



These procedures correspond with the Appeals policy and outline the process for implementing the policy.

Minister Employment Assessment Procedures

(Revised 4-10-2023) = separated Policy from procedures / no changes made

1.0 Definitions

- 1.1 A **Unity minister** is any minister who is licensed and/or ordained by UWM.
- 1.2 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.
- 1.3 **Admissions standards** refer to the current requirements for admission to Unity Worldwide Spiritual Institute's ministerial path.
- 1.4 **Rubric competencies** refer to the rubrics used in UWM's credentialing process that measure competencies for successful ministry.
- 1.5 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.

2.0 Responsibilities

- 2.1 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.
- 2.2 Employment Assessment Team reviews the Employment Assessment application, interviews the minister, make recommendations, and determines the minister's eligibility for employment.
- 2.3 The **Advocate** provides support to the minister in Employment Assessment.

3.0 Procedures

- 3.1 A minister who fits the above criteria and is interested in employment in a Unity ministry will contact the UWM Member Support Team.

- 3.2 Member Support staff will determine whether the minister meets current admission standards and notify the minister of anything that needs to be completed to fulfill these standards.
- 3.3 Member Support staff will send the minister an Employment Assessment application.
- 3.4 The minister will complete the application and return it to the Member Support Coordinator.
- 3.5 Member Support Coordinator will assign an Employment Assessment Team to implement the Employment Assessment process and send the team the application.
- 3.6 The Employment Assessment Team will review the application, noting any possible competency weaknesses based on the rubrics created by the Licensing and Ordination Team.
- 3.7 The Employment Assessment Team will hold a phone interview with the applicant, paying special attention to any potential competency weaknesses.
- 3.8 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.
- 3.9 Upon completion of the phone interview, the team will discuss their findings. The team leader will communicate the findings to the applicant or request an additional phone interview.
- 3.10 Possible decisions of the Employment Assessment Team are:
 - 3.10.1 The minister is immediately cleared for employment.
 - 3.10.2 The Employment Assessment Team may offer recommendations that will support the minister in having a successful re-entry experience.
 - 3.10.3 The team may work with the minister in creating a Mutually Agreed-Upon Plan of Action (MPoA) to address identified concerns in order to support a successful ministry experience. Where appropriate, the team may also encourage a redirection of the minister to a different style of ministry.
 - 3.10.4 The Employment Assessment Team may create a Required Plan of Action (RPoA), that the minister must complete before being eligible to seek employment in a Unity ministry. The Advocate monitors the completion of this plan and notifies the Member Support Coordinator.
 - 3.10.5 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 Support Coordinator and the ERS Chair.
- 3.11 If during the interview the Employment Assessment Team becomes aware of or suspects possible ethical issues/violations, the team leader will contact the Member Support Coordinator to determine if an ethics review is in order. If such a review is necessary, the situation will be referred to the Ethics Review System