licensed individuals and a mentor minister will be assigned. The Credentialing Team may include limits and/or restrictions on employment if the team concerns warrant such action.

Licensed ministers will retain that designation for up to two years or may request an extension from the Credentialing Team. Unless otherwise specified by the Credentialing Team and Unity Worldwide Ministries Board, the license will be considered terminated after the two-year period.

If, in the future, these individuals wish to enter the employment placement process, they will be required to meet with the Credentialing team to determine if they are indeed eligible for re-licensing and placement as a Unity minister. The recommendation of the Credentialing team would then be referred to Unity Worldwide Ministries' Board for approval.

Mentoring minister:

When a Mentoring Minister is suggested by the Credentialing Team:

In cooperation with the Credentialing Team Chair(s), the Credentialing Coordinator for Unity Worldwide Ministries will suggest a mentoring minister to work with the licensed minister. It is recommended that the mentor and licensed minister formulate a contract to achieve the goals as outlined by the Credentialing Team.

Expectations for licensed minister mentors:

- Minimum of three years field ministry experience.

- Desire to meet the agreements included in the contract.

- Willingness to connect at least monthly by phone with the licensed minister, or as prescribed by the Credentialing team.

- Meet in person with the licensed minister in situations that allow the mentor to observe and evaluate the candidate's work as a minister, on at least a quarterly basis.

- Meet on-site to evaluate a Board Meeting and Sunday service.

- Interview the Board of Trustees of any church the licensed minister serves for feedback and observations.

- Write a report to the Credentialing Team, to be in the office of the Credentialing

Coordinator at least three weeks prior to the annual meeting of the Credentialing Team.

Mentor reports should contain:

Observations of the licensed minister's activities, motivation, and consciousness for ministry.
Progress toward completion of the items specified by the Credentialing Team.
Any other observations the mentor deems pertinent.

Expectations of the licensed Unity minister:

Initiate a phone call with the mentoring minister monthly, or as prescribed by the Credentialing Team.

Address the concerns of the Credentialing Team.

Provide the mentor a monthly report, addressing the concerns of the Credentialing Team, and sharing the candidate's inner process.

Follow the recommendations suggested by the Credentialing Team.

Write a report to the Credentialing Team, to be in the office of the Credentialing Coordinator at least three weeks prior to the annual meeting of the Credentialing Team.

Licensed minister reports should contain:

Summary of ministerial activities

Any special successes

Personal perspective on progress toward completion of the items specified by the Credentialing Team;

Summary of personal journey and/or value of the Credentialing Team's prescription in development of skills and consciousness for ministry

Observations of the value of the mentoring process, including that of the monthly contact.

Returning for interviews:

The licensed minister shall prepare a seven (7) minute talk, the subject being of the candidate's choice unless otherwise specified by the Credentialing team.

The interviewing sub team will have the statement prepared by the entire Credentialing team, outlining the rationale for licensing (and not ordaining) the candidate. The sub team is encouraged to address the issues and concerns of the full team with the candidate and assess whether the requirements for ordination have been met. The sub team may include questions that inquire as to the licensed minister's learning's through the process; the impact of licensing on the candidate's readiness for ministry; the changes in the licensed minister's inner and outer life since licensing and how all of this will be reflected in the candidate's ministry.

The Standards and Rubrics evaluation level needed for ordination is Competent. If the average evaluation from both initial sub teams and the third sub team falls below Competent, then the interviewing teams may propose to the entire Credentialing team, the following:

Continue the licensed minister status for another 2 years, with specific recommendations and suggestions toward ordination.

Release from the program without re-licensing. (This is not common, but it is one possible outcome.)

Responsibility for ministerial education:

Unity Worldwide Spiritual Institute (UWSI) and Unity Urban Ministerial School (UUMS) have the primary responsibility for academically preparing persons for Unity ministry through the respective educational programs. Unity Worldwide Ministries participates in the educational process.

At the beginning and the conclusion of the Credentialing process the Credentialing staff for Unity Worldwide Ministries will contact the appropriate personnel at each school to request any feedback on candidates on concern. This is an opportunity for Credentialing staff to explain any statements created by the sub teams and to answer any questions the school may have to provide effective support to the candidates' growth and preparation for ministry.

Graduation requirements for UWSI are:

Graduation requires a 3.0 cumulative grade point average or above on a 4.0 scale. Grades below B – may not be used to satisfy requirements for required courses, and grades below C will not be used to satisfy elective requirements. A maximum of six hours of a grade of C may be counted toward a degree. Courses may be repeated in regularly scheduled quarters (not as independent study). In such cases, both grades are posted. Only the repeated grade will be calculated in the quarter and cumulative grade point average. Credit for a specific course will be given only once toward graduation requirements.

Evidence of spiritual, mental, and emotional maturity, and the candidate's readiness and fitness to practice ministry.

Recommendation of the faculty. The completion of designated courses and graduation from UWSI does not mean automatic licensing or ordination as a Unity Minister. Licensing and ordination are conferred only by the UWM Board of Trustees.

Graduation requirements for UUMS are:

The satisfactory completion of all required course credits.

Evidence of spiritual, mental, and emotional maturity, and the candidate's readiness and fitness to practice ministry.

The completion of designated courses and graduation from UUMS does not mean automatic licensing or ordination as a Unity minister. Licensing and ordination are conferred only by the UWM Board of Trustees.

Credentialing & the Unity Worldwide Ministries Ethics Review System

When the Credentialing staff requests preliminary approval from the Unity Worldwide Ministries Board for ordination or licensing, the list will first be reviewed by staff representatives aware of cases pending or underway with the Ethics Review System. If any candidates for ordination or licensing have a review pending or in process, their name will be removed from the list submitted to the Board for preliminary approval.

If a candidate for ordination has an Ethics Review pending or in process at the time that they are

recommended for ordination or licensing by the Credentialing team, the normal team statement will be provided to them, along with a letter saying that the team has recommended them for ordination or licensing, and that they will be able to proceed with licensing or ordination upon successful completion of the Ethics Review process.

If interviewing team members have doubts about a particular candidate and their progress or readiness for licensing or ordination related to a possible ethical situation involving a Candidate, team members shall work together to include that information in the written feedback as early in the process as possible, advising the candidate of areas for growth and improvement. The team member is encouraged to advise the Credentialing Team Chair and Credentialing Staff of the situation.

If a member of the Credentialing team personally observes an ethics violation by a candidate for licensing and ordination, that team member will contact the Regional Judicatory Representative to make the Regional Judicatory Representative aware of their concerns. The team member shall recuse themselves from assessing the candidate during Progress Interview weeks. The team member will advise the Credentialing Team Chair and Credentialing Staff of the situation.

Progress Interviews and the employment process

Candidates may begin the employment process AFTER successful completion of their next to last progress interview and are within 9 months of their anticipated completion of a ministerial program.

Process

Candidates must contact the Ministry Development Assistant, Carol Hall, CHall@Unity.org and request a Student Employment Release Form.

Request signature from the Dean/Director of Education of the school in which the candidates are enrolled. Once signed by the appropriate school representative request a signature from the Credentialing Coordinator. The signature will only be obtained from the school if the student is making satisfactory progress in their educational program. The credentialing coordinator's signature will only be obtained if the candidate has completed their next to last progress interview and is NOT on concern.

Candidates on Credentialing Concern or Academic Probation may not apply for ministry positions.