



Procedures to Dissolve a Ministry

To discuss options other than dissolution that might be possible you can contact Unity Worldwide Ministries Member Support Coordinator Rev. Joanne Burns (jburns@unity.org or 816-434-6845).

If dissolution is the decision that must be made:

- The Board of Trustees votes to bring the question of dissolution of the ministry to the membership. This can happen at the annual membership meeting or at a special membership meeting with written notice of the meeting to members with at least 10 days' notice or notice as specified by your bylaws.
- If the church owns real property, a motion to sell the property would be voted on in conjunction with the motion to dissolve the ministry. Since the sale of real property requires a 2/3 or ¾ vote for approval (your bylaws specify) you would need the same to approve dissolution.
- If the church does not own real property, a majority vote would approve a motion to dissolve the ministry, unless otherwise stipulated in the bylaws.

Other steps:

1. Close out contracts with vendors, websites, social media, etc.
2. Prepare & send end-of-year donation letters to donors who have contributed more than \$250.
3. Prepare and send W-2s and/or 1099s.
4. File articles of dissolution or equivalent in your State.
5. Close bank accounts.
6. Transfer mail delivery to a temporary address or PO Box, then close out with US Postal Service.

Send a letter to Unity Worldwide Ministries, Attn. Director of Operations, 200 Unity Circle North, Suite A, Lee's Summit, MO 64086 stating the ministry has dissolved, and that the above six steps have been completed.

Please include with your letter:

- A copy of the **board** minutes from the meeting when the decision to put the question of dissolution before the membership was made.
- Minutes of the **membership** meeting when the motion to dissolve was approved.
- A cashier's check made out to Unity Worldwide Ministries, Attn: Director of Operations, 200 Unity Circle North, Suite A, Lee's Summit, MO 64086 if there are remaining funds after debts paid.

Dissolved Ministry Policy (Where funds will go as approved by UWM Board 2022)

Funds received from a dissolved ministry are intended to be primarily allocated for the current and anticipated needs of existing and future Unity ministries. Funds received from a dissolved ministry should be equitably available to all viable current or emerging ministries. Therefore, all funds received from a dissolved ministry will be allocated as follows:

- 25% to the Ministry Planting Fund
- 25% to the Endowment Fund
- 25% to the UWM Operating Account
- 25% to other current UWM programs/funds/grants/initiatives designed to give immediate support or assistance to ministries.