



Minister Information Packet

Unity Center of Tulsa
Tulsa, OK

About the Ministry

Mission: Empowering personal transformation through living spiritual principles and service

Core Values: Peace, Love, Growth, Prayer & Meditation, Community, Connection

Vision: Envisioning a world of Harmony and Love

We invite you to take your Unity ministerial calling to the next level here at Unity Center of Tulsa (UCOT). Join us and collaborate with our congregation, LUTs and the sister Unity across town to revitalize the Unity message in the greater Tulsa metropolitan area.

Tulsa is a thriving metro of over 1 million and a city population of over 400,000. Tulsa is an innovative region with a diverse population who enjoy the well-developed and ever enlarging arts and culture offerings, including world class theater and music, sports, and one of the best parks systems including the \$465 million Gathering Place. Downtown Tulsa also enjoys one of the United States prominent collections of Art Deco buildings from the Deco era of the Roaring 20's.

Tulsa is also home to the leading-edge Tulsa Remote program that will pay a \$10,000 stipend, provide a collaborative community, and a workspace in the heart of the Tulsa Arts District (down the street from the Bob Dylan Museum). This is an opportunity for the partner or spouse of the minister who works remotely.

Unity Center of Tulsa is ready to celebrate our 75th Anniversary. Due to Covid 19 we were not able to celebrate last year. As our Senior Minister, we look forward to celebrating this with you.

In Gratitude,

The community, leadership, and minister search team of Unity Center of Tulsa

LOCALITY

The Tulsa metro area is comprised of several suburbs and communities: Tulsa, Bartlesville, Bixby, Broken Arrow, Jenks, Owasso, Sand Springs, Sapulpa - basically a 40–50-mile radius around the city of Tulsa.

Physical Description of Area: The area is a little of each of these types urban, suburban, rural in this Northeast Oklahoma location. From Tulsa, you can reach Oklahoma City within a 1.5-hour drive, 4 hours away is Dallas to the south, Kansas City to the north. Fayetteville, Arkansas, is a 1.5-hour drive. The Cherokee Nation capital is in Tahlequah, Osage Nation in Pawhuska, Muscogee/Creek Nation in Muscogee.

Proximity to Other Unity Ministries and/or New Thought Centers:

- Unity of Tulsa – Midtown is nearby at 3355 S Jamestown Ave, Tulsa, 5 miles away.
- Tulsa Center for Spiritual Living is also at the same location.

PEOPLE AND PROGRAMS

- Average Sunday Attendance: Adults: 19 Children: 3
- Active Voting Members: 40
- Constant Contact Newsletter Mailing list: 123

Special groups, Community Activities, Outreach: ACIM continues with in-person meetings. We have started leasing our building facilities to community groups.

Social Media Presence: We post to our Facebook account regularly to announce weekly speakers, document community outreach activities, and support other community activities that may be of interest. (<https://www.facebook.com/Unity74119>)

Our website www.unitytulsa.org was recently re-branded to follow the Unity World Wide Ministries branding recommendations (<https://www.unityworldwideministries.org/branding>).

Church staff/other employees:

- Mark Bryan – Music Director
- Mattie Bledsoe-Hayes – Youth Education
- Cathy Smythe – Administrative Asst/Bookkeeper
- Paul Johnson – Sunday Facilities Coordinator

REAL ESTATE AND FINANCIALS

The church building, sanctuary, friendship hall, and offices are all ours. We have no mortgage outstanding. We recently sold the adjacent property, which contained 3 duplex units, one of which we maintained as extra space. We are leaner and have less financial stress.

Financial statements are available upon request to qualified applicants.

MINISTRY SUPPORT SERVICES

Has the ministry worked with a UWM Consultant or Transitional Specialist? Yes No.

Name: Rev. Joanne Burns

Dates: April 2021 – October 2022

Topics Covered:

- Board training
- Bylaw review & revisions
- Effective Board & Member meeting training & coaching
- MVV
- HOPCOF
- Healing & Reconciliation for those who chose to participate

MISSION, VISION AND CORE VALUES (As of July 2021)

Mission: Empowering personal transformation through living spiritual principles and service

Core Values: Peace, Love, Growth, Prayer & Meditation, Community, Connection

Vision: Envisioning a world of Harmony and Love

What have been the three most important events in the history of your ministry?

- Articles of Incorporation – May 13, 1945 Incorporation date “Unity Temple of Tulsa, Inc”
- Amended Incorporation date – September 13, 1991 “Unity Center of Tulsa, Inc”
- Sale of The Cottages on September 8, 2022, netting over \$400,000

In the last 3 years, what activities/special events in the ministry were well attended and appreciated?

- Outreach booth at Earth Day 2022 co-facilitated with Unity Tulsa-Midtown
- LUT facilitation of Christmas Candlelight Service December 2021
- Good attendance at multiple member meetings

What does the congregation want to accomplish in the next 3 years?

- Hire a minister who fits our culture and collaborates with our LUTs and the sister Unity across town to assist in the revitalization of the Unity message in Tulsa
- We were unable to celebrate our 75th Anniversary due to Covid. We would very much like to celebrate our next anniversary with our new minister.
- Establish the small group ministries

INCORPORATION AND BYLAWS

Articles of Incorporation – Date: May 13, 1945, revised September 13, 1991

Bylaws – Date Adopted/Revised: Revised and adopted December 12, 2021

Check here if your bylaws are structured in accordance with the Unity Worldwide Ministries bylaw template:

<https://www.unityworldwideministries.org/recommended-bylaws-unity-ministry>

About the Position

THE ROLE OF SR. MINISTER AT UNITY CENTER OF TULSA

You are grounded in the principles of Unity to meet the needs of the modern-day experience by instruction and example. You conduct services of worship and classes for all demographics of the Unity Center of Tulsa congregation.

You'll actively encourage staff and community to trust in prayer, the practice of spiritual principles, and a sense of community in every aspect of this rich ministry.

Duties and Responsibilities

- Wisely guide the spiritual direction of the Unity Center of Tulsa.
- Create the order of service, and lead and coordinate the Sunday morning services including the lesson, music and meditation.
- Be present for and conduct all sacred and secular holiday services.
- Schedule, plan and conduct classes and activities with LUTs.
- Train, teach and guide the staff.
- Provide spiritual counseling and prayer to those who seek it.
- Conduct weddings, funerals, memorials, christening and special services in conjunction.
- Attend to pastoral care for those who seek it.
- Empower and support youth and family ministry.
- Guide the congregation in fulfilling its mission and vision.
- Commit to self-care and growth for continued personal evolution
- Oversee the activities of the Center's Ministry Team: Administrative Assistant, Music Director, YFM (Youth and Family Ministry), Chaplain, and Adult Education.

SALARY, BENEFITS, HOUSING AND SCHOOLS

Salary: Base \$65,000 - \$75,000

Desired Fill-By Date: February 2023

-Health Insurance: In addition to base (same as last two ministers)

-Retirement Contribution: In addition to base (same as last two ministers)

Moving Expenses: Up to a maximum of \$5,000. \$2,500.00 upfront and up to an additional \$2,500.00 with moving receipts.

Additional arrangements, benefits, insurance, etc.: In this section, describe any other employment benefits that your ministry is offering relative to this position. This could include housing supplements or offsets, health/life/dental/vision insurance, employee assistance programs, wellness programs, health club memberships, paid time off, retirement benefits, etc.

Housing and Schools: While UCOT is located in Tulsa, there are many suburban communities in which you might be interested. The church has members who live throughout the area, in Sand Springs, Sapulpa, Owasso, as well as the three below and others. And in general, housing costs are favorable in the area.

These web sites are a good place to start with developing your understanding of the metropolitan area.

Tulsa Regional Chamber Economic Development

<https://www.tulsasfuture.com/living-in-tulsa/cost-of-living>

Broken Arrow Chamber of Commerce

<https://brokenarrowchamber.com/what-we-do/economic-development/#baedc>

Jenks Chamber of Commerce

<https://jenkschamber.com/>

School district information:

<https://www.niche.com/k12/search/best-school-districts/m/tulsa-metro-area/>

DESIRED SPIRITUAL EXPERTISE AND EDUCATIONAL ACUMEN OF NEW MINISTER – TOP 3

- X Unity Foundational Teachings
- X Bible and Metaphysics
- Fillmore (only)
- Classic Unity Authors
- New Thought Authors
- World Religions
- X Current Trending Spirituality

MINISTERIAL CHARACTERISTICS AND EXPECTATIONS – 1 IS TOP PRIORITY, 7 IS LEAST IMPORTANT

2 Visionary / Planner / Organizer

- Keeps mission, vision, and values current
- Planning for building financial development strategies
- Plans for ministry growth and outreach
- Incorporates training for Youth & Family Ministry, youth, YOU, Next Generation
- Implements training for boards, staff and volunteers and fosters a learning culture
- Plans for training and utilizing licensed Unity teachers (LUT) as an integral part of the ministry

5 Presenter

- Speaks and writes clearly as an effective Sunday speaker, teacher, facilitator, and administrator
- Develops and leads worship experiences collaboratively with others involved

7 Audio/Visual(A/V) Technology Acumen

- Adept with a variety of A/V technologies to enhance the overall worship experience
- Skilled in the use of virtual meeting applications (Zoom, WebEx, Meet, Teams, etc.)
- Demonstrated success in delivering virtual and hybrid presentations and training
- Embraces the use of social media platforms (Facebook, Twitter, Instagram, etc.) in support of the ministry's mission, vision, and values.

3 Interpersonal Communication

- Demonstrates prayer consciousness and practices spiritual principles with integrity
- Compassionate and caring person, sensitive to others' needs and emotions
- Negotiates and/or compromises, seeking the highest outcome for all involved
- Demonstrates appreciation for volunteers, staff, board, and congregants of all ages
- Compassionate listener and deals effectively with different points of view

4 Spiritual Counseling / Chaplaincy / Pastoral

- Maintains confidentiality, understanding the laws around mandated reporting
- Helps people develop a spiritual life and a prayer consciousness within the ministry
- Ministers to people in crisis, offer guidance in solving problems
- Makes hospital visits, visits shut-ins and nursing homes, prayer with members
- Facilitates training for chaplains and utilizes chaplains within the ministry

1 Leadership

- Invites others to become involved and is a team player with Board, LUTs, staff and volunteers
- Models and teaches open attitudes with a diverse population
- Promotes small group ministry, builds spiritual community, develops leadership abilities in others
- Helps to develop a prosperity consciousness within the ministry

6 Administration

- Knowledgeable of and proficient in applying ministry bylaws, policies, and procedures
- Proficient in executing fiduciary responsibilities, developing prosperity awareness, and maintaining a balanced budget
- Follows office management best practices and use of office systems (software)
- Empowers staff and volunteers, delegates well
- Implements training for boards, staff and volunteers and fosters a learning culture



Release of Information Authorization

I, the Board President of Paula Singleton on behalf of the Board of Trustees, authorize ministerial applicants to obtain any pertinent information regarding ministry history from the permanent ministry file in Unity Worldwide Ministries' home office.

Paula Singleton
Board President

10/24/2022
Date