



Employment Assessment Policy

1.0 Purpose:

The purpose of this policy is to support ministers, who have been away from field ministry for more than a year or who have had one or more abbreviated tenures in a ministry, in having a successful re-entry experience. Issues to be discussed include the reason for the leave, the activities pursued during the leave, and the individual's current situation.

2.0 Scope:

An employment assessment process is required of any Unity Minister who:

- 2.1 Is absent from field/center ministry for a period exceeding one (1) year and has not been actively seeking ministry placement.
- 2.2 Leaves two (2) ministries within a five (5) year period.
- 2.3 Leaves any ministry prior to completing two (2) years in that ministry.

3.0 Policy:

- 3.1 Any Minister going through employment assessment must meet all current requirements for admissions as well as demonstrate rubric competencies for ordination. This could mean:
 - 3.1.1 Taking psychological evaluation if this wasn't done when minister entered ministerial path.
 - 3.1.2 Taking actions to develop skills that support minister in being successful in ministry.
- 3.2 The Employment Assessment Team will assess the physical, emotional and professional preparedness for field ministry and may offer suggestions and guidance that would support the individual in having a successful re-entry experience.
- 3.3 The Employment Assessment Team may create a Required Plan of Action for individual to complete prior to entering the employment process.

4.0 Definitions:

- 4.1 A **Unity Minister** is any minister who is licensed and/or ordained by UWM.
- 4.2 The **Employment Assessment Team** is the group of individuals who review applications for employment assessment, interview those in employment assessment process, and make a decision about their eligibility for employment in a UWM ministry. This team is comprised of 3 individuals on the ERS Team.

- 4.3 **Admissions Standards** refers to the current requirements for admission to Unity Worldwide Spiritual Institute's ministerial path.
- 4.4 **Rubric Competencies** refers to the rubrics used in UWM's credentialing process that measure competencies for successful ministry.
- 4.5 The **Ethics Review System (ERS)** is the UWM process that explores potential violations of the Code of Ethics. The Employment Assessment Process is not an ERS process. Because ethical concerns sometimes arise during employment assessments, ERS team members are used for the Employment Assessment Team. They are trained to identify these concerns, and to work through them in a compassionate and supportive manner.

5.0 Responsibilities

- 5.1 A staff member from **Member Services** initiates the Employment Assessment Process by sending minister the Employment Assessment Application and notifying the JR Chair of the need for an Employment Assessment Team. This person also ensures that those in re-entry meet the current requirements for admissions.
- 5.2 The **Judiciary Representative Chair** assigns individuals to serve on the Employment Assessment Team and provides guidance to the team as needed.
- 5.3 The **Employment Assessment Team** reviews the employment assessment application, interviews the minister, makes recommendations, and determines minister's eligibility for employment.
- 5.4 The **Advocate** provides support to the minister in the employment assessment.

6.0 Procedures:

- 6.1 A minister who fits the above criteria and is interested in employment in a Unity ministry, will contact the UWM Member Services Department.
- 6.2 Member Services staff will determine whether the minister meets current admission's standards, and notify the minister of anything that needs to be completed to fulfill these standards.
- 6.3 Member Services will send the minister an employment assessment application
- 6.4 The minister will complete the application and return it to the Member Services Coordinator.
- 6.5 Member Services will forward the Employment Assessment Application to the JR Chair who will activate an Employment Assessment Team comprised of 3 ERS team members. One individual will be assigned as the Employment Assessment Team Leader.
- 6.6 Employment Assessment Team will review the Employment Assessment Application, noting any possible competency weaknesses based on the rubrics created by the Licensing and Ordination Team.
- 6.7 Where the Employment Assessment Team detects potential problem areas including unresolved issues, skill/capacity weaknesses, and/or negative behavior patterns, they request that an Advocate be appointed for the Applicant. The Advocate will participate with the Employment Assessment Team in all interviews.
- 6.8 The Employment Assessment Team will hold a phone interview with the applicant, paying special attention to any potential competency weaknesses.

- 6.9 Either before or after the initial phone interview, the Employment Assessment Team will contact references and individuals familiar with the applicant to gather additional facts and written recommendations.
- 6.10 Upon completion of the phone interview, the team discuss their findings. The Employment Assessment Team leader will communicate findings to the applicant or request an additional phone interview.
- 6.11 Possible decisions of the Employment Assessment Team are:
- 6.11.1 The minister is immediately cleared for employment.
 - 6.11.2 The Employment Assessment Team may offer recommendations that will support the minister in having a successful re-entry experience. The Employment Assessment Team may suggest that the applicant complete these tasks before seeking employment.
 - 6.11.3 Where an Advocate is involved, they participate with the team and the applicant in developing Mutually Agreed-Upon Plan of Action (MPoA) that would help address these issues in order to support a successful re-entry experience. Where appropriate, the team may also encourage a redirection of the minister to a different style of ministry.
 - 6.11.4 The Employment Assessment Team creates a Required Plan of Action (RPoA), that the minister must complete before being eligible to seek employment in a Unity ministry. The Advocate monitors completion of this plan and notifies Member Services Coordinator, the Director of Member Services and the ERS Chair when this plan is complete.
 - 6.11.5 Once a decision has been made, the Employment Assessment Team Leader sends a letter to the applicant, notifying him/her of the decision, including any recommendations the team has to assist the minister in having a successful experience in ministry. A copy of this letter is sent to the Member Services Coordinator, the Director of Member Services and the ERS Chair.
- 6.12 If during the interview the JR Employment Assessment Team becomes aware of or suspects possible ethical issues/violations, the Employment Assessment Team Leader will contact the JR Chair for approval to proceed with the Ethics Review process. Once approval has been received:
- 6.12.1 The case becomes subject to ERS Policy
 - 6.12.2 The Employment Assessment Team becomes an Ethics Review Team.
 - 6.12.3 An Advocate is assigned for the applicant (if one is not already assigned)
 - 6.12.4 Employment eligibility is suspended until the case is resolved and appropriate notifications are issued.