



# **Mentoring Spiritual Leaders/ Ministry Coordinators in the Special Dispensation Program**

***Mentor Manual***

Revised March 2025

# **Special Dispensation Mentor's Manual**

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# Mentor's Manual

## Vision and Mission

### Unity Worldwide Ministries Vision Statement:

A world powerfully transformed through the growing movement of shared spiritual awakening.

### Unity Worldwide Ministries Mission Statement:

Advancing the movement of spiritual awakening and transformation through Unity, a positive path for spiritual living.

### Unity Worldwide Ministries Member Support Purpose Statement:

Member Support cultivates relationships and creates a feedback-rich environment with Unity ministries and leaders. Through leading-edge services and resources, we collectively prosper and evolve in a spiritual community.

## Special Dispensation Policy Overview

The purpose of this policy is to collaborate with UWM ministries in ensuring that their ministry is led by a credentialed Unity Minister. (See Special Dispensation and the Spiritual Leader 3-Way Agreement.) It applies to:

- 1.1 Ministries seeking to employ a Licensed Unity Teacher as Spiritual Leader
- 1.2 Ministries seeking to employ a leader without Unity credentials
- 1.3 Individuals who are not Unity Ministers who wish to serve as the leader of a Unity Ministry

The Special Dispensation Mentor Program is to support the Spiritual Leader/Ministry Coordinator to become familiar with the teachings of Unity, the policies and procedures of Unity Worldwide Ministries, and the resources available as a member ministry. The mentor supports the Spiritual Leader in reaching their goal of becoming an ordained Unity Minister. This ensures that our ministries are led by skilled professionals trained in Unity teachings and the essential elements of a thriving ministry.

## Requirements for Mentors

To be considered for assignment to a Spiritual Leader/Ministry Coordinator serving with Special Dispensation, a minister must meet the following requirements:

1. Proven successful experience in field ministry for a minimum of 5 years.
2. Commitment and loyalty to Unity Worldwide Ministries and its programs by past demonstration of:
  - a. Involvement in Ministry Teamwork
  - b. Regular attendance at regional conferences
  - c. Regular attendance at national conferences
  - d. Regular financial support of Unity Worldwide Ministries
  - e. Support for the policies, bylaws, and ethics of Unity Worldwide Ministries
  - f. Annual completion of required CEUs and Credentialed Leader Report
3. Personally have the available time, freedom, and willingness to carry out the responsibilities of the position.
4. Have email capability.
5. Successfully complete Unity Worldwide Ministries Effective Mentoring training.
6. Communicate promptly and effectively with a mentee, the mentee's ministry board, and the UWM Special Dispensation Coordinator, as appropriate.

## **Role of Mentor**

When an applicant is hired as a Spiritual Leader or Ministry Coordinator by a Unity Ministry, the Special Dispensation Coordinator assigns a mentor for the Spiritual Leader or Ministry Coordinator. The mentor will continue to mentor the Spiritual Leader/Ministry Coordinator through ordination. (If the Spiritual Leader is accepted into the Unity Urban Ministerial School, another mentor will be assigned during their internship year.)

If, for any reason, a mentor cannot continue to fill the role of mentor for the Spiritual Leader/Ministry Coordinator, the Special Dispensation Coordinator should be notified as soon as possible so that another mentor can be identified and assigned.

The mentor's role is primarily to be an advocate for the Spiritual Leader/Ministry Coordinator, provide direction, support, guidance, and encouragement, monitor the progress of the Spiritual Leader, and communicate the progress of the Spiritual Leader or Ministry Coordinator to the Special Dispensation Coordinator.

The mentor should also be available to the Spiritual Leader/Ministry Coordinator to help resolve any difficulties encountered in the completion of the individual contract, to act as a resource person, and to offer prayer support. This includes supporting the Spiritual Leader/Ministry

Coordinator to be accountable for the agreements made regarding their participation in the Special Dispensation program.

The mentor should **not** be the person to initiate the monthly phone or video call to the Spiritual Leader/Ministry Coordinator but should make the time available to receive the call. It is the Spiritual Leader's or Ministry Coordinator's responsibility to schedule and initiate the monthly call.

The Spiritual Leader's or Ministry Coordinator's time in the program will depend on their Unity education, credentialing and will be determined with the aid of the Special Dispensation Coordinator and/or Credentialing Coordinator. The mentor should be an active listener more than an advisor. Any recommendations given to the Spiritual Leader/Ministry Coordinator should be more in the form of options, which might be available to the Spiritual Leader/Ministry Coordinator in dealing with a particular challenge or situation of any kind. However, the mentor should be conversant with the Unity Worldwide Ministries program, policies, and resources. When a question arises, either the Spiritual Leader or mentor should call the Special Dispensation Coordinator for clarification.

### **Mentor Responsibilities: Spiritual Leader/Ministry Coordinator**

Responsibilities of the mentor as pertains to the Spiritual Leader/Ministry Coordinator

1. Special Dispensation is an overarching term for multiple paths to serve a ministry. The mentor must understand the specific path that their Special Dispensation Program participant is enrolled under. For that, please speak directly to the Special Dispensation Coordinator.
2. Provide support and guidance throughout the process, including but not limited to:
  - a. Being available to receive the Spiritual Leader's or Ministry Coordinator's calls.
  - b. Reviewing and providing feedback to the Spiritual Leader/Ministry Coordinator about their progress.
  - c. Serving as a source of support and contact for the Spiritual Leader's or Ministry Coordinator's ministerial needs.
  - d. Providing continuing evaluation of the Spiritual Leader's or Ministry Coordinator's progress towards their goal of ordination as a Unity Minister.
  - e. Providing awareness of and guidance in following all Unity Worldwide Ministries Policies and Procedures as applicable.
3. Provide an evaluation of the Spiritual Leader/Ministry Coordinator to the Credentialing Team before annual progress interviews.
4. Monitor the Spiritual Leader's or Ministry Coordinator's progress in the fulfillment of the agreement between the Spiritual Leader, Ministry, and Unity Worldwide Ministries.

- a. Complete monthly reports. (The Spiritual Leader initiates the monthly phone or video conference call.) The mentor keeps these reports for filing and reference. When the Spiritual Leader is ordained, these records are destroyed by the mentor.
  - b. Assist the Spiritual Leader/Ministry Coordinator in building a supportive and collaborative relationship with their ministry board.
  - c. Assist the Spiritual Leader/Ministry Coordinator in starting a bylaw review in alignment with the UWM Bylaw Template for a Member Ministry, as recommended every three (3) years. <https://www.unityuwm.org/bylaws>
  - d. Assist the Spiritual Leader/Ministry Coordinator in selecting another thriving Unity church to visit; encouraging the Spiritual Leader to meet and visit with the minister of that spiritual center/church.
  - e. Encourage the Spiritual Leader/Ministry Coordinator to network with other ministers in the field.
  - f. Provide encouragement and prayer support to the Spiritual Leader/Ministry Coordinator.
5. Based on the many requirements for the Spiritual Leader/Ministry Coordinator, it is recommended that the Spiritual Leader/Ministry Coordinator not participate on Unity Worldwide Ministries teams or regional teams while going through this program and taking their required classes.
  6. The mentor is responsible for communicating any concerns with the UWM Special Dispensation Coordinator and/or Credentialing Coordinator.
  7. If a Spiritual Leader/Ministry Coordinator is not following the requirements of the Special Dispensation program on their chosen path to ordination, the mentor reminds the Spiritual Leader/Ministry Coordinator that continuance in Unity Worldwide Ministries Special Dispensation Program depends on following the requirements of the Special Dispensation program promptly and that their agreement is subject to being dissolved by Unity Worldwide Ministries.

Please communicate any concerns with the UWM Special Dispensation Coordinator and/or Credentialing Coordinator.

## **Mentor Responsibilities: Mentoring Program**

Responsibilities of the mentor as pertains to the Mentoring Program:

1. Communicate the progress or lack of progress of the Spiritual Leader/Ministry Coordinator to the Special Dispensation Coordinator.

2. Recommend to the Unity Worldwide Ministries Special Dispensation Coordinator any actions that might be considered by Unity Worldwide Ministries concerning the Spiritual Leader.
3. Notify the Special Dispensation Coordinator as soon as possible if circumstances should arise that would prohibit the mentor from continuing to serve as a mentor.
4. Notify the Special Dispensation Coordinator if circumstances in the Spiritual Leader's ministry or life are affecting their role as Spiritual Leader/Ministry Coordinator or their ability to complete the program promptly.
5. Offer suggestions for changes and refinements in the Mentoring Program.
6. Offer suggestions for ministers' colleagues to be considered as Special Dispensation mentors.
7. Keep notes of meetings and visit(s)/video to track the Spiritual Leader's/Ministry Coordinator's progress and provide them feedback. Once the Spiritual Leader/Ministry Coordinator completes their relationship with the mentor, all documents held by the mentor will be destroyed.

## **Assignment of Mentors**

Each applicant serving as a Spiritual Leader under the Special Dispensation program is assigned a mentor by the Special Dispensation Coordinator. Although a mentor within the same region as the Spiritual Leader may be desirable, it is not a requirement.

The mentor meets with the Spiritual Leader or Ministry Coordinator as soon as possible, following the partnering of the mentor to the mentee.

## **Forms Used**

- Mentor Application
- Program Initial and 6-Month Assessment
- Mentee Area of Focus from Initial Assessment
- Mentee/Mentor Report (subsequent Calls)
- Spiritual Leader or Ministry Coordinator Mentor Agreement
- Unity Worldwide Ministries, Ministry, Spiritual Leader (3-Way) Agreement

# **Special Dispensation Program Forms**





# Mentor Application

Serving as a mentor in any of the ministerial paths is a sacred privilege. Unity Worldwide Ministries holds the affirmation that the mentoring experience will be rewarding for both the mentor and mentee. The role of the mentor is to advocate for the development of the ministerial consciousness of your mentee – not to make the mentee into your image. As a discernment tool to support the success of the Program, the Leadership Team offers this application.

## **Mentor requirements include:**

- Proven successful experience in field ministry for a minimum of five (5) years.
- Commitment and loyalty to Unity Worldwide Ministries and its programs by past demonstration of:
  - Involvement in Ministry Teamwork
  - Regular attendance at regional conferences
  - Regular attendance at national conferences
  - Regular financial support of Unity Worldwide Ministries
  - Support for the policies, bylaws, and ethics of Unity Worldwide Ministries
  - Annual completion of required CEUs and Credentialed Leader Report
- Personally have the available time, freedom, willingness, and support of the ministry to carry out the responsibilities of the position.
- Have email capability.
- Successfully complete Unity Worldwide Ministries Effective Mentoring training.
- Communicate promptly and effectively with a mentee, the mentee's ministry board, and the UWM Special Dispensation Coordinator, as appropriate.
- Prosperity consciousness to include:
  - Optional – purchase of Bible or graduation gift for mentee at graduation/ordination.
- Freedom – The Mentor does not have or anticipate having constraints such as, but not limited to: Changing ministries, other UWM ministry team service, ERS Review, impending divorce, birth or adoption of a child, and additional time commitments.
- Preview – Mentor candidates shall request and read a copy of the Mentor Manual before approval to serve as a mentor. The Mentor Manual is available from the UWM Special Dispensation Coordinator. <https://www.unityuwm.org/openings>
- Completion of the following application and the mentor training offered online.

**Please return the completed application to [specdisp@unity.org](mailto:specdisp@unity.org)**

## Mentor Application

**Name:** Click or tap here to enter text.

**Which program are you willing to serve (select one or more):**

Special Dispensation Program ☐      UWSI ☐      UUMS ☐

**Ordained Unity Minister - which path/program and when?** Click or tap here to enter text.

**Status:**      Active ☐      Retired ☐

**Ministry:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Phone (cell, church, home):** Click or tap here to enter text.

**Are you bilingual?** If yes, what language(s): Click or tap here to enter text.

**List ministries served.** Include church name, location, history, and dates, or attach a resume:

Click or tap here to enter text.

**Describe your commitment and support to Unity Worldwide Ministries and its programs.** This could include involvement in ministry teamwork, regular attendance at regional or national conferences, and regular financial support of Unity Worldwide Ministries:

Click or tap here to enter text.

**If applicable, describe your history in mentoring programs as both a mentee and/or mentor:**

Click or tap here to enter text.

**Describe your calling/desire to serve as a mentor:**

Click or tap here to enter text.

**What expectations do you have about your relationship with your prospective mentee?**

Click or tap here to enter text.

**Do you anticipate any changes in the next three years that may interfere with your ability to fulfill your commitment as a mentor?** Yes ☐ No ☐ If yes, please explain:

Click or tap here to enter text.

**By signing below, you agree to the following:**

- Complete the required online training.
- Stay up to date with my CLR, AMR, CEUs, Code of Ethics, Sexual Conduct Policy, and Social Media Policy.
- Encourage your mentee to complete required classes and the 6-Month Renewal Report promptly.
- Keep open communication with the Member Support Special Dispensation Coordinator and Credentialing staff, reporting any concerns immediately.
- Fulfill the mentor responsibilities as described in the Mentor Manual (Note: these responsibilities vary depending on the program).
- I understand that one mentor will be assigned for completing the prerequisites during the initial Special Dispensation Program, and a different mentor will be assigned for the ministerial program portion of the mentee's program. This is done intentionally so the mentee can build a support system and learn from a variety of ministers.
- I understand that this is a ***volunteer position*** for UWM and **no financial compensation** is to be received.

Signature: \_\_\_\_\_

Printed Name: Click or tap here to enter text.      Date: Click or tap here to enter text.

**Please return the completed application to [specdisp@unity.org](mailto:specdisp@unity.org)**

## Special Dispensation Program Initial and 6-Month Assessment

(Initial Assessment to be completed within first three months)

Please complete all \* items, others, as desired

\*Mentee's Name: \_\_\_\_\_ \*Date of Call: \_\_\_\_\_

\*Ministry Name: \_\_\_\_\_ \*Time Call Began: \_\_\_\_\_

\*City, State (Province): \_\_\_\_\_ \*Time Ended: \_\_\_\_\_

\*Did the mentee make timely contact as scheduled? \_\_\_\_\_

\*If not, please explain: \_\_\_\_\_

\*Mentor's Name: \_\_\_\_\_

### REVIEW QUESTIONS

Has the mentee attended any sub-regional, regional, or national meetings? \_\_\_\_\_

If yes, ask the mentee to describe his/her experiences: \_\_\_\_\_

### Worship

Progress made: \_\_\_\_\_

Concerns or challenges: \_\_\_\_\_

Resources used or recommended: \_\_\_\_\_

Update to Contract: \_\_\_\_\_

### Administration

Progress Made: \_\_\_\_\_

Concerns or challenges: \_\_\_\_\_

Resources used or recommended: \_\_\_\_\_

Update to contract: \_\_\_\_\_

**Education**

Progress made: \_\_\_\_\_

\_\_\_\_\_

Concerns or challenges: \_\_\_\_\_

\_\_\_\_\_

Resources used or recommended: \_\_\_\_\_

\_\_\_\_\_

Update to contract: \_\_\_\_\_

\_\_\_\_\_

**Pastoral**

Progress made: \_\_\_\_\_

\_\_\_\_\_

Concerns or challenges: \_\_\_\_\_

\_\_\_\_\_

Resources used or recommended: \_\_\_\_\_

\_\_\_\_\_

Update to contract: \_\_\_\_\_

\_\_\_\_\_

**Self-Care**

Progress made: \_\_\_\_\_

\_\_\_\_\_

Concerns or challenges: \_\_\_\_\_

\_\_\_\_\_

Resources used or recommended: \_\_\_\_\_

\_\_\_\_\_

Update to contract: \_\_\_\_\_

\_\_\_\_\_

**Other Areas for Discussion – Is there anything else you would care to share with the UWM Special Dispensation Coordinator?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Unity Worldwide Ministries

### Spiritual Leader or Ministry Coordinator/Mentor Contract

Mentee's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Ministry Name: \_\_\_\_\_

City, State (Province): \_\_\_\_\_

Mentor's Name: \_\_\_\_\_

Number of prerequisites SEE courses completed \_\_\_\_\_

Number of ministerial courses completed \_\_\_\_\_

List remaining prerequisites SEE courses to be completed. (These may be taken through UWSI, UUMS, during SEE weeks, or through credentialed leaders in the field eligible to teach for credit.)

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List of remaining ministerial courses to be completed if admitted to a ministerial path:

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### Timeline for completion of required courses:

Spiritual Leader plans to complete a minimum of \_\_\_\_\_ courses per year.

Spiritual Leader plans to apply for admission to a ministerial path by the

\_\_\_\_\_ (month) \_\_\_\_\_ (year) admissions cycle.

Spiritual Leader plans to complete ordination path by \_\_\_\_\_.

## Mentee Areas of Focus from Initial Assessment

These could include but are not limited to: *Worship, Administration, Accounting, Technology, Education, Pastoral Care, Mediation, Interpersonal Skills, Self-care, or grounding in Unity Principles.*

Please complete all \* items, others, as desired

\*Mentee's Name: \_\_\_\_\_

\*Ministry Name: \_\_\_\_\_

\*City, State (Province): \_\_\_\_\_

\*Mentor's Name: \_\_\_\_\_

Focus Area \_\_\_\_\_

Goal \_\_\_\_\_

Measurable Outcome \_\_\_\_\_

Resources or tools to achieve goals \_\_\_\_\_

Focus Area \_\_\_\_\_

Goal \_\_\_\_\_

Measurable Outcome \_\_\_\_\_

Resources or tools to achieve goals \_\_\_\_\_

Focus Area \_\_\_\_\_

Goal \_\_\_\_\_

Measurable Outcome \_\_\_\_\_

Resources or tools to achieve goals \_\_\_\_\_

Mentee Signature \_\_\_\_\_ Date: \_\_\_\_\_

(Print Name) \_\_\_\_\_

Mentor Signature \_\_\_\_\_ Date: \_\_\_\_\_

(Print Name) \_\_\_\_\_

## Mentee/Mentor Report (Subsequent Calls)

Please complete all \* items, others, as desired

\*Mentee's Name: \_\_\_\_\_ \*Date of Call: \_\_\_\_\_  
 \*Ministry Name: \_\_\_\_\_ \*Time Call Began: \_\_\_\_\_  
 \*City, State (Province): \_\_\_\_\_ \*Time Ended: \_\_\_\_\_  
 \*Did the mentee make timely contact as scheduled? \_\_\_\_\_  
 \*If not, please explain: \_\_\_\_\_  
 \*Mentor's Name: \_\_\_\_\_

### Review Questions

Participation in inter-ministerial relations/functions/organizations: \_\_\_\_\_

\_\_\_\_\_

Take away from recent activity: \_\_\_\_\_

\_\_\_\_\_

Most challenging situation and how it was handled: \_\_\_\_\_

\_\_\_\_\_

Take away from challenging situation: \_\_\_\_\_

\_\_\_\_\_

Self-identified learning from challenging situation: \_\_\_\_\_

\_\_\_\_\_

Self-care: \_\_\_\_\_

\_\_\_\_\_

Individualized goals: \_\_\_\_\_

\_\_\_\_\_

Other areas of discussion: \_\_\_\_\_

\_\_\_\_\_

\*Mentor's comments and recommendations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## On-Site Evaluation, if done (Not required)

Mentee's Name: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

Ministry Name: \_\_\_\_\_

City, State (Province): \_\_\_\_\_

Mentor's Name: \_\_\_\_\_

### Areas of Observation:

#### Physical Environment

Grounds (if applicable): \_\_\_\_\_

\_\_\_\_\_

Worship Areas: \_\_\_\_\_

\_\_\_\_\_

Office/Administration/Financial Recordkeeping: \_\_\_\_\_

\_\_\_\_\_

Technology Use Overall: \_\_\_\_\_

\_\_\_\_\_

Education Areas (nursery, classrooms): \_\_\_\_\_

\_\_\_\_\_

#### Worship Service

Audience Reaction: \_\_\_\_\_

\_\_\_\_\_

Personal Reaction: \_\_\_\_\_

\_\_\_\_\_

Flow of Order of Service and the Energy Shift Created: \_\_\_\_\_

\_\_\_\_\_

Professionalism: \_\_\_\_\_

\_\_\_\_\_

Welcoming & Visitor's Reception: \_\_\_\_\_

Lesson (content, presentation, use of technology, and other presenters): \_\_\_\_\_

Music (fit, flow, connection, collaboration with music team): \_\_\_\_\_

Technological Proficiency: \_\_\_\_\_

Overall Teamwork and Collaboration: \_\_\_\_\_

### **Interpersonal Relationships**

Paid Staff: \_\_\_\_\_

Volunteer Staff: \_\_\_\_\_

Board of Directors: \_\_\_\_\_

Community: \_\_\_\_\_

Intergenerational: \_\_\_\_\_

Concerns Witnessed: \_\_\_\_\_

### **Administration**

Office Organization/Procedures: \_\_\_\_\_

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Financial Accounting Practices/Procedures: \_\_\_\_\_

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Publications (e.g., printed material, letters): \_\_\_\_\_

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Phone (recorded message, dial-a-prayer, individual contact): \_\_\_\_\_

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Website, Newsletter, Social Media: \_\_\_\_\_

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Teamwork: \_\_\_\_\_

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Ability to Delegate and Communicate Effectively: \_\_\_\_\_

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### **Education**

Youth Ministry: \_\_\_\_\_

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Teen Ministry: \_\_\_\_\_

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Adult Education: \_\_\_\_\_

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SpiritGroups (Community Building): \_\_\_\_\_

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### **Pastoral Care/Inreach/Outreach**

Interaction with Congregants: \_\_\_\_\_

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Availability for Spiritual Counseling Sessions and Visitations: \_\_\_\_\_

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Community Support Resources Available: \_\_\_\_\_

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Inreach Programs: \_\_\_\_\_

\_\_\_\_\_

Outreach Programs: \_\_\_\_\_

\_\_\_\_\_

Spiritual Social Action Programs: \_\_\_\_\_

\_\_\_\_\_

### **Mentee's Personal Care**

Private Prayer and Meditation: \_\_\_\_\_

\_\_\_\_\_

Time for Family and/or Personal Relationships: \_\_\_\_\_

\_\_\_\_\_

State of Health Practices: \_\_\_\_\_

\_\_\_\_\_

Mentee's Time Off (minimum of one day off per week): \_\_\_\_\_

\_\_\_\_\_

Mentee's Practice of Healthy Boundaries: \_\_\_\_\_

\_\_\_\_\_

### **Other Observations**

\_\_\_\_\_

\_\_\_\_\_

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## Mentor Agreement

### What is a Mentor?

A mentor is to be an ordained Unity minister in good standing with Unity Worldwide Ministries who is willing to support a Spiritual Leader or Ministry Coordinator in serving in a Unity Ministry under the Special Dispensation Program. The goal is to provide Spiritual Leaders and Ministry Coordinators with direction and support so they fulfill their goals for ministry and feel supported during their journey towards Unity Ordination.

### What are the expectations of a Spiritual Leader Mentor?

- Believing in and sharing the leader's vision
- Supporting the leader and acting as an advocate
- Assisting the leader in setting practical/realistic goals for the ministry
- Familiarizing the leader with the Policies and Procedures of Unity Worldwide Ministries
- Be willing to pray with the leader regularly
- Be willing to call or check in monthly
- Be available for spiritual counseling and active listening
- Sharing policies, programs, and resources available through Unity Worldwide Ministries
- Supporting the leader in following through on goals set
- Suggesting books, training courses, workshops, and other resources that would enhance the leader's performance
- Perform a 6-Month Renewal Review certifying that the Spiritual Leader and Ministry are on track with the Special Dispensation Program.

***Yes, I have read and understand the role of my mentor.***

\_\_\_\_\_  
Name of Mentee

\_\_\_\_\_  
Signature of Mentee

\_\_\_\_\_  
Date

***Yes, having read the above expectations, I agree to serve as mentor for this spiritual leader until they have entered their ministerial path or become ordained through Unity.***

\_\_\_\_\_  
Name of Mentor

\_\_\_\_\_  
Signature of Mentor

\_\_\_\_\_  
Date

Please make a copy of this form for yourself and send copies electronically to  
Rev. Marygrace Sorensen [specdisp@unity.org](mailto:specdisp@unity.org)



## Unity Worldwide Ministries, Ministry and Ministry Coordinator/Spiritual Leader Agreement (3-Way Agreement)

This Agreement ("Agreement") is made and entered into as of the   
Click or tap here to enter text. day of Click or tap here to enter text., 20Click or tap here to enter text.,  
by and between Click or tap here to enter text. ("the Ministry"),  
Click or tap here to enter text. , ("the Ministry Coordinator/Spiritual Leader") and the Association of  
Unity Churches, a Georgia Corporation dba Unity Worldwide Ministries (UWM).

Unity Worldwide Ministries requires that Unity ministries employ Unity ministers. To that end, the Ministry Coordinator/Spiritual Leader and Ministry are required to complete a series of Unity trainings.

This agreement acknowledges that, following conversations between and among the Ministry, the Ministry Coordinator/Spiritual Leader, and UWM's Special Dispensation Coordinator, the ministry seeks to employ Click or tap here to enter text.as its Ministry Coordinator/Spiritual Leader.

To create a clear understanding, the parties agree as follows:

1. Following the application process, criminal background check, and psychological evaluation, provisional approval or approval as explained in the earlier pages of the Special Dispensation packet is initially given for 6 months and can be renewed in 6-month increments upon request for a maximum of 24 months for the completion of all prerequisite classes.
2. The candidate/participant agrees to:
  - a. Candidates are required to submit renewal requests no later than **May 1 and/or November 1** with the following requirements for the Ministry Coordinator/Spiritual Leader and their member ministry board:
    - i. The Ministry Coordinator/Spiritual Leader commits to the successful completion of the agreed-upon number of classes per year. These include annual CEU requirements. <https://www.unityuwm.org/uwsi/ceu-requirement>
    - ii. The Ministry Coordinator/Spiritual Leader must be accepted into one of UWM's ministerial credentialing programs within 2 years.
    - iii. The Ministry Coordinator/Spiritual Leader commits to monthly engagement with their assigned mentor.

- b. Participation in the Special Dispensation program is required until the individual becomes an ordained Unity minister along with continuing the completion of the Special Dispensation 6-Month Renewal Request as stated above.
  - c. Individuals serving under Special Dispensation in a UWM member ministry
    - i. Special Dispensation participants are required to obtain **five (5) hours** of continuous education each year. At least one hour must be in each of these areas: Ethics/Boundaries, Inclusivity/Diversity, and Ministry Administration & Management.
    - ii. Special Dispensation prerequisite requirements and required coursework will count for the two (2) general continuation education credits.
  - d. Spiritual Leaders/Ministry Coordinators are required to complete the Credentialed Leader Report (CLR) annually even though they are not yet credentialed. They are serving in the role of a Credentialed Leader.
3. The member ministry agrees to:
- a. Budget for educational and administrative costs of this program. (These costs may be shared with the Ministry Coordinator/Spiritual Leader.)
  - b. Support the Ministry Coordinator/Spiritual Leader's participation in learning experiences as required by their program.
  - c. The member ministry agrees to review the foundational documents of the ministry and update them where appropriate. This includes but is not limited to the UWM Code of Ethics, ministry bylaws, policies, procedures, mission and vision statements, core values, etc.
  - d. The member ministry agrees to engage itself in ongoing educational programs for the overall health and well-being of the ministry. This includes but is not limited to working with the Regional Representative or UWM Certified Consultant on items such as board training; elements of thriving ministries; communication skills; Non-Violent Communication; mediation training; emotional intelligence; and interpersonal skills as a leadership team and spiritual community.
4. All parties agree to the following:
- a. The Unity Worldwide Ministries Special Dispensation Coordinator will connect the Ministry Coordinator/Spiritual Leader with an assigned mentor as soon as a mentor is readily available for ongoing communication and support per the required guidelines.
  - b. A 6-month review using the Special Dispensation Renewal Form will to be completed by the Ministry Coordinator/Spiritual Leader followed by a collaborative dialog between the Ministry Coordinator/Spiritual Leader and Board President. Question #5 is specifically for the Board President to answer.
  - c. This renewal form will be sent to the UWM Special Dispensation Coordinator.
  - d. UWM's Special Dispensation Coordinator reviews the renewal form and may follow up with the Ministry Coordinator/Spiritual Leader and or board for further information. The Special Dispensation Coordinator bases the decision to renew or not renew Special Dispensation on the information gathered.

- e. If, at the 6-month review, the Ministry Coordinator/Spiritual Leader and ministry board are progressing according to plan, the Special Dispensation renewal will be in effect for another 6 months.
- f. If, at the 6-month review, the Ministry Coordinator/Spiritual Leader and ministry board are not progressing as mandated, a letter is sent to the Ministry Coordinator/Spiritual Leader's ministry informing them of the deficiency [ies] asking that this be remedied.
- g. If the Ministry Coordinator/Spiritual Leader and ministry board make a plan to demonstrate progress that is acceptable to the mentor, the ministry Board President and UWM's Special Dispensation Coordinator, it is the responsibility of the Ministry Coordinator/Spiritual Leader to follow through.
- h. If no plan is made and/or the reasons for non-compliance are not satisfactory, the Ministry Coordinator/Spiritual Leader and ministry board will be informed by the UWM's Special Dispensation Coordinator that the approval to employ the Ministry Coordinator/Spiritual Leader is withdrawn.

Click or tap here to enter text.

Ministry Coordinator/Spiritual Leader Name  
(Print)

Click or tap here to enter text.

Ministry Representative (Print)

Click or tap here to enter text.

Special Dispensation Coordinator (Print)

Click or tap here to enter text.

Date

Click or tap here to enter text.

Date

Click or tap here to enter text.

Date

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