

Manse Allowance Request Form Instructions

In order to be eligible for a manse housing allowance as an ordained Unity minister, the [Manse Allowance Request Form](#) must be completed *annually* every fall for the upcoming calendar year. A manse housing allowance must be approved in advance for each upcoming year because a manse housing allowance does not automatically renew and is also not retroactive. The new manse housing allowance takes effect on January 1 of the next year.



For Ministers Employed in a Ministry

An ordained Unity minister **who is currently employed** by a UWM member ministry will submit a [Manse Allowance Request Form](#) *to their church board* each year, which will approve their minister's manse allowance request in advance on an annual basis. The approved manse request *must be included in the official minutes of the church board* to be valid.

For Ministers Not Employed in a Ministry

An ordained Unity minister **who is not currently employed** by a UWM member ministry will submit a manse housing allowance request *to Unity Worldwide Ministries* by using this [Manse Allowance Request Form](#) each year **by November 30** for the upcoming year.

Please submit your manse housing allowance form to **Roxanne Graves** at UWM by using the "[Send Us a File](#)" link in the bottom right footer of our website: UnityUWM.org.

You may also mail your Manse Allowance Request Form to:

Unity Worldwide Ministries
200 Unity Circle North Suite A
Lees Summit MO 64086-6084