



Ministry Vacancy Information Packet

Unity of Kanawha Valley
Charleston, WV

July 2025

About the Ministry

Overview

More than just a church family, our congregation is an active, loving community that plans and hosts social, cultural and educational enrichment activities every month throughout the year. All led by members of the church, these events include potlucks after Sunday services, open mic nights that attract local talents, art and journaling groups, online book discussions, sound healing concerts, soup and hot dog sales during which we partner with a local dog rescue group, plus First Friday Fun Nights that draw others from the community to enjoy a new cuisine, play games, dance, watch movies and more.

We have a top-notch music program led by Music Director Ron Sowell, who also helps coordinate the long-running local Woody Hawley Concert Series. Showcasing musicians from throughout the region, the series is named after our late beloved minister, Rev. Forrest (Woody) Hawley, who served from 1995-2000. We have a robust Prayer Chaplain program that provides ongoing support and monthly prayer calls to all members, plus a Unity Cares team that calls and visits members who are sick or hospitalized. We are also an active supporter of charities and other non-profit groups in our community, not only by collecting donations and participating in their events (proudly wearing our colorful Unity t-shirts while there, of course) but also by tithing 10% of our own offerings back out into the community.

All of these efforts are guided by a strong and dedicated Board of Trustees that worked closely with our recently retired longtime minister to support our church, its congregation and our community. We are now looking for a new Spiritual Leader who will help us grow these efforts even more to expand our reach and eventually support a full-time ministry.

We recently paid off our mortgage and now own a beautiful two-story stone church with a sanctuary, restored stained-glass windows, a ministry office, classrooms, a lending library, activity room, full kitchen, three restrooms and a paved parking lot.

Locality and Physical Description of Area:

Unity of Kanawha Valley, is a beautiful stone church located in the charming neighborhood of South Hills just minutes from downtown [Charleston](#), West Virginia's vibrant and gorgeous capital city. Shops, restaurants, galleries, and urban parks line the city's walkable downtown, which also plays host to a variety of smaller intimate events and large signature festivals throughout the year. We have a professional baseball team that plays in a snazzy minor-league ballpark, an ice-skating rink and are within minutes of large parks and Kanawha State Forest.

Unity of Kanawha Valley sits at the top of Charleston's pretty Sunrise Carriage Trail, located just across the river from downtown. Situated at the confluence of two rivers and three interstates, Charleston's convenient location also makes it a perfect homebase for discovering West Virginia's stunning outdoors, rich history, vibrant arts and culture, lively music and eclectic food scene. We are only one hour away from America's newest National Park – [New River Gorge National Park and Preserve](#) – where people go for abundant outdoor recreation opportunities, plus we are just 1-3

hours away from four major ski resorts and dozens of state parks. For full information on West Virginia's many attractions and experiences, visit [WV Tourism](#) and [WV State Parks](#).

Charleston has just under 47,000 residents, but the greater metro area includes more than 200,000 people. While West Virginia is a fairly homogenous state with an older population, Charleston is more diverse with prominent Muslim and Jewish communities, as well as 12% Black, 3% Asian and 2% Latino groups. We have two universities and are less than an hour away from a third. The median household income in this area is \$65,412. The median value for a home in Charleston is \$187,300, with a median rent of \$898.

There are four hospitals in the city, along with private and public schools that are some of the highest ranked in the state. Yeager International Airport is less than 5 minutes from the heart of the city, which is also served by a regional bus system and Amtrak train service.

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

We are the only Unity church in West Virginia. The closest Unity churches to us are Unity of Roanoke Valley (VA) and Unity Chapel of Light in Tallmadge (OH) both 3 hours away, and Unity Center of Pittsburgh (PA) about 4 hours away.

Do you participate in any of the following activities? *(Check all that apply)*

- | | |
|---|--|
| Small Group Ministries | <input checked="" type="checkbox"/> |
| Community Outreach/Compassionate Social Action | <input checked="" type="checkbox"/> |
| Publications | <input checked="" type="checkbox"/> |
| Social Media (ex: Facebook, Twitter, livestreaming, etc.) | <input checked="" type="checkbox"/> |
| Other (please list) | Click or tap here to enter text. |

PEOPLE

Size of mailing list:	229
Average Sunday attendance (in person, online):	48-55 (30-35 in person and 18-20 online)
Formal (voting or active) membership:	92

Church staff/other employees:

Jessica Hudson, Part-Time Administrative Director

Ron Sowell, Part-Time Music Director: compensated to perform on Sundays, as well as hiring and coordinating a pianist and other musicians as needed

Special Groups:

Board of Trustees, Prayer Chaplains, Unity Cares Team, Hospitality Committee, Beautification Committee and other groups as needed

- Per our bylaws, we are governed by a **Board of Trustees** that meets monthly. Officers include a President, Vice President, Secretary and a Treasurer who works closely with the President and minister to oversee financial record-keeping. The board also designates other committee chairs as needed. For example, we have a member who coordinates maintenance and work on the building and grounds and a committee that is coordinating our search for a new minister.

- We have a group of **Prayer Chaplains** who meet monthly, lead meditations and prayers during Sunday services, conduct monthly prayer/wellness calls to all members and are available to pray with members as needed.
- After our previous longtime minister retired, we also created a newly formed **Unity Cares** team that is now stepping in to call and visit those in the congregation who are ill, hospitalized or facing unexpected challenges.
- Following Sunday services, our Zoom attendees participate in an hourlong **virtual fellowship and discussion** on the message delivered that day. This group now draws participants from many states and Canada.
- A **Hospitality Committee** helps set up, manage and clean up the Activity Room and kitchen for special dinners, monthly potluck luncheons and other events.
- Our **A/V Team** works to coordinate sound and video for both our in-person services and virtual services broadcast on Zoom and recorded for Facebook and YouTube.
- A **Gardening & Beautification Team** meets regularly to keep the church's landscaping and flower beds maintained throughout the year.

MINISTRY SUPPORT SERVICES

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

Name: We are working with Rev. Mary Masters from Unity in Buffalo, NY, effective April 2025

Workshops Given and Topics Covered: Rev. Masters is providing a workshop based on the book by Robert Brumet, *Finding Yourself in Transition: Using Life's Changes for Spiritual Awakening*, and another workshop based on the book, *The Genogram: Discovering Our History*. These daylong workshops will be held on Saturdays, and she will also deliver the Sunday message those weekends.

MISSION, VISION, AND CORE VALUES (Approved/Effective 2020)

MISSION: Through prayer, teaching and service, we affirm our connection with our source and aspire to consistently make choices that align with love, for one another and for ourselves. We encourage creative expression through music, art, writing and movement. We provide a safe, peaceful, loving place, as well as resources, for those who are exploring their spiritual truth.

VISION: Unity of Kanawha Valley provides a welcoming community of love, acceptance and spiritual growth.

CORE VALUE STATEMENTS: Love, Acceptance, Connection, Spiritual Growth, Creativity, Affirmation, Prayer

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

1. We were recognized as a Unity church in 1988.
2. We purchased our current church building in 2010 and paid off that mortgage early in 2024.
3. We developed a robust Zoom ministry during the COVID-19 pandemic in 2020, and while we now also meet in person, that aspect of our ministry continues to be robust and has expanded our reach in significant ways.

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

- Our Winter Solstice Concerts, which showcase local musicians and benefit local charities, always draw a packed house. Our Holiday Candlelight Service and New Year's Burning Bowl Ceremony are well-attended highlights of the year.
- A weekly Kids Kindness Camp coordinated by our previous minister was very well received among the families with younger kids in our congregation.
- A special Bluegrass Sunday music event organized by our Music Director drew lots of members, as well as others in the community. Ron's ties as the Musical Director of WV Public Radio's "Mountain Stage" program helps him recruit great musicians to perform at our church.

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

- We would like to significantly grow the church by expanding our programming and extending our reach to attract more families, children and teens, as well as other diverse members of our community. As such, we would like to secure the necessary human and financial resources to restart the Sunday School program held in conjunction with our worship service, which will help attract the families we seek.
- Our virtual "Zoom community" – which we actually started before COVID – has since expanded to become a significant part of our church membership, both in engagement and financial support. While we have focused mostly on hosting Zoom-specific activities for that audience in the past, we are now working to more fully "integrate" them into in-person events and experiences. These beautiful souls have been a blessing to our church and enhancing our efforts to nurture them is a key goal for us moving forward.
- Although we already host a robust lineup of social and spiritual activities beyond Sunday services, we hope to expand these offerings to draw more people from the community at large to come experience what we have to offer. Being more "visible" in the community has been a long-term goal and we affirm it happening now!

INCORPORATION AND BYLAWS

Date Ministry Established: Our first service was on Oct. 25, 1987, but we were established as a Unity ministry in 1988 after being sponsored by the Unity church in Roanoke, VA.

Founding Minister Name: Rev. Greg Wissman

Date of Articles of Incorporation (AOI): Incorporated through Unity Worldwide Ministries in 1988.

Bylaws – Date Adopted/Revised: 2025

[Current UWM Bylaws Template](#)

Check here if your bylaws are structured in accordance with the Unity Worldwide Ministries bylaw template and updated within the past three years: ☒

About the Position

MINISTERIAL CHARACTERISTICS AND EXPECTATIONS – 1 IS TOP PRIORITY, 9 IS LEAST IMPORTANT

- 4 **Building Leaders and Teams, and Empowering Others**
 - Keeps mission, vision, values, and the WHY this ministry exists current
 - Plans for continual training of leadership and volunteers, ministry growth, and outreach
 - Implements training for boards, staff, and volunteers and fosters a team-based culture
 - Plans for training and utilizing licensed Unity teachers (LUT) as an integral part of the ministry
 - Planning for building financial development strategies
 - Incorporates training for Youth & Family Ministry, youth, YOU, Next Generation
 - Develops and leads worship experiences collaboratively with others involved

- 1 **Focus on Prayer, Meditation, Pastoral Care, Chaplaincy**
 - Demonstrates prayer consciousness and facilitates prayer & meditation classes & experiences
 - Compassionate and caring person, sensitive to others' needs and emotions
 - Focus on the pastoral care needs of the intergenerational congregation
 - 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

- 6 **Outreach into the Local Community**
 - Demonstrates a desire to engage and support the local community members
 - Compassionate and caring person, sensitive to others' needs and emotions
 - Community Organizer skills to coordinate with multiple volunteers and outside organizations
 - Problem solver who recognizes the third option, shows persistence, and follow through
 - 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

- 2 **Working with a Specific Group (Kids, teens, seniors, men, women, LGBTQ, etc.)**
 - Maintains confidentiality, understanding the laws around mandated reporting
 - Helps people of all ages develop a spiritual life and a prayer consciousness within the ministry
 - Models and teaches open attitudes with a diverse population
 - Ministers to individuals and families in crisis, offer guidance in solving problems
 - Act as a resource to additional community and support services

- 3 **Spiritual Social Activism**
 - Invites others to become involved and is a team player
 - Models and teaches open attitudes, active listening, and tolerance with a diverse population
 - Consciously educates themselves and others on the topic
 - Maintains a respectful presence regarding spiritual social activism
 - Helps to develop an inclusive consciousness within the ministry

- 5 **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.

- 9 Environmentalism**
- Knowledgeable of and proficient in environmental awareness for this geographic location
 - Compassionate and caring person, sensitive to the environment and connection to the planet
 - Community Organizer skills to coordinate with multiple volunteers and outside organizations
 - Problem solver who recognizes the third option, shows persistence, and follows through
 - 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
- 8 Health & Wellbeing**
- Knowledgeable of and proficient in health, healing, exercise & nutrition
 - Compassionate and caring person, sensitive to the mind-body connection
 - Community Organizer skills to coordinate with multiple volunteers and outside organizations
 - Problem solver who recognizes the third option, shows persistence, and follow through
 - 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
- 7 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

Other specific qualities, experiences, leadership skills, vision, etc., you are seeking not already addressed: Please see the full job posting for more details.

SPIRITUAL EXPERTISE AND EDUCATIONAL ACUMEN

1. Ministry Location. Place an “X” next to the primary location of the ministry’s current demographic. (Select one)

[click to rate](#) **In-person**

[click to rate](#) **Online**

X Hybrid

2. Ministry Type. Place an “X” next to the description that best describes this ministry. (Select one)

X Congregation-Based

[click to rate](#) **Community-Based**

[click to rate](#) **Service-Based**

3. Age Groups. Please rank the following age-group categories from 1 (most populous) to 6 (least), to reflect your current active membership/attendance.

1	70s and up	5	20s & 30s
2	50s & 60s	6	Teens & Young Adults
4	30s & 40s	3	Kids & Families

4. Interests/Area of Expertise. Please rank the following topics from 1 (highest) to 8 (lowest), to reflect your ministry's areas of interest/needed expertise from the incoming minister.

1	Sunday Services
2	Prayer & Meditation / Pastoral Care
8	Small Groups
4	Development and Facilitation of Classes
6	Outreach in the Community
7	Earth Care
5	Interfaith & World Religions
3	Current Trending Spirituality

5. Spiritual Expertise and Educational Acumen. Please rank the following topics from 1 (highest) to 7 (lowest), to reflect your ministry's needs of spiritual expertise/acumen from the incoming minister.

1	Unity Foundational Teachings
4	Bible and Metaphysics
5	Fillmore (only)
3	Classic Unity Authors
2	New Thought Authors
7	World Religions
6	Current Trending Spirituality

The Who and Why of your Ministry

WHO does this ministry serve?

We serve all people who are interested in practicing love and exploring Unity principles.

WHY do you exist as a ministry?

We exist because we are interested in learning and exploring our spiritual truth and because Unity principles guide us in this path.

WHAT demographic resonates to the answer to your WHY question?

People of all ages who want to make time in their week to practice love, compassion, acceptance and gratitude.

Describe your vision of the perfect ministry.

Unity of Kanawha Valley provides a welcoming community of love, acceptance and spiritual growth. Our perfect ministry would stay true to this vision and continue to preserve the close-knit “family” we have developed, while also growing to expand our reach and supporting a full-time minister.

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Vacancy fill-by date: This position is currently open, as our former minister retired on October 31, 2024, after 20 years of service. We do not have a deadline for filling this vacancy and trust the right candidate will appear at the right time in divine order.

Proposed salary range:

Full Time: N/A at this time, but we are interested in growing into a full-time position.
Part Time: \$25,000

Moving expenses: Negotiable

Our ideal minister...

- Works collaboratively with the Board of Trustees to uphold the vision, mission and values that we hold true while supporting, nurturing and growing our church community.
- Works with the board and other church members to plan, organize and conduct Sunday services, including finding speakers to fill in during planned absences.
- Fosters a learning culture by leading workshops, group discussions and study groups.
- Helps build and grow our church by creating a spiritual home that attracts more families, children and diverse members.
- Is skilled in fiduciary responsibility, developing prosperity awareness and raising funds, including legacy giving, and works with our treasurer to maintain a balanced budget.

- Is open to making hospital and nursing home visits to members, as well as visiting members who are home-bound or suffering hardships.
- Is familiar with the use of virtual meeting applications and is willing to work with our A/V Team to deliver hybrid services to our in-person and active virtual membership.
- Negotiates and fosters compromise as needed to help find the highest and best outcome for all involved.
- Adheres to all Unity and ministry bylaws, policies and procedures.
- Is a licensed Unity minister or is willing to complete the requirements to become one.

Additional arrangements, benefits, insurance, etc.:

- **Manse:** The manse is a separate multi-bedroom home on the ministry property that was recently remodeled and could provide living accommodations as part of a new minister's compensation package, as negotiated. As an employee benefit, the value our manse provides a minister is approximately \$23,000/year, which includes water, sewer, trash, pest control, lawn maintenance and fire service fee. The renter/occupant pays for electric, gas, internet and phone. If included as part of the minister's compensation, the manse's value would be deducted from the posted salary.
- **Vacation Time:** 4-5 weeks of vacation each year, including up to 8 Sundays off.
- **Benefits:** Retirement and health insurance plans are not currently available but can be discussed.

Housing market, school districts, etc., in your locale:

In Charleston, 63% of the city's residents live in owner-occupied housing, where the median value for a home is \$187,300 and median rent is \$898 per month. Our median household income is \$65,412. Our public schools are good, including some of the highest-rated in the state, and we have private schools as well, including charter schools and Charleston Catholic High School, considered by many to be a prep school for academically driven students. Charleston is home to the University of Charleston and is just 15 minutes away from West Virginia State University and 50 minutes away from Marshall University.

Additional Comments:

To learn more about our vibrant riverfront city and the beautiful Mountain State, please visit www.charlestonwv.com and www.wvtourism.com.

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Release of Information Authorization

I, the Board President of Unity of Kanawha Valley 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.

Marybeth Beller

Board President Signature

Marybeth Beller

Board President Printed Name

April 11, 2025

Date