

Unity Church of the Hills

CORE CANDIDATING TEAM Roles and Responsibilities

The overall role of the Core Candidating Team is to develop the processes and tools necessary for evaluating prospective candidates for the position of Senior Minister of Unity Church of the Hills. This Team is also charged with the initial screening and evaluation of ministerial applicants according to pre-established criteria drawn from the document entitled *A Vision of the New Senior Minister*. The Team is asked to submit both the Application for Senior Minister, and the proposed Interview Questions, to the Board of Trustees for ratification prior to receiving applications.

The leadership of the Core Candidating Team shall be empowered to work with Unity Worldwide Ministries, and other appropriate resources, to gain knowledge of optimal tools for background checks and psychological profiles. These recommended evaluation instruments are to be submitted to the Board of Trustees for approval. The Team shall appoint from its membership a liaison to maintain open lines of communication and cooperation with Unity Worldwide Ministries and with UCOH's consultant, Dr. Roger Teel, who will be asking other New Thought organizations to also submit candidate recommendations. Candidates will be asked to submit at least two videos of Sunday messages they have delivered. The application, all background evaluations, the videos, and the verbal/Zoom interviews will serve as the foundation for the screening of all applicants.

The Core Candidating Team is advisory to the Board of Trustees. The Team will be asked to submit regular candidating progress reports to the Board and, when a qualified candidate(s) emerges, to share their assessment of background information, interviews and videos with the Board of Trustees. The Team will also confirm the candidate's compliance with Unity Worldwide Ministries' policies and is in good ministerial standing, or that the candidate is qualified for Unity's affiliation process. In considering this input, the Board shall then decide if said candidate should be approved for an in-person visit to include meetings with the Core Candidating Team and Board of Trustees, along with delivering a Sunday message and other presentations before the congregation. The Board of Trustees may opt to conduct its own Zoom interview with the candidate prior to making this decision. When approved by the Board of Trustees, the Core Candidating Team will work with the candidate to schedule the visit and to clarify the activities and presentations involved. The team will also support lodging, transportation and other hosting arrangements.

Following any in-person visit, the Board of Trustees and the Core Candidating Team will meet together to share their objective and subjective evaluations of the candidate and to consider input from opportunities developed for congregational feedback. It shall be the responsibility of the Board of Trustees to decide if the candidate being considered should be offered the opportunity to accept the position of Senior Minister, or if consideration of additional candidates is in order. When a candidate is selected, it shall be the responsibility of the Board of Trustees to inform the congregation and to generate a Letter of Call and all other employment arrangements and agreements.

The Core Candidating Team and Board of Trustees shall hold all applicants, deliberations and determinations in strictest confidence. The leadership of UCOH is profoundly grateful to the Core Candidating Team for fulfilling this essential and sacred role!

Unity Church of the Hills
Ministerial Candidating Teams
Roles and Responsibilities

MARKETING AND PROMOTION TEAM

The overall role of the Marketing and Promotion Team is to develop compelling and effective materials and communications that convey the qualities, advantages, heritage and desirability of the Unity Church of the Hills ministry and the city of Austin. This Team is tasked with creating specific efforts and a powerful campaign to spread the news of the rare and tremendous opportunity available via the Church's search for its next Senior Minister.

The Marketing and Promotions Team is encouraged to evaluate the most appropriate and powerful means to accomplish their promotional efforts, and to submit a report and budget request to the Board of Trustees for input and approval. When finally developed, the Team shall extend promotional packages to Unity Worldwide Ministries, to other New Thought organizations as facilitated by UCOH consultant, Dr. Roger Teel, and to selected ministerial candidates as may be recommended by the Board of Trustees.

The Marketing and Promotion Team shall also make its skills and resources available in support of the Board of Trustees and the other candidating teams.

Any information regarding prospective candidates received by this Team shall be deemed confidential. The leadership of UCOH is deeply grateful for the creative and motivating efforts of this wonderful team!

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CONSCIOUSNESS TEAM

The overall role of the Consciousness Team is to activate and maintain a clear, powerful and heartfelt prayer consciousness to undergird the efforts of the candidating teams and Board of Trustees, as well as to provide spiritual leadership and inspiration during the Senior Minister candidating process for the congregation of Unity Church of the Hills.

This Team shall meet regularly for prayer sessions, in person or virtually, so as to move to greater and greater depths of realization that the ideal next Senior Minister for their Church is already known in the Mind/Heart of God, and that this leader is emerging in the perfect way and time.

This Team shall rally the congregation to become involved in this spiritual process and opportunity by composing a congregational affirmative prayer, perhaps entitled: *The Ideal Senior Minister for Unity Church of the Hills*. The Consciousness Team is encouraged to work with the Marketing and Promotion Team to publish and distribute this collective prayer. The Team may also evaluate and develop other means of empowering the Church's collective acceptance, such as website affirmations, passages for spiritual study, etc.

Throughout the candidating process, the Consciousness Team shall also make itself available for specific prayer requests from the other teams and from the Board of Trustees. These requests are to be held as confidential. The members of the Consciousness Team will also do their best to support the other teams should they request someone to hold prayer consciousness during their meetings.

The leadership of UCOH hereby expresses abiding appreciation for the open hearts and powerful prayers of the members of the Consciousness Team. It is an immeasurable blessing for our search for the perfect Senior Minister to be enfolded in absolute Knowing and unwavering Acceptance.

UCOH Board and Congregation Updates / Roles and Responsibilities Flow Chart

ACTION	TIMELINE	RESPONSIBILITY
Determine content for monthly update	First Tuesday of each month (Discussion at regular meeting)	Ministerial Search Committee
Draft content and submit to Ministerial Search Committee Chair S. Vela	First Thursday of the month	Communications Task Force
Forward update to UCOH Board. Provide copy to Kim Grimes	First Saturday of the month	Sandra Vela
Offer verbal updates to the Board	Monthly as requested	Sandra Vela
Board reviews update content. Board representative communicates changes/approval to proceed to Kim Grimes and copies Sandra Vela on the correspondence	Second Friday of the month	Designated Board Representative (Identify the specific assigned individual)
Provide verbal and/or written update on the search process to UCOH congregants	Second or third Sunday of the month	Frank Phelan, Board President
Format and post update information to the UCOH website and social media channels	Third Friday of the month	Marketing Committee. (led by Kim Grimes)