



Ministry Vacancy Information Packet

Unity of Flagstaff
Flagstaff, AZ

May 2025

About the Ministry

OVERVIEW

Unity of Flagstaff is a place where all are welcomed and accepted into our loving community wherever they are on their spiritual journey. We are actively searching for ways to grow spiritually through practical applications of the principles of Unity and the practice of affirmative prayer. We enjoy learning and understanding different religious traditions and spiritual paths as well as having deeper conversations about what is on our minds. We appreciate a wide variety of live music in our Sunday services. Although we are a small community, we reach out to the greater community with several impactful outreach projects such as our Helping Hands projects which financially supports a community agency quarterly ranging from homeless shelters to Girls on the Run. We enjoy a variety of social activities including a Mystery Theater, dinners for eight, hiking on the many trails in the area, producing a calendar of scenic pictures taken by the members. Choosing to locate near Northern Arizona University, we have a desire to expand our community to include more young people and families.

Locality: Nestled amid the breathtaking scenery of Northern Arizona, Flagstaff is a small city offering a unique blend of natural beauty, all 4 seasons weather, a vibrant culture, and a strong sense of community. With clean water and air, the town is surrounded by the majestic San Francisco Peaks and lush pine forests, providing an array of outdoor activities such as hiking, skiing, and mountain biking for adventure enthusiasts. Flagstaff boasts lots of outdoor adventure being surrounded in national forests and National Monuments and Parks, including the Grand Canyon, Sunset Crater, and Wupatki. Northern Arizona University, (NAU), which is adjacent to our Unity of Flagstaff Spiritual Center, has approximately 21,500 students on the Flagstaff campus, infusing the town with youthful energy and educational opportunities. Having entities like US Geological Survey, Lowell Observatory, the Museum of Northern Arizona, Meteor Crater, Gore, and T-Gen brings a scientific focus to our community. The local art scene, characterized by galleries, music festivals, and theatrical performances, enriches the cultural fabric of the town. Residents enjoy a high quality of life with access to excellent healthcare facilities, diverse dining options, and charming local shops. Flagstaff is in Coconino County and the population for 2025 is approximately 76,000, with 24% Hispanic and 19% Native American. Flagstaff is one of the most attractive places to live in Arizona, and with the law of supply and demand, it is one of the more expensive places to live in Arizona. One of our members noted that when he moved here, he was told that he would earn less money but would live longer and be happier.

Physical Description: At 7000 feet elevation and a dry climate, Flagstaff can be challenging for those whose health is not compatible with the higher elevation. Most people without heart and respiratory issues acclimate within 6 months. Despite the general concept of Arizona, Flagstaff averages 100 inches of snow each year, although this varies from year to year and summer temperatures average a pleasant 81 degrees F. Cool nighttime temperatures make for pleasant sleeping. Tourism is a major industry with two interstate highways, an airport, train and bus stations making it easily accessible.

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

Unity of Sedona	28 miles South of Flagstaff
Unity of Verde Valley	48 miles South of Flagstaff
Unity of Prescott	93 miles South of Flagstaff
Unity Church of Payson	99 miles South of Flagstaff
Unity of White Mountains	144 miles East of Flagstaff

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 type="checkbox"/>
Social Media (ex: Facebook, Twitter, livestreaming, etc.)	<input checked="" type="checkbox"/>

PEOPLE

Size of mailing list:	186
Average Sunday attendance (in person, online):	33 in person, 8 on-line
Formal (voting or active) membership:	52

Special Groups:

Unity of Flagstaff's Prayer Team meets weekly to affirm the divinity of those requesting prayer either through the prayer box, Sunday Service, or requested by members of the Team. Currently there are 8 members who are also participating in a book study on affirmative prayer prior to the meeting.

Unity of Flagstaff is registered with the AZ Department of Transportation as a group that cleans trash off a mile stretch of highway I-40. A group from Unity of Flagstaff has been cleaning an assigned mile for more than 15 years. This occurs 3-6 times a year.

Unity of Flagstaff is responsible for providing 6-9 volunteers to serve at the Flagstaff Family Food Center on the second Monday of every month. Actively working with the Center for over twenty years, this group served over 3,500 meals last year.

Every Sunday morning prior to Unity of Flagstaff's Sunday Service a group sits in silent meditation in the Serenity Room for a half hour. Facilitation of this rotates among five people and each session is concluded with prayer for the upcoming Service, our leadership and time together.

Unity of Flagstaff does a project for the unhoused of Flagstaff called "Bag A Better Day". This consists of buying & placing various toiletries, gloves, socks, water, dental & nail kits, etc. in a hand decorated bag, along with a resource card. Our 15-19 volunteers fill the bags and when they are complete, the congregants take bags in their cars and hand them out over the next several weeks to the unhoused people on the corners asking for a hand up.

At Unity of Flagstaff on the 1st and 3rd Sundays following service a dynamic group of thinkers, educators, and community members meet for Crucial Conversations, an open, honest, and respectful conversation about today's most pressing social, cultural, and educational issues. From current events to systemic challenges. This space offers a brave forum for listening, learning, and growing— together.

Believing in the power of connection to make a difference, the Party-On Committee is a vibrant group dedicated to organizing fun social events, impactful fundraisers, and meaningful community outreach. Examples of such activities include a murder mystery theater, a charity drive, dinner at a local restaurant or volunteering for a local cause.

The True Faces Open Mic is free and open to the public every First Friday of the month at 7:15PM at the Unity of Flagstaff Spiritual Center. poets, musicians, and storytellers are encouraged to share their delightful original work or the work of others, and audience members are given the utmost appreciation and respect.

Church staff/other employees:

Shaun McKernan, Operations Manager; Selina Schuh, Community Care Director

MINISTRY SUPPORT SERVICES

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

MISSION, VISION, AND CORE VALUES

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

Date: Created by congregation on May 4, 2014

MISSION: Through nurturing, heart-centered activities, we at unity of Flagstaff dedicate ourselves to spiritual growth. We seek and serve the Divine Light within as we honor all God's expressions. By our actions we demonstrate abundance, peace, and love in God's great world.

VISION: We, at Unity of Flagstaff, are a loving, spiritual community celebrating our Oneness with All and creating a world of peace, freedom, and abundance.

CORE VALUE STATEMENTS: Compassionate, Service Oriented, Inclusive, Diversity in beliefs, Abundance, Enthusiastic and playful, Sacred Sunday Worship, Transformation

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

1. Hiring Rev. Penni Honey (2018) and supporting her UWM field licensing (2022)
2. Moving into the current space where we have 24/7 access after 3 years of renting a space by the hour. (January, 2020)
3. Maintaining a consistent Sunday Service via zoom and YouTube throughout the Covid 19 pandemic. Our membership increased by 9 people during this time. March, 2020 – June, 2021)

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

- Celebration of Rev. Penni's ordination as a Unity minister
- Winter Solstice Services
- Daniel Nahmod Concert
- Annual Meetings

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

- A main Goal of Unity of Flagstaff is to continue to grow the ministry; in particular, to outreach to younger families and youth as well as to continue to welcome the diverse populations of our community.
- Another Goal is to incorporate Unity's principle of abundance into our everyday lives so that a full-time minister, expanded space, education and outreach programs are funded.
- The third goal is to collaborate more with other compatible organizations for joint efforts for activities such as concerts, outdoor activities, World Day of Peace, etc. that benefit both organizations as well as provide opportunities to familiarize the greater community with what Unity of Flagstaff is about.

INCORPORATION AND BYLAWS

Date Ministry Established: 04/01/1984
Founding Minister Name: Elaine DeVore

Date of Articles of Incorporation (AOI): 03/09/1984

Bylaws – Date Adopted/Revised: Revised 2014, amended 2022

[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

- 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
- 3 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
- 2 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
- 6 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.

- 8 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
- 7 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
- 5 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: None

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

2	70's and up	4	20's & 30's
1	50's & 60's	6	Teens & Young Adults
3	30's & 40's	5	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
5	Small Groups
4	Development and Facilitation of Classes
3	Outreach in the Community
8	Earth Care
6	Interfaith & World Religions
7	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
5	Bible and Metaphysics
6	Fillmore (only)
3	Classic Unity Authors
2	New Thought Authors
4	World Religions
7	Current Trending Spirituality

The Who and Why of your Ministry

WHO does this ministry serve?

Unity of Flagstaff serves a mature congregation that is intellectually and spiritually curious. Several members are actively involved with 12-step programs; two such groups hold regular meetings in our facility. Many have college degrees and have or are retired from professional careers. The congregation values inclusiveness with attendees coming from a variety of socio-economic and spiritual backgrounds.

WHY do you exist as a ministry?

Unity of Flagstaff exists to support those seeking spiritual growth; those seeking answers; those exploring an inner calling. Through Sunday Services and small group gatherings we teach how to apply spiritual principles to everyday life. We often serve as an extended family through social activities supporting each other with affirmative prayer, meals, etc. Service projects for those in need in the greater community provide opportunities to demonstrate love in action.

What demographic resonates to the answer of your WHY question?

All are welcome into the community that is Unity of Flagstaff. People often comment on the warm greeting and sense of acceptance they felt when first coming to Unity of Flagstaff. We meet people wherever they are on their spiritual journey and join them in celebrating who they are. We have only a few families with young children who enthusiastically participate in the Sunday Service and other activities. The majority of attendees are over 50. Like the greater Flagstaff area, we have a mix of economic levels, and people who have lived here between 50 days and 50 years. We attract several people from the Phoenix area in the summer.

Describe your vision of the perfect ministry.

The congregation of Unity of Flagstaff is disappointed that our current minister is leaving although excited for her as she moves to a new challenge. The community is growing and enthusiastic about participating in its on-going activities. We want to continue expanding our skills and spiritual tools as well as grow the ministry and our outreach. We desire to have a minister that is steeped in affirmative prayer and able to incorporate teachings of various religions with Unity principles. One who is willing to support and meet individually with congregants as well as provide thought-provoking Sunday talks that apply to the current real-life challenges we face. We desire a ministry that focuses on the partnership between minister and congregation, learning and growing together.

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Vacancy Fill by Date: August 1, 2025

Proposed Salary Range:

Full Time: n/a

Part Time: \$2,500 a month for first six months, then negotiable* : *Our current minister notified the Board of Trustees in January that she would be retiring in July, 2025. After considering the various tasks Rev. Penni undertook and out of concern for a smooth transition for both the congregation and new minister, the Board determined to hire an Operations Manager and Community Care Director and reduce the minister’s salary. The two new employees were given a year-long contract which ends in March, 2026. The intention is that at that time a new minister will be in place and part of the decision concerning these two positions.

Most candidates will likely need additional income to cover the high cost of living as a part-time minister. Our intention is to transition to a full-time minister relatively soon.

Moving Expenses: \$500

Additional arrangements, benefits, insurance, etc.: To be determined

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

Flagstaff is one of the most attractive places to live in Arizona, and with the law of supply and demand, it is one of the more expensive places to live in Arizona. One of our members noted that when he moved here, he was told that he would earn less money but would live longer and be happier. Several new, large apartment complexes have recently been built. Single family homes are available ranging from “tiny Homes” to townhomes to average 3-bedroom 2 bath homes to mansions. The average cost for housing in Flagstaff is generally 10-20% higher than the national average.

Flagstaff Unified School District (FUSD) has a long history of offering a well-rounded and rigorous educational experience for all students. FUSD is home to over 8,600 students and 15 comprehensive school sites, in addition to Northern Arizona Distance Learning. FUSD works to implement best practices and innovative education techniques to meet the needs of students in northern Arizona. FUSD has 10 half-day preschool programs serving both special and general education students. There are 10 elementary schools, 2 middle schools, and 3 high schools. The high schools work closely with NAU which offers scholarships to keep the learning local. Two elementary schools offer Navajo and or Spanish language classes as part of the general curriculum. There are also 12 charter schools and a Catholic primary school in Flagstaff. Coconino Community College offers a wide variety of technical training and certificate programs as well as partnering with Northern Arizona University to prepare students to complete their 4-year college degree.

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Release of Information Authorization

I, the Board President of Betsy Williams 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.

A handwritten signature in purple ink that reads "Betsy Williams" is written over a horizontal line.

Board President Signature

Betsy Williams

Board President Printed Name

4/28/25

Date