



Ministry Vacancy Information Packet

Unity Spiritual Center of San Francisco

November 2023

About the Ministry

OVERVIEW

Unity Spiritual Center of San Francisco is a small welcoming community of kind, thoughtful, artistic, and loving congregants. We live the Unity principles at our Sunday Services by welcoming all newcomers regardless of religious background. As a congregation we support each other with positive affirmations. We develop our own community through volunteer efforts such as creating blessing bags for hospitalized children and making a meal for the homeless. Our congregants form meaningful friendships at our hospitality hour after service. We are ready for the challenge of growing our ministry. We are ready to share the love of God and positive message of Unity. We are ready for a new minister.

Locality: City of San Francisco. Urban location at the corner of a small commercial street and a major avenue with heavy traffic. Two blocks from Stern Grove, a large park that hosts free music concerts in the summer. Near San Francisco State University and Sunset neighborhood. The weather is cool and temperate year-round. The Pacific Ocean is a mere two miles away from our Unity!

Physical Description: Steepled teal colored New England like church topped with a beautiful large round copper Unity art piece. "Black Lives Matters" and Pride Flags next to our front doors. Sanctuary adorned with paintings from local artists including custom made electronic Tiffany like emblems representing six different world religions. At the front of the sanctuary is a large stained-glass painting of Jesus with arms open. Bookstore, meeting/social room, and kitchen for congregants. Our outdoor area is beautifully landscaped and includes a courtyard with seating and fountain.

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

- Unity San Francisco 240 Page St. San Francisco, 94102, 5 miles away from us
- San Francisco Center for Spiritual Living 280 Claremont Ave. SF, one mile away from us
- Golden Gate Center for Spiritual Living 298 Tamalpais Drive, Corte Madera, 16 miles from us
- Oakland Center for Spiritual Living 5000 Clarewood 94618, 19 miles away from us
- Additional New Thought Centers throughout the larger bay area region.

Do you participate in any of the following activities? *(Check all that apply)*

- | | |
|--|-------------------------------------|
| Small/SpiritGroup Ministries | <input checked="" type="checkbox"/> |
| Community Outreach/Compassionate Social Action | <input checked="" type="checkbox"/> |
| Publications | <input checked="" type="checkbox"/> |
| Social Media (ex: Facebook, Twitter, livestreaming, etc.) | <input checked="" type="checkbox"/> |
| Other (please list) Click or tap here to enter text. | |

PEOPLE

Size of mailing list: 300
Average Sunday attendance: 20 in person and 10 on Zoom
Formal (voting or active) membership: 31

Special Groups:

- Monthly Dance Meditation
- Creative Spirit Saturdays
- Guided Meditation and Daily Word reading on Monday and Thursdays at Noon
- Children's Service on Sundays
- Book Club
- Additional ad-hoc workshops (e.g., Reiki, Course in Miracles)

Church staff/other employees:

Employees: Interim Leader, Gerry Brague + Office Assistant + Audio/Visual Tech
Contractors: Musician, Janitorial, Grounds/Gardens

MINISTRY SUPPORT SERVICES

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

Name: Rev. Joanne Burns

Dates: March 2023 and July 2023

Workshops Given and Topics Covered: n/a

MISSION, VISION, AND CORE VALUES

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

Date: 2020

Our Core Values:

Spirit Led: In all our endeavors, we are focused on Spirit. We strive to continually grow and deepen in higher consciousness. We turn within for wisdom, understanding, guidance, and active communication.

Generous with Resources: We are joyful stewards of God. Through generously sharing our resources, we actively participate in the transformation of our church, the community, and our world. We hold service as a form of love.

Inclusive: We embrace all people as expressions of God. We believe that all people are created with sacred worth. With compassion, we strive to reach out to all who seek spiritual support and growth.

Joyously Creative: We creatively evolve into our highest and best expression of being. We know that God is our Source and joyously celebrate the unlimited possibilities of every moment for ourselves, our church, our communities, and our world.

Guided by Integrity: We act from a place of wholeness and are ethical in all our actions. We keep our word. We act with honesty, openness, and commitment. We are conscious, congruent, and conscientious, telling the truth and taking authentic action.

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

1. 75th Anniversary, November 2021
2. Paying off mortgage, 1995
3. Transition to Zoom during Covid pandemic and then transitioning to hybrid Zoom/in-person service.

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

- Fall Fundraising Concert with Karen Drucker and music director Michael Hatfield Dec. 2020
- Celebration of 75th Anniversary of Unity Spiritual Center of San Francisco, Nov. 2021
- Retirement celebration of Reverend Maggie Oman Shannon in 2022

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

- Grow the congregation by 20% yearly. Congregation is at 31 members as of 10/16/23
- Learn the Unity principles, then go into depth of Unity thought
Strengthen prayer support, meditation, Pastoral Care and Chaplaincy.

INCORPORATION AND BYLAWS

Articles of Incorporation – Date: August 30, 1965

Bylaws – Date Adopted/Revised: Revised March 28, 2012

Check here if your bylaws are structured in accordance with the Unity Worldwide Ministries bylaw template: <https://www.unityworldwideministries.org/recommended-bylaws-unity-ministry>

About the Position

MINISTERIAL CHARACTERISTICS AND EXPECTATIONS – 1 IS TOP PRIORITY, 9 IS LEAST IMPORTANT

- 2 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
- 1 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
- 3 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
- 6 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
- 5 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
- 9 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

- 4 **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: An ideal candidate will have the working knowledge of the basic principles of Unity. Our candidate will demonstrate a commitment to gain an understanding of our bay area communities and diverse communities we serve. The candidate will focus on a dynamic, and insightful Sunday message founded on spiritual teachings.

SPIRITUAL EXPERTISE AND EDUCATIONAL ACUMEN

1. Ministry Location. Place an “X” next to the primary location of the ministry’s current demographic. (Select one)

- [click to rate](#) **In-person**
- [click to rate](#) **Online**
- x** **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 identify the TOP THREE age groups in which your ministry is focused. Rank your top three in order: 1, 2, and 3 with 1 being your top age demographic group.

- | | | | |
|---|-------------|-------------------------------|----------------------|
| 2 | 70's and up | click to rate | 20's & 30's |
| 1 | 50's & 60's | click to rate | Teens & Young Adults |
| 3 | 30's & 40's | click to rate | Kids & Families |

4. **Interests/Area of Expertise:** Please identify the TOP THREE areas of expertise needed from the incoming minister. Rank your top three in order: 1, 2, and 3 with 1 being your strongest area of need/focus.

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|-------------------------------|---|
| 1 | Sunday Services |
| 2 | Prayer & Meditation / Pastoral Care |
| | SpiritGroups |
| click to rate | Development and Facilitation of Classes |
| click to rate | Outreach in the Community |
| click to rate | Earth Care |
| 3 | Interfaith & World Religions |
| click to rate | Current Trending Spirituality |

5. **Spiritual Expertise and Educational Acumen:** Please identify the TOP THREE areas of expertise needed from the incoming minister. Rank your top three in order: 1, 2, and 3 with 1 being your strongest area of need/focus.

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|-------------------------------|-------------------------------|
| 1 | Unity Foundational Teachings |
| click to rate | Bible and Metaphysics |
| click to rate | Fillmore (only) |
| click to rate | Classic Unity Authors |
| 3 | New Thought Authors |
| 2 | World Religions |
| click to rate | Current Trending Spirituality |

POWER OF FOCUSED MINISTRY

WHO does this ministry serve?

The ministry serves 300 on our mailing list. Approximately 30 people attend in person and Zoom each Sunday. 2-3 children. Our congregation includes people of all ages and backgrounds. We are a welcoming and warm community of people who enjoy being together and supporting each other. We are interested in outreach into the community to help more people learn about our church and join our congregation.

WHY do you exist as a ministry?

We have a long history as a church. Many of our members have been attending this church for 30+ years. We believe in the Unity principles. We provide a spiritual home and meet the spiritual needs of like-minded individuals. We are welcoming to everyone and provide a safe space. We offer uplifting music, prayer support and an opportunity to express gratitude. We appreciate the opportunity to learn about and practice Unity principles in a supportive church community. It is important to us to create a spiritual experience centered in the power and presence of God in each person and throughout our world.

What demographic resonates to the answer of your WHY question?

We have a very diverse congregation, mostly over age 50. Our ministry resonates for all people who are seeking a spiritual path and who enjoy being part of a spiritual community that supports each individual through learning and practicing Unity principles. Our ministry connects with people through Sunday services, workshops, book studies and service projects. We respect and include wisdom from many faiths and are especially focused on diversity and welcoming people from all walks of life. If someone is seeking a spiritual home and has felt unwelcome, they are welcome here. Our Unity church leaves no one out.

Describe your vision of the perfect ministry.

Our congregation embodies the focus of Unity as a global, inclusive spiritual community. We appreciate having had ministers who have focused on Unity’s goal to offer practical, uplifting resources to help people of all faiths apply positive spiritual principles to our lives. The perfect ministry would help us increase and expand our membership to include diverse congregants of all ages, including families with children. Our ministry would provide uplifting sermons, prayer support, weekly meditations, book study groups, children’s church and special events.

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Vacancy Fill by Date: Spring 2024

Proposed Salary: \$33,600--\$45,600/year. 80-100 hours per month (negotiable), part-time

Moving Expenses: Negotiable

Additional arrangements, benefits, insurance, etc.:

4 weeks vacation. Sick time and holidays follow San Francisco City/County schedule. Financial support for professional development.

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

The cost of living is above national averages. The San Francisco housing market is one of the most expensive markets in the United States . The median price of a home is \$1.3 Million. The average rent for an apartment ranges from \$2,183-\$4,600 in 2023.

There are many public and private elementary, middle, and high schools in addition to San Francisco State college and City college of San Francisco. SFUSD, our public school district has high quality schools (K-12) in the Sunset and West Portal neighborhoods which are near Unity.

Additional Comments:

We are an Ocean of Love. Many people volunteer to help out.

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Release of Information Authorization

I, the Board President of Unity Spiritual Center of San Francisco 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.

Josephine Tan
Board President

A handwritten signature in cursive script, appearing to read "Josephine Tan", is written over a horizontal line.

December 5, 2023

