



**Mentoring  
Spiritual Leaders  
in the  
Special Dispensation  
Program**

***Mentor Manual***

Updated February 15, 2023

## Special Dispensation Mentor's Manual

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# Mentor's Manual

## Vision and Mission

### Unity Worldwide Ministries Vision Statement:

A world powerfully transformed through the growing movement of shared spiritual awakening.

### Unity Worldwide Ministries Mission Statement:

Advancing the movement of spiritual awakening and transformation through Unity, a positive path for spiritual living.

### Unity Worldwide Ministries Member Support Purpose Statement:

Member Support cultivates relationships and creates a feedback-rich environment with Unity ministries and leaders. Through leading-edge services and resources, we collectively prosper and evolve in a spiritual community.

## Special Dispensation Policy Overview

The purpose of this policy is to collaborate with UWM ministries in ensuring that their ministry is led by a credentialed Unity Minister. (See Special Dispensation and the Spiritual Leader 3-Way Agreement.) It applies to:

- 1.1 Ministries seeking to employ a Licensed Unity Teacher as Spiritual Leader
- 1.2 Ministries seeking to employ a leader without Unity credentials
- 1.3 Individuals who are not Unity Ministers who wish to serve as the leader of a Unity Ministry

The Special Dispensation Mentor Program is to support the Spiritual Leader to become familiar with the teachings of Unity, the policies and procedures of Unity Worldwide Ministries, and the resources available as a member ministry. The mentor supports the Spiritual Leader in reaching their goal of becoming an ordained Unity Minister. This ensures that our ministries are led by skilled professionals trained in Unity teachings, and the essential elements of thriving ministry.

## Requirements for Mentors

To be considered for assignment to a Spiritual Leader serving with Special Dispensation, a minister must meet the following requirements:

1. Proven successful experience in field ministry for a minimum of 5 years.
2. Commitment and loyalty to Unity Worldwide Ministries and its programs by past demonstration of:
  - a. Involvement in Ministry Teamwork
  - b. Regular attendance at regional conferences
  - c. Regular attendance at national conferences
  - d. Regular financial support of Unity Worldwide Ministries
  - e. Support for the policies, bylaws, and ethics of Unity Worldwide Ministries
3. Personally have the available time, freedom, and willingness to carry out the responsibilities of the position.
4. Have email capability.
5. Attend the annual training event for Effective Mentoring.
6. Attend bi-annual Mentor team meetings.
7. Communicate promptly and effectively with a mentee, the mentee's ministry board, and UWM Member Support Coordinator as appropriate.

## **Role of Mentor**

When an applicant is hired as a Spiritual Leader by a Unity Ministry, the Member Support Coordinator assigns a mentor for the Spiritual Leader. The mentor will continue to mentor the Spiritual Leader through ordination. (If the Spiritual Leader is accepted into the Field Program, another mentor will be assigned.)

If for any reason a mentor cannot continue to fill the role of mentor for the Spiritual Leader, the Member Support Coordinator should be notified as soon as possible so that another mentor can be identified.

The mentor's role is primarily to be an advocate for the Spiritual Leader, provide direction, guidance, and encouragement, monitor the progress of the Spiritual Leader and communicate the progress of the Spiritual Leader to the Member Support Coordinator.

The mentor should also be available to the Spiritual Leader to resolve any difficulties encountered in the completion of the individual contract and to act as a resource person. This includes supporting the Spiritual Leader to be accountable for the agreements made regarding their participation in the Special Dispensation program.

The mentor should **not** be the person to initiate the monthly call to the Spiritual Leader but should make the time available to receive the call. It is the Spiritual Leader's responsibility to schedule and initiate the monthly call.

The Spiritual Leader's time in the program will depend on their background, education, etc. and will be determined with the aid of the Member Support Coordinator and/or Credentialing Coordinator. The mentor should be an active listener more than an advisor. Any recommendations given to the Spiritual Leader should be more in the form of options, which might be available to the Spiritual Leader in dealing with a particular challenge, or situation of any kind. However, the mentor should be conversant with the Unity Worldwide Ministries program and policies. When a question arises, either the Spiritual Leader or mentor should call the Member Support Coordinator for clarification.

## **Mentor Responsibilities: Spiritual Leader**

Responsibilities of the mentor as pertains to the Spiritual Leader

1. Negotiate a contract of independent study based on the Special Dispensation Agreement and the Spiritual Leader's education, experience, etc. A copy of this contract is sent to the UWM Member Support Coordinator within the first three months.
2. Provide support and guidance throughout the process, including but not limited to:
  - a. Being available to receive the Spiritual Leader's calls.
  - b. Reviewing and providing feedback to the Spiritual Leader about the Spiritual Leader's progress.
  - c. Serving as a source of reference for the Spiritual Leader's ministerial needs.
  - d. Providing continuing evaluation of the Spiritual Leader's progress.
3. Be present and evaluate the Spiritual Leader's progress during the yearly progress interviews.
4. Monitor the Spiritual Leader's progress in the fulfillment of the agreement.
  - a. Generate monthly telephone reports. (The Spiritual Leader initiates the monthly call.) The mentor keeps these reports for file and reference. When the Spiritual Leader is ordained, these records are destroyed by the mentor.
  - b. Provide progress reports in conjunction with the Special Dispensation 6-Month Renewal Report based on the program due dates of May 1 and November 1.
  - c. Conduct two on-site evaluations at the Spiritual Leader's place of ministry. The first should be as soon as possible within the first year of the agreement. The second visit, if appropriate, should be in the 3<sup>rd</sup> year. (The Spiritual Leader's ministry is responsible for the travel costs of the mentor.) An alternative to the on-site visit can be performed virtually either by utilizing a live-video call or using facetime or by

video and a recording of the facility tour emailed or shared by another shared file resource.

- d. Assist the Spiritual Leader in selecting another thriving Unity church to visit. Encourage the Spiritual Leader to meet and visit with the minister.
  - e. Encourage the Spiritual Leader to network with other ministers in the field.
  - f. Provide encouragement and prayer support to the Spiritual Leader.
5. Based on the many requirements for the Spiritual Leader, it is recommended that the Spiritual Leader not participate on a Unity Worldwide Ministries team or regional teams while going through this program and taking their required classes.
  6. The mentor is responsible for holding the Spiritual Leader accountable for the items in the Spiritual Leader Agreement. Please communicate any concerns with the UWM Member Support Coordinator and/or Credentialling Coordinator.
  7. If a Spiritual Leader is not fulfilling his/her contract with his/her mentor or if the Spiritual Leader is not following the requirements of the Special Dispensation program and/or their chosen path to ordination, the mentor reminds the Spiritual Leader that continuance in a Unity Ministry depends on fulfilling the contract in a timely and significant manner and that he/she is subject to probation or dismissal.

Please communicate any concerns with the UWM Member Support Coordinator and/or Credentialling Coordinator.

## **Mentor Responsibilities: Mentoring Program**

Responsibilities of the mentor as pertains to the Mentoring Program:

1. Attend the Mentor Team bi-annual meeting to participate in the review and ongoing development of the Mentoring Program and Spiritual Leader as needed.
2. Communicate the progress or lack of progress of the Spiritual Leader to the Member Support Coordinator.
  - a. Complete one or two, as appropriate, “on-site” evaluations and forward a copy of the report on the form provided to the Unity Worldwide Ministries Member Support Coordinator.
  - b. An alternative to the on-site visit can be performed virtually either by utilizing a live-video call or using facetime or by video and a recording of the facility tour emailed or shared by another shared file resource.

3. Recommend to the Unity Worldwide Ministries Member Support Coordinator any actions which should be taken by the team concerning the Spiritual Leader.
4. Notify the Member Support Coordinator immediately if circumstances should arise which would prohibit the mentor from continuing his or her role as a mentor for a Spiritual Leader.
5. Notify the Member Support Coordinator if circumstances in the Spiritual Leader's ministry, or his/her life, affect the role as a Spiritual Leader or their ability to complete the program in a timely manner.
6. Offer suggestions for changes and refinements in the Mentoring Program.
7. Offer suggestions for ministers to be considered for appointment as mentors.

### **Assignment of Mentors**

Each applicant serving as a Spiritual Leader under the Special Dispensation program and Field Ministry Program is assigned a mentor by the Member Support Coordinator and/or Credentialing Coordinator. Although a mentor within the same region as the Spiritual Leader may be desirable, it is not a requirement.

The Spiritual Leader's ministry may be required to host visit(s) by the mentor, depending on the Spiritual Leader's agreed-upon ordination plan. Consideration should be given to the financial capability of the host ministry when assigning a mentor. The first visit is to occur in the first year as soon as arrangements can be made.

The mentor meets with the Spiritual Leader immediately following the notification of their assignment to negotiate an individualized contract.

### **The Spiritual Leader Contract**

Creating the individualized contract:

When negotiating the contract, the mentor and Spiritual Leader should be aware of those areas where the Spiritual Leader may not have as much experience or background and where individual work can or needs to be done.

It is important that the line items in the contract:

1. Be specific
2. Be measurable
3. Include a clear timeline for completion

The individual contract will be the basis from which to approach the monthly telephone reports.

All individual contracts are to be signed by the Spiritual Leader and by their mentor. After signing all necessary documents, copies are to be sent to all signers, and the Member Support Coordinator with the original placed in the Spiritual Leader's permanent file in the Unity Worldwide Ministries office.

The contract will be completed within the guidelines of the Special Dispensation Agreement.

Once the Spiritual Leader completes their relationship with the mentor, all documents held by the mentor will be destroyed.

## **Forms Used**

Mentor Application

SD/SL Program Initial, 3-Month, and 6-Month Assessment

Spiritual Leader/Mentor Contract

Mentee Area of Focus from Initial Assessment

Mentee/Mentor Report (subsequent Calls)

On-Site Evaluation

Spiritual Leaders Mentor Agreement

Unity Worldwide Ministries, Ministry, Spiritual Leader (3-Way) Agreement





# Mentor Application

Serving as a mentor in any of the ministerial paths is a sacred privilege. Unity Worldwide Ministries holds the affirmation that the mentoring experience will be rewarding for both the mentor and mentee. The role of the mentor is to advocate for the development of the ministerial consciousness of your mentee – not to make the mentee into your image. As a discernment tool to support the success of the Program, the Leadership Team offers this application.

## **Mentor requirements include:**

- Proven successful experience in field ministry for a minimum of three (3) to five (5) years.
- Commitment and loyalty to Unity Worldwide Ministries and its programs by past demonstration of:
  - Involvement in Ministry Teamwork
  - Regular attendance at regional conferences
  - Regular attendance at national conferences
  - Regular financial support of Unity Worldwide Ministries
  - Support for the policies, bylaws, and ethics of Unity Worldwide Ministries
- Personally have the available time, freedom, willingness, and support of the ministry to carry out the responsibilities of the position.
- Have email capability.
- Prosperity consciousness to include:
  - The ability to travel for an onsite visit if mentoring in the Field Ministry Program
  - Optional – purchase of Bible or graduation gift for mentee at graduation
- Freedom – Mentor does not have or anticipate having constraints such as, but not limited to: Changing ministries, other UWM ministry team service, ERS Review, impending divorce, birth or adoption of a child, and additional time commitments.
- Preview – Mentor candidates shall request and read a copy of the Mentor Manual prior to approval to serve as a mentor. Mentor Manual is available from the UWM Credentialing and Member Support Staff.
- Completion of the following application and the mentor training offered online.

**Please return the completed application to [jburns@unity.org](mailto:jburns@unity.org)**

## Mentor Application

**Name:** Click or tap here to enter text.

**Which program are you willing to serve (select one or more):**

Special Dispensation Program  Field Ministry Program  UWSI

**Ordained Unity Minister - which path/program and when?** Click or tap here to enter text.

**Ministry:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Phone (cell, church, home):** Click or tap here to enter text.

**Are you bilingual?** If yes, what language(s): Click or tap here to enter text.

**List ministries served.** Include church name, location, history, and dates, or attach a resume:

Click or tap here to enter text.

**Describe your commitment and support to Unity Worldwide Ministries and its programs.** This could include involvement in ministry teamwork, regular attendance at regional or national conferences, and regular financial support of Unity Worldwide Ministries:

Click or tap here to enter text.

**If applicable, describe your history in mentoring programs as both a mentee and/or mentor:**

Click or tap here to enter text.

**Describe your calling to serve as a mentor:**

Click or tap here to enter text.

**What expectations do you have about your relationship with your prospective mentee?**

Click or tap here to enter text.

**Do you anticipate any changes in the next three years that may interfere with your ability to fulfill your commitment as a mentor?** Yes  No  If yes, please explain:

Click or tap here to enter text.

**By signing below, you agree to the following:**

- To complete the required online training annually
- To be up to date with my AMR, CEUs, Code of Ethics, and Sexual Conduct Policy
- To complete all required reports in a timely manner and to encourage your mentee to do the same.
- To keep open communication with the Member Support and Credentialing staff, reporting any concerns immediately.
- To fulfill the mentor responsibilities as described in the Mentor Manual (Note these responsibilities vary depending on the program)
- I understand that one mentor will be assigned for the initial Special Dispensation Program and a different mentor will be assigned for the ministerial program portion of the mentee's program. This is done intentionally so the mentee can build a support system and learn from a variety of ministers.
- I understand that this is a ***volunteer position*** for UWM and **no financial compensation** is to be received.

Signature: \_\_\_\_\_

Printed Name: Click or tap here to enter text.    Date: Click or tap here to enter text.

**Please return the completed application to [jburns@unity.org](mailto:jburns@unity.org)**

**Special Dispensation Program**  
**Initial, 3-Month, and 6-Month Assessment**

(Initial Assessment to be completed within first three months)

Mentee's Name: \_\_\_\_\_ Date of Call: \_\_\_\_\_

Ministry Name: \_\_\_\_\_ Time Call Began: \_\_\_\_\_

City, State (Province): \_\_\_\_\_ Time Ended: \_\_\_\_\_

Did the mentee make timely contact as scheduled? \_\_\_\_\_

If not, please explain: \_\_\_\_\_

Mentor's Name: \_\_\_\_\_

**REVIEW QUESTIONS**

Has the mentee attended any sub-regional, regional, or national meetings? \_\_\_\_\_

If yes, ask the mentee to describe his/her experiences: \_\_\_\_\_

**Worship**

Progress made: \_\_\_\_\_

Concerns or challenges: \_\_\_\_\_

Resources used or recommended: \_\_\_\_\_

Update to Contract: \_\_\_\_\_

**Administration**

Progress Made: \_\_\_\_\_

Concerns or challenges: \_\_\_\_\_

Resources used or recommended: \_\_\_\_\_

Update to contract: \_\_\_\_\_

**Education**

Progress made: \_\_\_\_\_

\_\_\_\_\_

Concerns or challenges: \_\_\_\_\_

\_\_\_\_\_

Resources used or recommended: \_\_\_\_\_

\_\_\_\_\_

Update to contract: \_\_\_\_\_

\_\_\_\_\_

**Pastoral**

Progress made: \_\_\_\_\_

\_\_\_\_\_

Concerns or challenges: \_\_\_\_\_

\_\_\_\_\_

Resources used or recommended: \_\_\_\_\_

\_\_\_\_\_

Update to contract: \_\_\_\_\_

\_\_\_\_\_

**Self-Care**

Progress made: \_\_\_\_\_

\_\_\_\_\_

Concerns or challenges: \_\_\_\_\_

\_\_\_\_\_

Resources used or recommended: \_\_\_\_\_

\_\_\_\_\_

Update to contract: \_\_\_\_\_

\_\_\_\_\_

**Other Areas for Discussion**

\_\_\_\_\_

\_\_\_\_\_

## Unity Worldwide Ministries Spiritual Leader/Mentor Contract

Mentee's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Ministry Name: \_\_\_\_\_

City, State (Province): \_\_\_\_\_

Mentor's Name: \_\_\_\_\_

Number of prerequisites SEE courses completed \_\_\_\_\_

Number of ministerial courses completed \_\_\_\_\_

List remaining prerequisites SEE courses to be completed. (These may be taken through UWSI, UUMS, during SEE weeks or through credentialed leaders in the field eligible to teach for credit.)

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List of remaining ministerial courses to be completed if admitted to a ministerial path:

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### Timeline for completion of required courses:

Spiritual Leader plans to complete a minimum of \_\_\_\_\_ courses per year.

Spiritual Leader plans to apply for admission to a ministerial path by the

\_\_\_\_\_ (month) \_\_\_\_\_ (year) admissions cycle.

Spiritual Leader plans to complete ordination path by \_\_\_\_\_.

## Mentee Areas of Focus from Initial Assessment

These could include but are not limited to Worship, Administration, Accounting, Technology, Education, Pastoral, Mediation, Interpersonal Skills, Self-care, or grounding in Unity Principles.

Focus Area \_\_\_\_\_

Goal \_\_\_\_\_

Measurable Outcome \_\_\_\_\_

Resources or tools to achieve goals \_\_\_\_\_

Focus Area \_\_\_\_\_

Goal \_\_\_\_\_

Measurable Outcome \_\_\_\_\_

Resources or tools to achieve goals \_\_\_\_\_

Focus Area \_\_\_\_\_

Goal \_\_\_\_\_

Measurable Outcome \_\_\_\_\_

Resources or tools to achieve goals \_\_\_\_\_

Mentee Signature \_\_\_\_\_ Date: \_\_\_\_\_

(Print Name) \_\_\_\_\_

Mentor Signature \_\_\_\_\_ Date: \_\_\_\_\_

(Print Name) \_\_\_\_\_

## Mentee/Mentor Report (Subsequent Calls)

Mentee's Name: \_\_\_\_\_ Date of Call: \_\_\_\_\_

Ministry Name: \_\_\_\_\_ Time Call Began: \_\_\_\_\_

City, State (Province): \_\_\_\_\_ Time Ended: \_\_\_\_\_

Did the mentee make timely contact as scheduled? \_\_\_\_\_

If not, please explain: \_\_\_\_\_

Mentor's Name: \_\_\_\_\_

### Review Questions

Participation in inter-ministerial relations/functions/organizations: \_\_\_\_\_

Take away from recent activity: \_\_\_\_\_

Most challenging situation and how it was handled: \_\_\_\_\_

Take away from challenging situation: \_\_\_\_\_

Self-identified learning from challenging situation: \_\_\_\_\_

Self-care: \_\_\_\_\_

Individualized goals: \_\_\_\_\_

Other areas of discussion: \_\_\_\_\_

Mentor's comments and recommendations: \_\_\_\_\_



## On-Site Evaluation

Mentee's Name: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

Ministry Name: \_\_\_\_\_

City, State (Province): \_\_\_\_\_

Mentor's Name: \_\_\_\_\_

### Areas of Observation:

#### Physical Environment

Grounds (if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Worship Areas: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office/Administration/Financial Recordkeeping: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Technology Use Overall: \_\_\_\_\_

\_\_\_\_\_

Education Areas (nursery, classrooms): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Worship Service

Audience Reaction: \_\_\_\_\_

\_\_\_\_\_

Personal Reaction: \_\_\_\_\_

\_\_\_\_\_

Flow of Order of Service and the Energy Shift Created: \_\_\_\_\_

\_\_\_\_\_

Professionalism: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Welcoming & Visitor's Reception: \_\_\_\_\_

\_\_\_\_\_

Lesson (content, presentation, use of technology, and other presenters): \_\_\_\_\_

\_\_\_\_\_

Music (fit, flow, connection, collaboration with music team): \_\_\_\_\_

\_\_\_\_\_

Technological Proficiency: \_\_\_\_\_

\_\_\_\_\_

Overall Teamwork and Collaboration: \_\_\_\_\_

\_\_\_\_\_

**Interpersonal Relationships**

Paid Staff: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Volunteer Staff: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Board of Directors: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Community: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Intergenerational: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Concerns Witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Administration**

Office Organization/Procedures: \_\_\_\_\_

\_\_\_\_\_

Financial Accounting Practices/Procedures: \_\_\_\_\_

\_\_\_\_\_

Publications (e.g., printed material, letters): \_\_\_\_\_

\_\_\_\_\_

Phone (recorded message, dial-a-prayer, individual contact): \_\_\_\_\_

\_\_\_\_\_

Website, Newsletter, Social Media: \_\_\_\_\_

\_\_\_\_\_

Teamwork: \_\_\_\_\_

\_\_\_\_\_

Ability to Delegate and Communicate Effectively: \_\_\_\_\_

\_\_\_\_\_

**Education**

Youth Ministry: \_\_\_\_\_

\_\_\_\_\_

Teen Ministry: \_\_\_\_\_

\_\_\_\_\_

Adult Education: \_\_\_\_\_

\_\_\_\_\_

SpiritGroups (Community Building): \_\_\_\_\_

\_\_\_\_\_

**Pastoral Care/Inreach/Outreach**

Interaction with Congregants: \_\_\_\_\_

\_\_\_\_\_

Availability for Spiritual Counseling Sessions and Visitations: \_\_\_\_\_

\_\_\_\_\_

Community Support Resources Available: \_\_\_\_\_

\_\_\_\_\_

Inreach Programs: \_\_\_\_\_

\_\_\_\_\_

Outreach Programs: \_\_\_\_\_

\_\_\_\_\_

Spiritual Social Action Programs: \_\_\_\_\_

\_\_\_\_\_

**Mentee's Personal Care**

Private Prayer and Meditation: \_\_\_\_\_

\_\_\_\_\_

Time for Family and/or Personal Relationships: \_\_\_\_\_

\_\_\_\_\_

State of Health Practices: \_\_\_\_\_

\_\_\_\_\_

Mentee's Time Off (minimum of one day off per week): \_\_\_\_\_

\_\_\_\_\_

Mentee's Practice of Healthy Boundaries: \_\_\_\_\_

\_\_\_\_\_

**Other Observations**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Mentor Agreement

### What is a Mentor?

A mentor is to be an ordained Unity minister in good standing with Unity Worldwide Ministries who is willing to support a Spiritual Leader serving in a Unity Ministry under the Special Dispensation and/or Field Licensing Program. The goal is to provide Spiritual Leaders with direction and support, so they fulfill their goals for ministry and feel supported during their journey toward a Unity Ordination.

### What are the expectations of a Spiritual Leader Mentor?

- Sharing and believing in the leader's vision
- Supporting the leader and acting as an advocate
- Assisting the leader in setting practical/realistic goals for the ministry
- Familiarizing the leader with the Policies and Procedures of Unity Worldwide Ministries
- Be willing to pray with the leader on a regular basis
- Be willing to call or check in monthly
- Be available for spiritual counseling and active listening
- Sharing resources available through Unity Worldwide Ministries
- Supporting the leader in following through on the goals they have set through the Special Dispensation Agreement
- Suggesting books, training courses, and workshops that would enhance the leader's performance
- Joining with the board in performing a 6-Month Renewal Review certifying that the Spiritual Leader and Ministry are on track with the agreed-upon program.

***Yes, I have read and understand the role of my mentor.***

\_\_\_\_\_  
Name of Mentee

\_\_\_\_\_  
Signature of Mentee

\_\_\_\_\_  
Date

***Yes, having read the above expectations, I agree to serve as mentor for this spiritual leader until they have entered their ministerial path or become ordained through Unity.***

\_\_\_\_\_  
Name of Mentor

\_\_\_\_\_  
Signature of Mentor

\_\_\_\_\_  
Date

Please make a copy of this form for yourself and send copies electronically to  
Rev. Joanne Burns [jburns@unity.org](mailto:jburns@unity.org)



## Unity Worldwide Ministries, Ministry and Spiritual Leader Agreement

This Agreement ("Agreement") is made and entered into as of the  
 Click or tap here to enter text. day of Click or tap here to enter text., 20Click or tap here to enter text.,  
 by and between Click or tap here to enter text. ("the Ministry"),  
 Click or tap here to enter text. , ("the Ministry Coordinator/Spiritual Leader") and the Association of  
 Unity Churches, a Georgia Corporation dba Unity Worldwide Ministries (UWM).

Unity Worldwide Ministries requires that Unity ministries employ Unity ministers. To that end,  
 Ministry Coordinator/Spiritual Leader and Ministry are required to complete a series of UWM training  
 classes.

This agreement acknowledges that, following conversations between and among the Ministry, the  
 Ministry Coordinator/Spiritual Leader, UWM's Member Support Coordinator Ministry seeks to employ  
 Click or tap here to enter text.as its Ministry Coordinator/Spiritual Leader

To create a clear understanding, the parties agree as follows:

1. Following the application process, criminal background check, and psychological evaluation, provisional approval or approval as explained in the earlier pages of the Special Dispensation packet is initially given for 6 months and can be renewed in 6-month increments upon request for a maximum of 24 months. Candidates are required to submit renewal requests not later than May 1st and/or November 1st with the following requirements for the Ministry Coordinator/Spiritual Leader and their member ministry board:
  - a. The Ministry Coordinator/Spiritual Leader commits to the successful completion of the agreed-upon number of classes per year. These include yearly CEU requirements.

<https://www.unityworldwideministries.org/all-about-your-continuing-education-ceu-requirement>

- b. The Ministry Coordinator/Spiritual Leader must be accepted into one of UWM's ministerial credentialing programs within 2 years.
  - c. The Ministry Coordinator/Spiritual Leader commits to monthly engagement with their assigned mentor and quarterly engagement with their mentor group.
2. The member ministry agrees to:
- a. Budget for educational and administrative costs of this program. (These costs may be shared with the Ministry Coordinator/Spiritual Leader.)
  - b. Support the Ministry Coordinator/Spiritual Leader's participation in learning experiences with Unity Worldwide Spiritual Institute as required by their program.
  - c. The member ministry agrees to review the foundational documents of the ministry and update them where appropriate. This includes but is not limited to the UWM Code of Ethics, bylaws, policies, procedures, mission and vision statements, core values, etc.
  - d. The member ministry agrees to engage itself in ongoing educational programs for the overall health and well-being of the ministry. This includes but is not limited to working with the Regional Representative or UWM Certified Consultant on items such as board training; elements of thriving ministries; communication skills; Non-Violent Communication; mediation training; emotional intelligence; and interpersonal skills as a leadership team and spiritual community.
3. All parties agree to the following:
- a. The Unity Worldwide Ministries Member Support Coordinator will connect the Ministry Coordinator/Spiritual Leader with an assigned mentor and mentor group for ongoing communication and support per the required guidelines.
  - b. A 6-month review will be performed each October and April where the Ministry Coordinator/Spiritual Leader and ministry board will engage in a collaborative review using the Special Dispensation Renewal Form.
  - c. This renewal form will be sent to the UWM Member Support Coordinator.
  - d. UWM's Member Support Coordinator reviews the renewal form and may follow up with the Ministry Coordinator/Spiritual Leader and or board for further information. The Member Support Coordinator bases the decision to renew or not renew Special Dispensation on the information gathered making this recommendation to the UWM Board of Trustees.
  - e. If at the 6-month review, the Ministry Coordinator/Spiritual Leader and ministry board are progressing according to plan, the Special Dispensation renewal will be in effect for another 6 months.
  - f. If at the 6-month review, the Ministry Coordinator/Spiritual Leader and ministry board are not progressing as mandated, a letter is sent to the Ministry Coordinator/Spiritual Leader's ministry informing them of the deficiency [ies] and asking that this be remedied.

- g. If the Ministry Coordinator/Spiritual Leader and ministry board make a plan to demonstrate progress that is acceptable to the mentor, the ministry Board President and UWM's Member Support Coordinator, it is the responsibility of the Ministry Coordinator/Spiritual Leader to follow through.
- h. If no plan is made and/or the reasons for non-compliance are not satisfactory, the Ministry Coordinator/Spiritual Leader and ministry board will be informed by the UWM's Member Support Coordinator that the approval to employ [Click or tap here to enter text.](#) as Ministry Coordinator/Spiritual Leader is withdrawn.

[Click or tap here to enter text.](#)

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\_\_\_\_\_  
 Ministry Coordinator/Spiritual Leader Name  
 (Print)

\_\_\_\_\_  
 Date

[Click or tap here to enter text.](#)

[Click or tap here to enter text.](#)

\_\_\_\_\_  
 Ministry Representative (Print)

\_\_\_\_\_  
 Date

[Click or tap here to enter text.](#)

[Click or tap here to enter text.](#)

\_\_\_\_\_  
 UWM Member Support Coordinator (Print)

\_\_\_\_\_  
 Date

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