



Credentialing Procedures

1.0 Responsibilities:

- 1.1 **Credentialing Coordinator** coordinates and oversees all aspects of credentialing, trains Credentialing Team, and maintains open communication with applicants, ministerial candidates, and all ministerial paths.
- 1.2 **Credentialing Team** evaluates ministerial applicants and candidates against standards and rubrics, and makes recommendations to the UWM board of trustees for licensing and ordination.
- 1.3 **Interview Teams** are sub-teams of the Credentialing Team who interview applicants for admissions or candidates during periodic progress interviews.
- 1.4 **Progress Interviews** are periodic evaluations of candidates that measure their progress against standards and rubrics.
- 1.5 **Director of Member Services** collaborates with Credentialing Coordinator in developing and implementing credentialing process, and advises the Credentialing Team.
- 1.6 **UWM Board of Trustees** confers ministerial licenses and ordinations.

2.0 Prerequisites for Admissions

- 2.1 Bachelor's Degree
 - 2.1.1 Individuals without a bachelor's degree may apply to have this prerequisite waived though applying for academic proficiency.
- 2.2 Completion of following Spiritual Education and Enrichment Courses
 - 2.2.1 Foundations of Unity
 - 2.2.2 Metaphysics 1
 - 2.2.3 Metaphysics 2
 - 2.2.4 Metaphysics 3
 - 2.2.5 Metaphysics 4
 - 2.2.6 The Twelve Powers
 - 2.2.7 Prosperity
 - 2.2.8 Healing and Wholeness
 - 2.2.9 History of New Thought and Unity
 - 2.2.10 Unity Prayer
 - 2.2.11 Meditation Practices
 - 2.2.12 Self-Awareness
 - 2.2.13 Overview: Hebrew Scriptures
 - 2.2.14 Overview: Christian Scriptures
 - 2.2.15 Bible Interpretation: Hebrew Scriptures
 - 2.2.16 Bible Interpretation: Acts to Revelation

- 2.2.17 The Christ
- 2.2.18 Jesus Teachings

3.0 Application Process

- 3.1 [Ministerial applications](#) are available on the UWM website. All applications must be completed electronically and submitted with application fee and all accompanying documentation by application deadline.
- 3.2 There are 2 application cycles per year:
 - 3.2.1 Applications for March interviews are due in November (specific dates are posted on the UWM website).
 - 3.2.2 Applications for August interviews are due in April (specific dates are posted on the UWM website).
- 3.3 Applications are reviewed by credentialing staff to ensure they are complete and meet all prerequisites. Then they are forwarded to the Credentialing Team for review. Invitations for admissions process are sent to qualified applicants.

4.0 Admissions Process

- 4.1 Prior to attending admissions, each applicant must:
 - 4.1.1 Pay interview fee.
 - 4.1.2 Complete a psychological assessment.
 - 4.1.2.1 Assessments are coordinated through UWM staff and conducted by local psychologists approved by UWM.
 - 4.1.2.2 Psychologists advise Coordinator of whether they believe the applicant is ready to embark upon ministerial training. Neither the psychological report or specifics of report are shared with UWM.
 - 4.1.3 Complete a background check.
 - 4.1.4 Sign the Unity Leader's [Code of Ethics](#) and [Sexual Conduct Policy](#).
- 4.2 Admissions interviews are face-to-face and take place at Unity Village.
 - 4.2.1 Each applicant meets with at least two (2) interview teams who evaluate their readiness to embark upon a ministerial program.
 - 4.2.2 Interview teams discuss their evaluations with full Credentialing Team and make a decision to accept applicant into a ministerial program or redirect them.
 - 4.2.3 Decision of Credentialing Team is communicated to each applicant in person with a follow-up letter in writing.
- 4.3 Admissions process is the same for all ministerial paths: Unity Worldwide Spiritual Institute, the Field Ministerial Path, and the Unity Urban Ministerial School. Applicants must also meet any specific requirements of the path they choose.

5.0 Progress Interviews

- 5.1 Face-to-face progress interviews are conducted in March.
 - 5.1.1 Each candidate meets with at least two (2) interview teams who evaluate progress based on the standards and rubrics.
 - 5.1.2 Teams receive reports from faculty and/or their Field Program Mentor, which assist them in focusing their interviews.

5.1.3 Teams compile their evaluations and provide positive and improvement oriented feedback to the candidate. These reports are shared with candidates face-to-face with a follow-up report in writing.

5.1.4 If candidate does not seem to be making progress or if the team identifies concerns, the candidate will be placed on concern and reevaluated at the next progress team interviews.

5.2 Virtual progress interviews are conducted in July and November.

6.0 Licensing & Ordination

6.1 Licenses and ordinations are usually conferred together, except in the Field Ministry Program and in special circumstances.

6.2 When a candidate has met all program/educational requirements and the Credentialing Team determines that they meet standards and rubrics measures, the Credentialing Team recommends them for ordination to the UWM board of trustees.

6.3 Ministerial licenses are conferred for two years and may be renewed through their progress interviews.

6.4 Ordinations do not expire.