



Minister Employment Assessment Policy

(Revised 4-10-2023) = separate Procedures into their own document / no changes made

1.0 Purpose

The purpose of this policy is to support ministers to have a successful transition into their next ministry if they have been away from field ministry for more than a year, had abbreviated tenures in ministry, or left a ministry due to challenging circumstances. The Employment Assessment will include the reasons for the leave, the activities pursued during the leave, and the individual's current situation.

2.0 Scope

An assessment process is required of any Unity minister who:

- 2.1 Is absent from field/center ministry for a period exceeding one (1) year.
- 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.
- 2.4 Leaves a ministry due to challenging circumstances, such as an extended illness, a death, a period of conflict, a forced resignation, or a termination.

3.0 Policy

- 3.1 Any minister going through Employment Assessment must meet all current requirements for admissions, including a psychological assessment if this has not been done previously, as well as demonstrate rubric competencies for ordination.
- 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 experience in their next ministry.
- 3.3 The Employment Assessment Team may create a Required Plan of Action for the individual to complete prior to entering the employment process.
- 3.4 An Advocate may be assigned to the Employment Assessment Team if the situation is sensitive or the minister requests it.

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 the Employment Assessment process, and make a decision about their eligibility for employment in a UWM ministry. This team is comprised of at least 2 individuals.
- 4.3 **Admissions standards** refer to the current requirements for admission to Unity Worldwide Spiritual Institute's ministerial path.

- 4.4 **Rubric competencies** refer 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 Assessment, team members receive training regarding our ERS process. This allows them to identify these concerns, and work through them in a compassionate and supportive manner.

5.0 Responsibilities

- 5.1 A UWM staff member, the **Member Support Coordinator**, initiates the Employment Assessment Process by sending the minister the Ministry Assessment Application and assigns Employment Assessment Team members to conduct the assessment process. This person also ensures that those in Employment Assessment meet the current requirements for admissions.
- 5.2 Employment Assessment Team reviews the Employment Assessment application, interviews the minister, make recommendations, and determines the minister's eligibility for employment.
- 5.3 The **Advocate** provides support to the minister in Employment Assessment.