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Special

Dispensation

Forms

To

Complete

And

Return

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**Application for Special Dispensation**

Name: Date:

Current Address:

City, State, Zip:

Home Phone:

Cell:

Email:

Licensing/Ordination: Y/N Date:

Where/Denomination:

Licensed Unity Teacher: Y/N Date:

Ministry Name:

Current Address:

City, State, Zip:

Phone:

Email:

Region:

Regional Representative Name:

**Please fill out the questions below.**

If any of the questions do not apply to you for any reason, mark N/A and why they are N/A. If you are a licensed Unity teacher, you may attach a copy of your annual report to answer some of the questions below.

1. Provide a copy of your resume.
2. Describe your education, i.e., what degree(s), dates, and locations.
3. List the Unity courses you have taken or attach a transcript.
4. List the CSL or other denominational courses you have taken or attach a transcript.
5. If you were ordained or served in another denomination previously, why are you now seeking a position in a Unity center?
6. Describe your strengths and growing edges in relationship to serving in a ministry leadership position.
7. Have you ever been under an ethics review in Unity or another faith-based organization? If so, please describe the nature of the review, the outcome and what you learned from the process.
8. Please give any other comments to support your application for employment with a Unity ministry.
9. Please give names, title, contact information, (email, phone) of anyone from the previous ministry you served that could assist in reviewing your application.

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| --- | --- |
| **Logo, company name  Description automatically generated** | 200 Unity Circle North, Suite ALee’s Summit, MO 64086Phone: 816.524.7414 |

 **BACKGROUND VERIFICATION DISCLOSURE**

**NOTICE TO APPLICANT/EMPLOYEE REGARDING BACKGROUND INVESTIGATION**

As part of our employment and credentialing process, Unity Worldwide Ministries will obtain an investigative consumer report. The investigative report may include information regarding your driving record, creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. **The reports may also contain information about you relating to your criminal history, credit history, driving and/or motor vehicle records, education or employment history, or other background checks.**

The following Consumer Reporting Agency will prepare the report: First Advantage, <https://fadv.com/>

**You have the right, upon written request made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report prepared by First Advantage by contacting First Advantage, P.O. Box 105292, Atlanta, GA 30348, 1-800-845-6004. Information about First Advantage’s privacy practices can be reviewed at:** [**http://www.fadv.com/Privacy-Policy.aspx**](http://www.fadv.com/Privacy-Policy.aspx)**.**

**BACKGROUND INVESTIGATION CONSENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby authorize Unity Worldwide Ministries and/or its agents to make an independent investigation of my driving records, background, references, character, past employment, education, credit history, and criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or other information which may be material to my qualifications for employment or credentialing now and, if applicable, during the tenure of my employment with a Unity Ministry.

I release Unity Worldwide Ministries and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regard to the information obtained from any and all of the above-referenced sources used.

The following is my true and complete legal name, and all information is true and correct to the best of my knowledge.

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return a copy of your background check **payment receipt** along with this signed form to UWM

**Please complete the following information regarding the application process for**

**Unity Worldwide Ministries.**

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| --- |
| Full name – please print clearly:  |
|  |
| Date of Birth: ­­­­­­­­­­­­­­­­­­­ |
|  |
| Complete address where you will be at the time of your testing and interview: |
|  |
| Phone number(s):  |
|  |
| Email address:  |
|  |
| The following information is required for the testing:  |
| Gender:  |
| Relationship Status:  |
| Racial/ethnic identity:  |
| I understand that if I request for the psychologist who interviews me to send my completed testing results and psychological questionnaire to my personal therapist and/or have a very brief conversation with that therapist on my behalf, there may be a charge that I will personally be responsible to pay to the evaluating doctor.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature Date  |

**Memorandum of Understanding**

For Individuals Undergoing Psychological Evaluation as Part of Screening for Ministry or Licensed Unity Teacher With Unity Worldwide Spiritual Institute and Unity Worldwide Ministries, aka Association of Unity Church International

The psychologist performing the evaluation has agreed to conduct psychological assessments of candidates for the ministry (including positions of licensed Unity teacher, etc.) for Unity Worldwide Ministries, aka Association of Unity Churches International. This document is designed to inform you (the applicant) about the duties of the evaluating psychologist and ensure that you understand the professional relationship you are entering. The psychologist has a current professional license as a psychologist. The psychologist is trained the in psychological assessment of adults as well as individual psychotherapy.

It is understood that the psychologist will be screening candidates referred by Unity Worldwide Ministries for the purpose of identification of psychological problems or issues that may interfere with the ability to perform either as a minister or licensed Unity teacher. You should assume information gathered via psychological testing, interview, or anecdotally can be reported to Unity Worldwide Ministries.

There are certain situations in which the psychologist is bound to report actions disclosed in a psychological evaluation to proper authorities outside of Unity. These include:

1. If it is determined you are a danger to yourself or others (but the psychologist will make every attempt to include you in this determination);

2. Child, elder, or dependent person abuse reporting as mandated by law;

3. If the psychologist is ordered by a court to disclose information (this includes the possibility in future litigation).

4. You direct the psychologist to tell someone else by signing a release of information form.

In situations of voluntary disclosure to a third party to assist in your care, you can limit what is disclosed.

Special laws apply to alcohol and drug information disclosure. By signing this document you are giving permission to the psychologist to share information you may disclose about past or present drug or alcohol use (legal or illegal) with Unity personnel involved in admission to credentialing processes.

In the event the psychologist feels the need to consult another professional in order to achieve clarity on particular information, this will be done in a professional manner. If the other professional is someone outside of those involved in the Unity evaluation/selection process, your identity will be kept anonymous.

The payment agreement for the evaluation will be in accordance with the policies of Unity Worldwide Ministries. Please be sure you understand the payment policy prior to the evaluation.

The psychologist agrees to render services in a professional manner consistent with ethical guidelines. Ethical guidelines require that you be informed that psychological evaluation could make matters worse and that while you are free to discontinue at any time, it may disqualify you from the application process. This psychological evaluation does not establish a doctor/patient relationship. It is for evaluation only and not for the purposes of treatment.

This document also serves to inform the Unity applicant, as well as Unity Worldwide Ministries (who will be given a master copy to keep on file), that there are limitations on what current available psychological methods can provide for accurately screening out persons who may be poor candidates for the ministerial or licensed Unity teacher positions. It should be recognized that a certain portion of those who "fail" the psychological screening process would still be able to perform well in training, schooling, or in the ministry, and that a certain portion of those who "pass" will subsequently develop psychological problems which may interfere or be detrimental to their performance in training or in the role of minister. Furthermore, the psychologist's recommendation is only a professional opinion based on limited data and does not constitute a vote as to whether or not a particular candidate is selected, rejected, or redirected.

It is therefore recommended that psychological data be used as only one data source of an overall pre-selection review process in choosing a candidate for further ministerial consideration. Background checks, prior history, vocational interest (ministerial or otherwise), observations, and ability measures all can provide additional information on which a decision by Unity selection staff is based. These sources may also clarify or modify the psychological data or recommendations. It is therefore very possible that psychological assessment information results in no grounds for rejection (or redirection), but background data or other information suggests reasons for not choosing a particular candidate. On the other hand, given the limitations of psychological evaluations, a candidate may be chosen, after consideration of data from other sources, even though psychological data would suggest otherwise.

Unity Worldwide Ministries is asked to recognize that psychological data are sensitive and can be misused by untrained individuals. Therefore, it is agreed that the psychologist will retain on file all original testing materials, psychological notes, and any written reports. Unity Worldwide Ministries has agreed to inform all involved within the organization as to the confidential nature of the psychological data, and to exercise due caution in the use of such data.

Due to purpose and time constraints, the evaluation interview with the psychologist is not the time to be briefed on the results of any psychological instruments you may have completed.

Once signed, this agreement remains in effect unless rescinded in writing by the applicant being evaluated, or the admission process is complete. The admissions process could include subsequent interviews if an applicant is redirected. It is understood that rescinding this agreement in writing may result in your being unable to continue with the admissions process.

Please sign and date below. If you have any questions, feel free to ask the psychologist.

Authorizationfor evaluation of self: I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read, understand, and agree to the above terms. (printed name of applicant being evaluated)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of applicant being evaluated Psychologist printed name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Psychologist signature

**UNITY WORLDWIDE MINISTRIES**

**CODE OF ETHICS & SEXUAL CONDUCT POLICY**

**ACKNOWLEDGEMENT & SIGNATURE FORM**

I acknowledge that I have received and thoroughly read a copy of Unity Worldwide Ministries

“Code of Ethics for Unity Leaders” and the Sexual Conduct Policy also called “Policy on Credentialed Leadership Sexual Conduct in Ministry: Appropriate Relationship Boundaries in Ministry”.

I acknowledge that I am expected to know, be familiar and behave in alignment with the contents of both the “Code of Ethics for Unity Leaders” and the Sexual Conduct Policy also called “Policy on Credentialed Leadership Sexual Conduct in Ministry: Appropriate Relationship Boundaries in Ministry. I understand and agree that:

**CODE OF ETHICS**

* I sincerely devote myself to living in accord with this Code in letter and in spirit.
* I recognize our unity worldwide ministries and this code of ethics as a framework in which I individually agree to function.
* I recognize that such an agreement augments our mutual and individual effectiveness.

**SEXUAL CONDUCT POLICY**

* That as a credentialed leader, I am responsible to maintain the boundaries of the pastoral relationship.
* That a variety of behaviors, some of which do not include physical contact, constitute sexual misconduct.
* That sexual misconduct is grounds for disciplinary action, including termination of employment or suspension from service.
* That this policy may be updated from time to time and that I will be responsible for reading and complying with the updates.
* That this policy does not create or affect any contract of employment and in no way limits the rights of Unity Worldwide Ministries to change its policies or procedures described herein.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**RELEASE AUTHORIZATION**

I, (please print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby authorize investigation of any information contained in the Pre-Application for Employment and/or supplemental materials I have submitted in consideration for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as may be needed to arrive at an employment decision.

(Please mark all that apply.)

\_\_\_\_ I authorize any or all educational institutions and prior employers listed in the Pre-Application for Employment to provide information they may have concerning me as it may relate to consideration of my application for this position. I release those parties from any and all liability or claims for damage that may result from such.

\_\_\_\_ I authorize Unity Worldwide Ministries to provide any and all information including copies of my background check to any Unity churches to which I apply.

\_\_\_\_ I release Unity Worldwide Ministries and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above-referenced sources used.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date





**Unity Worldwide Ministries, Ministry**

**and Ministry Coordinator/Spiritual Leader 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, Ministry Coordinator/Spiritual Leader and Ministry are required to complete a series of UWM training classes.

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

To create 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. Candidates are required to submit renewal requests not later than **May 1 and/or November 1** with the following requirements for the Ministry Coordinator/Spiritual Leader and their member ministry board:
	1. The Ministry Coordinator/Spiritual Leader commits to successful completion of the agreed upon number of classes per year. These include yearly CEU requirements. <https://www.unityworldwideministries.org/all-about-your-continuing-education-ceu-requirement>
	2. The Ministry Coordinator/Spiritual Leader must be accepted into one of UWM’s ministerial credentialing programs within 2 years.
	3. The Ministry Coordinator/Spiritual Leader commits to monthly engagement with their assigned mentor and quarterly engagement with their mentor group.
2. The member ministry agrees to:
	1. Budget for educational and administrative costs of this program. (These costs may be shared with the Ministry Coordinator/Spiritual Leader.)
	2. Support the Ministry Coordinator/Spiritual Leader’s participation in learning experiences with Unity Worldwide Spiritual Institute as required by their program.
	3. The member ministry agrees to review the foundational documents of the ministry and update where appropriate. This includes but is not limited to the UWM Code of Ethics, bylaws, policies, procedures, mission and vision statements, core values, etc.
	4. 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.
3. All parties agree to the following:
	1. The Unity Worldwide Ministries Member Support Coordinator will connect the Ministry Coordinator/Spiritual Leader with an assigned mentor and mentor group for ongoing communication and support per the required guidelines.
	2. A 6-month review will be performed each October and April where the Ministry Coordinator/Spiritual Leader and ministry board will engage in a collaborative review using the Special Dispensation Renewal Form.
	3. This renewal form will be sent to the UWM Member Support Coordinator.
	4. UWM’s Member Support Coordinator reviews the renewal form and may follow up with the Ministry Coordinator/Spiritual Leader and or board for further information. The Member Support Coordinator bases the decision to renew or not renew Special Dispensation on the information gathered making this recommendation to the UWM Board of Trustees.
	5. If, at the 6-month review, the Ministry Coordinator/Spiritual Leader and ministry board is progressing according to plan, the Special Dispensation renewal will be in effect for another 6 months.
	6. If, at the 6-month review, the Ministry Coordinator/Spiritual Leader and ministry board is 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.
	7. If the Ministry Coordinator/Spiritual Leader and ministry board make a plan demonstrate progress that is acceptable to the mentor, the ministry Board President and UWM’s Member Support Coordinator, it is the responsibility of the Ministry Coordinator/Spiritual Leader to follow through.
	8. 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 Member Support Coordinator that the approval to employ Click or tap here to enter text. as Ministry Coordinator/Spiritual Leader is withdrawn.

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter text. |  | Click or tap here to enter text. |
| Ministry Coordinator/Spiritual Leader Name (Print) |  | Date |
| Click or tap here to enter text. |  | Click or tap here to enter text. |
| Ministry Representative (Print) |  | Date |
| Click or tap here to enter text. |  | Click or tap here to enter text. |
| Member Support Coordinator (Print) |  | Date |

To allow ease in processing, UWM welcomes a typed

name and return of this document by email.

Your typed signature indicates your consent to abide by the terms of this document.



**Special Dispensation 6-Month Renewal Request**

UWM’s Special Dispensation policy supports ministries in utilizing the services of an individual without a Unity ordination to lead the ministry on a temporary basis. The intention is to support the ministry and the leader in working collaboratively with one another as the leader prepares to enter or complete a path to Unity ordination.

Approvals for Special Dispensation are given for 6-months and are renewable. This renewal request and the accompanying review assist UWM’s Member Support Coordinator in discerning whether to renew Special Dispensation. This renewal request and the accompanying review assist the spiritual leaders’ mentor to support the spiritual leader more effectively.

This form must be completed in full and returned to UWM’s Member Support Coordinator prior to UWM considering renewal of Special Dispensation. Each candidate is self-responsible to turn in the 6-Month Renewal Request by the due dates of **May 1 and/or November 1.**

Boxes will expand as you type:

**This renewal request is for:**

Name of Leader: Click or tap here to enter text.

Name of Ministry: Click or tap here to enter text.

City, State: Click or tap here to enter text.

Date Spiritual Leader Agreement was initiated: Click or tap here to enter text.

This is:

 ☐ First renewal request

 ☐ Second renewal request

 ☐ Third renewal request

**Minister/Board Team Evaluation**

The following questions are to be completed in a collaborative dialog between the Ministry Coordinator/Spiritual Leader and Board President. This information will be shared with the Ministry Coordinator/Spiritual Leader mentor.

1. Over the past 6 months how has the Ministry Coordinator/Spiritual Leader/board team been supporting the ministry vision, mission, and core values?

Click or tap here to enter text.

1. What have been the ministry’s greatest accomplishments over the past 6 months? What part have each of you played in creating these successes?

Click or tap here to enter text.

1. What areas for growth do you see for the ministry at this time? What are your plans for addressing these areas? Please be specific and make sure that an individual is designed to champion each goal.

Click or tap here to enter text.

1. What has been your experience working with one another over the past 6 months? How well do you work together as a team? What are your plans for deepening/improving teamwork and collaboration? (Some suggestions might be: take a Member Services Training together, engaging a consultant for some board development, studying *The Advantage* by Patrick Lencioni together…)

Click or tap here to enter text.

1. For the board: what improvement-oriented feedback do you have for the minister?

Click or tap here to enter text.

1. For the minister: what improvement-oriented feedback do you have for the board?

Click or tap here to enter text.

1. Is there anything else you would like to share with one another or with UWM?

Click or tap here to enter text.

1. What required coursework to enter or complete an ordination path has the leader completed over the past 6 months?

Click or tap here to enter text.

We, the board of Click or tap here to enter text.(Ministry Name), have been working collaboratively with Click or tap here to enter text.(Name of Leader) for the past six months.

This relationship is proving mutually beneficial, and Click or tap here to enter text.(Name of Leader) is making progress towards entering or completing a path for Unity ordination. It is our desire to continue working with this leader and we are hereby making a request of Unity Worldwide Ministries to renew Special Dispensation for another six months.

I, Click or tap here to enter text.(Name of Leader), have been working collaboratively with Click or tap here to enter text.(Ministry Name) for the past six months. This relationship is proving mutually beneficial, and I am making progress towards entering or completing a path for Unity ordination. It is my desire to continue working with this ministry and I am hereby making a request of Unity Worldwide Ministries to renew special dispensation for another six months.

Signatures

Click or tap here to enter text.

Board President – email – phone Date: Click or tap here to enter text.

Click or tap here to enter text.

Minister Coordinator/Spiritual Leader – email –phone Date: Click or tap here to enter text.

This request is approved by UWM’s Member Support Coordinator

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

To allow ease in processing, UWM welcomes a typed name and return of this document by email. Your typed signature indicates your consent to abide by the terms of this document