



# Ministry Vacancy Information Packet

Unity of Verde Valley  
Cottonwood, AZ

May 2024

## ABOUT THE MINISTRY

### OVERVIEW

The Verde Valley area is a viticulture region – with plenty of vineyards in the area. As it's in north central Arizona, it has wonderful opportunities for outdoor activities of every kind – fishing, biking, horseback-riding, and outstanding skiing just to the north.

We are 10 miles down the road from Sedona which, as you know, is a destination for spiritual seekers and outdoor enthusiasts from all around the world. Cottonwood, where we are, serves people from Cottonwood, Clarkdale, Camp Verde, Cornville, Sedona. The immediate local population is about 25,000.

### [Cottonwood Chamber of Commerce – About the Verde Valley](#)

Our ministry's core values are much like you would find in most Unity communities at this time: We value health, compassion, inclusivity, life-long learning, and fellowship. Our ministry is not unique or eccentric to the Unity movement in any way—it thrives in the sweet spot as a progressive approach to spiritual living, based on Unity's emphasis on the wisdom teachings of Jesus and the power of prayer.

We are supportive of each other: we have an active Prayer Team that lifts up all who ask for prayer, we individually pray for each other, we support each other in times of need, we attend classes as they are offered, we support local charities throughout the year, have a knitting/crochet group that meets bi-weekly, and are responsible with our resources.

**Locality:** Cottonwood AZ

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

There are 17 Unity ministries in the state of Arizona – 9 in the greater Phoenix area which is 90 minutes south. Our nearest Unity church neighbors are in Prescott AZ (40 minutes west) and Flagstaff (45 minutes north)

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

- Small/SpiritGroup Ministries
- Community Outreach/Compassionate Social Action
- Publications
- Social Media (ex: Facebook, Twitter, livestreaming, etc.)
- Other (please list) [Click or tap here to enter text.](#)

### PEOPLE

**Size of mailing list:** 145  
**Average Sunday attendance:** 40  
**Formal (voting or active) membership:** 39

## Special Groups:

Women's Group, Crochet & Knitters Group, Prayer Group

## Church staff/other employees

We have one Licensed Unity Teacher, Jeannette Suggs, Rev. Linda Johnson, a superb local (non-Unity) teacher, skilled in the areas of Unity Metaphysical Bible Interpretation and the Enneagram, a salaried Administrative Assistant, volunteer website administrator, paid sound tech and musicians.

Rev. John M McLean, is current serving as Minister of Record until we find our permanent minister.

## MINISTRY SUPPORT SERVICES

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

Name: Rev. Charlene Tupper was parttime minister, guiding the church to full membership status

Dates: 2017-23

Workshops Given and Topics Covered: Annual Women's Retreats, Board Trainings, Enneagram Workshop, and various classes and workshops offered by ministers and LUT's from the Phoenix area.

## MISSION, VISION, AND CORE VALUES

Has the ministry developed Vision, Mission, and Core Value statements?  Yes  No.

MISSION *Unity of Verde Valley is a Heart-Centered Community Inspiring Spiritual Growth Through Faith, Prayer, and Gratitude*

VISION *A world powerfully transformed through the growing movement of a shared spiritual awakening*

Date: 2022

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

1. Commitment to securing a place for worship
2. Rev. Charlene Tupper engagement (2017-22) and the church attaining membership status with UWM
3. Rev. John McLean engaged as Minister of Record July 2023

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

- Prior to Quarantine starting in 2020, there were an average of 60 in attendance each week.
- Rev. Linda Johnson's classes on Bible and Enneagram are highly appreciated
- Attendance when Rev. John McLean is in town (every 6 weeks) averages 40+

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

- Secure of permanent part-time minister
- Upgrade of worship facilities
- Keep offering quality spiritual and educational opportunities for life-long learners.

**INCORPORATION AND BYLAWS**

**Articles of Incorporation – Date:** Click or tap here to enter text.

**Bylaws – Date Adopted/Revised:** October 2022

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

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

- 1 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
  
- 4 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
  
- 9 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
  
- 7 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
  
- 9 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.

- 4      **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 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
  
- 4      **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
  
- 1      **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:** Compassionate & caring leader who has great enthusiasm for worship and Unity Teachings

**SPIRITUAL EXPERTISE AND EDUCATIONAL ACUMEN**

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

- X      **In-person**
- [\*click to rate\*](#)      **Online**
- [\*click to rate\*](#)      **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 identify the TOP THREE age groups in which your ministry is focused. Rank your top three in order: 1, 2, and 3 with 1 being your top age demographic group.

- |                                      |                        |                                      |                                 |
|--------------------------------------|------------------------|--------------------------------------|---------------------------------|
| 1                                    | <b>70's and up</b>     | <a href="#"><i>click to rate</i></a> | <b>20's &amp; 30's</b>          |
| 2                                    | <b>50's &amp; 60's</b> | <a href="#"><i>click to rate</i></a> | <b>Teens &amp; Young Adults</b> |
| <a href="#"><i>click to rate</i></a> | <b>30's &amp; 40's</b> | <a href="#"><i>click to rate</i></a> | <b>Kids &amp; Families</b>      |

**4. Interests/Area of Expertise:** Please identify the TOP THREE areas of expertise needed from the incoming minister. Rank your top three in order: 1, 2, and 3 with 1 being your strongest area of need/focus.

- |                                      |  |
|--------------------------------------|--|
| 1                                    | <b>Sunday Services</b>                         |
| 2                                    | <b>Prayer &amp; Meditation / Pastoral Care</b> |
| <a href="#"><i>click to rate</i></a> | <b>SpiritGroups</b>                            |
| 3                                    | <b>Development and Facilitation of Classes</b> |
| <a href="#"><i>click to rate</i></a> | <b>Outreach in the Community</b>               |
| <a href="#"><i>click to rate</i></a> | <b>Earth Care</b>                              |
| <a href="#"><i>click to rate</i></a> | <b>Interfaith &amp; World Religions</b>        |
| <a href="#"><i>click to rate</i></a> | <b>Current Trending Spirituality</b>           |

**5. Spiritual Expertise and Educational Acumen:** Please identify the TOP THREE areas of expertise needed from the incoming minister. Rank your top three in order: 1, 2, and 3 with 1 being your strongest area of need/focus.

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| 1                                    | <b>Unity Foundational Teachings</b>  |
| 2                                    | <b>Bible and Metaphysics</b>         |
| <a href="#"><i>click to rate</i></a> | <b>Fillmore (only)</b>               |
| 3                                    | <b>Classic Unity Authors</b>         |
|                                      | <b>New Thought Authors</b>           |
| <a href="#"><i>click to rate</i></a> | <b>World Religions</b>               |
| <a href="#"><i>click to rate</i></a> | <b>Current Trending Spirituality</b> |

**POWER OF FOCUSED MINISTRY**

**WHO does this ministry serve?**

*Seniors 55+*

**WHY do you exist as a ministry?**

*Because the human condition demands the warmth of fellowship and the opportunity to 'be seen', and the soul demands nurturing and beholding.*

**What demographic resonates to the answer of your WHY question?**

*Our congregants*

**Describe your vision of the perfect ministry.**

*One where our congregation is enthusiastic about spirituality, well-being, and being vital – and one that has enough revenue to provide excellent worship experiences and growth opportunities.*

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**Vacancy Fill by Date:** *we are ready to receive*

**Proposed Salary:** *\$14,000 plus 25% share of revenue that is over and above our FY 2023 level of giving*

**Moving Expenses:** *In part (\$500)*

**Additional arrangements, benefits, insurance, etc.:**

*Not at this time*

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

*A value compared to large communities*

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### **Release of Information Authorization**

I, the Board President of Unity of Verde 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.

**Eleanor Mooney**

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Board President

April 10, 2024

Date