

Association of Unity Churches

Canada

Policy Manual

2008 Edition
(Draft)

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Foundational Policy Statement

The Association of Unity Churches (Canada) (Canadian Association) will follow the policies and guidelines of the Association of Unity Churches International (International Association) and Unity (formerly Unity School of Christianity in Unity Village, MO), insofar as they do not conflict with Canadian Federal and/or Provincial Law.

The purpose of the Canadian Association is to support excellence in ministry and the growth of the Unity movement in Canada. It is the purpose of the Canadian Association to supplement, not duplicate, the services offered by the International Association and Unity. The Canadian Association will work cooperatively with both the International Association and Unity to better provide Unity to Canada and around the world.

1.0 International Cooperation Policies

1.1 Purchase of Services Agreement:

The Canada Customs and Revenue Agency prohibits any Canadian registered Charity from sending receipted funds outside of Canada without a valid invoice for goods provided, therefore Canadian member ministries may not send donations directly to the International Association or its regions. To assure the continued support and development of Unity in Canada, the Canadian Association has entered into a "Purchase of Services Agreement" (PSA) with the International Association and its regions. To support this policy, member ministries may designate donations for this purpose to the Canadian Association.

Designated donations under the Purchase of Services agreement from a member ministry to the International Association and its regions may not exceed the total undesignated donation to the Canadian Association at any time. When the designated gift exceeds regular non-designated contributions to the Canadian Association, the designated gift will be held until the member ministry complies by meeting the donation criteria. If this does not happen within twelve months, the donation will be transferred in total to the General Operating Fund of the Canadian Association.

In order to designate donations as PSA, the ministry must have a current T3010 on file with the Treasurer.

All financial support in the form of tithes or donations must be sent via the Canadian Association and designated to the Purchase of Services Agreement. A note of the specific fund, service or region may be added. Note: The International Association and its regions will apply these funds to the General Fund income unless a specific designation is included.

To support this policy a consolidated report will be created and attached to the Canadian Association's annual financial statement for the members and all filings. This report will list the total non-designated donations to the Canadian Association, the designated donations to support the Purchase of Services agreement and the total receipted income of all ministries participating during the fiscal year.

The fiscal year of the Canadian Association (April—March) will be used for these calculations. NOTE: The amount sent out of the country may not exceed 5% of the ministry's income or \$5000 whichever is lesser, therefore the Canadian Association Treasurer requires a copy of the ministry T3010 on file to send a the donation to the International Association.

The purchased services covered by this policy will include, but not be limited to, those programs and services offered to all Unity ministries by the International Association and its regions, and covers the following areas: (see Appendix A for details)

- Ordination and Licensing of ministers and teachers
- Employment for ministries and ministers
- Credentialed Leader/Ministry Review System
- Yearbook listing of member ministries/credentialed leaders
- Convention representation and voting
- Voting representative on Standards and Judicatory ministry teams
- Appointment to International ministry teams
- Unity School Canada
- Access to youth education services and consultants
- Ministry and Religious Studies Program

1.2 Serving on International Association Teams

The Board will appoint a credentialed minister to serve as a Judicatory Representative (JR) on the International Association Judicatory Team. The other members of the Board of Trustees will serve on teams of the International Association as appropriate. The travel and accommodation costs of this responsibility will be covered through annual budget allocations.

1.3 CLMRS and Peace Worker Program

The Canadian Association has adopted the Credentialed Leader/Ministry Review System [CLMRS] Policies and Procedures created by the International Association. The CLMRS policies and procedures form the basis of Ecclesiastical Law that cover the operations of all Unity ministries in Canada. "JR in Canada initiates a review of a Canadian Minister or Ministry (CLMRS Policy) (Unity Canada (UC) procedure is that the UC Chair, UC Regional Representative (RR) , UCLUT Rep and UC JR meet regularly to review what is happening in Canadian ministries so that our efforts may assist credentialed leaders and ministries and avoid the need for review, therefore a review would rarely if ever be called in Canada without the recognition of the need for a review by the UC Chair and UC RR as well as the UC JR). The CLMRS Chair then names Review Team. The Review Team does review, makes its decision and writes report. The Audit Team reviews the report and decision without input of Canadian JR. If Canadian input is needed, a request for this will go to the Canadian RR and UC Legal Counsel with the consent of the UC Chair - the UC RR would then provide the information back to the review team regarding the advice/concerns of the UC Legal Counsel. Canadian input is only for the purpose of determining that recommendations are in alignment with Canadian law and UC policy. UC RR has no input into the decision."

The Judicatory Representative will maintain a list of current qualified credentialed leaders. Each year the Judicatory Representative will submit a proposal, based on his/her records, to the Canadian Association Board to assure that there are qualified individuals to serve on the CLMRS in Canada.

1.4 Applicants to the Ministerial Program

In situations where a person desires to apply to ministerial school but has no minister, an ad hoc team will be formed consisting of the Canadian Association president, the Regional Representative and another minister who will work directly with the applicant; this team will evaluate the applicant with the Canadian Association president signing the application if the team so recommends.

1.5 International Programs for Emerging Ministries:

The International Association pioneering grant policy is approved for use in Canada as a region of the International Association. A maximum of 2 Canadian pioneering grants per year may be approved. The Pioneer Support Gift and Literature Support Gift provided by the International Association may also be applied for by Canadian emerging ministries.

2.0 General Operating Policies

2.1 Governance Model

The Board of Trustees will make all regular operating decisions and report at least annually to the membership at the Annual Conference. To compensate for the Canadian geography, Trustees' meetings may be held by conference telephone call or other interactive electronic means. The Judicatory Rep will be invited to attend Board meetings, report and may stay for input on other issues at the request of the Chair.

2.2 Communication with Members

The Secretary and Treasurer, or designees, will at least annually update the membership regarding the activities of the Board of Trustees. These reports will include a summary of meetings and financial updates. These reports may be sent in conjunction with communications from the Chair, special notices or with notices of meetings.

2.3 Pastoral Care

A Chaplain may be appointed by the Board to ensure that loving pastoral care functions are provided for Canadian credentialed leaders, International Association ministry leaders and these ministry leaders' close loved ones. A Board Member, a Canadian ministry leader or the Chaplain may initiate these pastoral care functions. When the Canadian Association learns of a major illness or surgery, transition or other significant life passage of one of the above, a Canadian ministry leader is beginning or ending their Canadian ministry, special recognition for outstanding service to Unity in Canada, Ordination of a Canadian Ministerial Student, or other special purpose, the Chaplain or designate will provide cards, flowers, gifts, and/or money within spending guidelines to be determined by the Board.

On recommendation of the Judicatory or Regional Rep, the Canadian Association may provide Sunday Service support to a minister or member ministry experiencing loss due to a traumatic event.

2.4 Clergy Registration for Marriages

Registration to perform marriages in the provinces and territories of Canada is a privilege. This privilege, as defined and delineated by each province, is given to recognized churches (ministries) and credentialed leaders under the rights and practices of the denomination with which they are affiliated.

To facilitate the registration of marriages, the Canadian Association has adopted the following policy and procedures:

- i. All credentialed Unity leaders in good standing are eligible for registration provided the procedures for such registration are followed.
- ii. It is the responsibility of the Canadian Association to make certain that these procedures are given to credentialed Unity leaders and Unity ministries for the province in which they are serving.
- iii. The Canadian Association of Board of Directors shall appoint a credentialed Unity leader to fill the position of “Unity Provincial/ Territorial Registrar for Marriages” for each province/territory having an active Unity ministry.
- iv. The “Unity Provincial/Territorial Registrar for Marriages” shall be held responsible by the Canadian Association for performing the duties of appointment.

See Appendix C for Procedures for Marriage Registration

2.5 Licensed Unity Teacher (LUT)

2.5a Annual renewal in a ministry with a minister

LUT status is granted on a yearly renewable basis. The License and or its renewal must be signed by the minister of the Canadian member ministry where the Licensed Unity teacher is affiliated. The supervision of the Licensed Unity Teacher is the responsibility of the minister who signs the renewal.

2.5b Annual renewal in a ministry without a minister

LUT’s serving in ministries without ministers may send the completed renewal form to the Regional Rep with a letter asking the Regional Rep to sign the form, accompanied by a letter of request from their Board.

2.5c Annual renewal in an alternate ministry

Where a Licensed Unity Teacher is serving in a recognized alternate ministry that does not include an Ordained Unity Minister, the LUT may apply to the Board of the Canadian Association to have the Regional Rep act as supervisor and sign the renewal.

3.0 Financial Policies

3.1 Tithe

The Canadian Association will tithe 10% of its income to registered Canadian Charities or qualified recipients approved by the Canada Custom and Revenue Agency. The disbursement of the tithe will be approved by the Trustees on an annual basis.

3.2 Disbursements

All disbursements will be paid within the guidelines of the annual Budget approved by the Trustees and ratified by the membership at the annual conference. Extraordinary expenses may be approved by motion of the Trustees via a special meeting.

3.3 Credit Card Use for Board of Trustees

The credit card issued to a member of the Board of Trustees is to be used for the sole purpose of Association business as dictated in the Canadian Association Bylaws and Policy Manual. Receipts for all expenses must be submitted on an expense form approved by the Board of Trustees (see

Appendix C) to the Treasurer on a timely basis. Immediately upon leaving the board or position of board service for any reason, the member is to return it to the Treasurer of the Canadian Association.

3.4 CLMRS and Peace Making Assistance

The Canadian Association will assist in the costs of providing Credentialed Leader/Ministry Review System [CLMRS] and Peacemaking to member ministries by providing loans. The first contact for assistance is to be made through the Canadian Judicatory Representative who will send the request to the Board after authorizing the CLMRS or Peacemaking program.

3.4a Cost of Guest Speakers

When the Judicatory Representative has authorized Canadian ministers to do peacemaking in Canada, this reserve fund will cover the cost of guest ministers in their absence.

3.4b CLMRS Implementation Reserve Fund

The Canadian Association will fund the following expenses:

i. Maintaining credentials:

The travel, accommodation and registration fees expenses for the Judicatory Representative and/or Alternate to attend the annual CLMRS Training and Judicatory meetings will be covered each year.

Upon approval of the Board, the above expenses of CLMRS team members proposed by the Judicatory Representative for training will be covered.

ii. CLMRS Reviews:

Where a CLMRS Review is called for in a Canadian ministry the expenses of the Case Review Team to do their work will be covered by the Canadian Association.

Where possible the Judicatory Representative and the Chair of CLMRS will use qualified CLMRS members geographically close to the ministry to be reviewed to assist in reducing the costs of such a review.

Expenses covered will include travel, accommodation, meals, meeting space, copying, and phone calls for on-site work.

The Judicatory Representative will notify the Chair and the Treasurer whenever a review is initiated. The Canadian Association Treasurer will communicate with the Case Manager and provide appropriate forms for expense reimbursement. Once submitted, reviewed and approved by The Canadian Association Treasurer the reimbursement claims may be paid.

Where a “*required plan of action*” includes Peacemaking or training provided by other Unity approved consultants, the ministry may apply to the Board of the Canadian Association for a Peace-making loan for the immediate payment of the expenses incurred and the ministry will be bound to the repayment of this loan, no matter the outcome. Approval of such a loan will be for a maximum of 50% of the expenses incurred by the ministry.

iii. Non-Review Expenses:

The responsibilities of the Judicatory Representative include CLMRS Policy IV. B. 2: *Use all possible alternatives within established Association policies prior to initiating a CLMRS review. When in doubt, a review should be initiated.*

The expenses for on-site visits will be covered to allow the Judicatory Representative to work with a ministry to create a plan of action that will eliminate the need for review. Where the Judicatory Representative feels the assistance of additional Association supports would be appropriate these may be included. The costs for a Peacemaking, Board Training, or other Association approved consultants will be the responsibility of the ministry. The ministry may request access to the Canadian Association Peacemaking Loan policy for the immediate payment of these expenses and the ministry will be bound to the repayment of this loan, no matter the outcome.

The Judicatory Representative and the Ministry will contact the Canadian Association Chair to outline the Plan of Action with an indication of the non-review expenses including any consultants and a request for a Peacemaking Loan. The Chair will consult with at least one other Canadian Association Board member prior to authorizing implementation of the plan of action suggested by the Judicatory Representative and agreed to by the Ministry. The Chair will then confirm the authorization to the Judicatory Representative, the Ministry and the Treasurer of the Canadian Association. The Treasurer of the Canadian Association will then supply the Judicatory Representative and consultants with appropriate forms for reimbursement of expenses. Once submitted, reviewed and approved by the Canadian Association Treasurer the reimbursement claims may be paid.

iv. Reimbursement of other CLMRS related expenses:

If a qualified Canadian is elected or appointed by the International Association, following consultation with the Chair of the Canadian Association, to serve as CLMRS Chair, Judicatory Chair, as a member of the Appeals Team or as the Chair of the Appeals Team, the International Association will reimburse the expenses involved for our representative to fulfill these duties. When a qualified Canadian CLMRS member is asked by the CLMRS Chair to serve as Case Manager or CLMRS Review Team member to review ministries based in the USA all expenses will be reimbursed by the International Association.

3.5 Investment Policy

The Canadian Association has approved an Investment Policy to guide the actions of the Asset Manager chosen by the Board. The Trustees and their Investment Committee will use this policy in assuring that the assets of the Canadian Association are stewarded in such a way as to assure that all legal obligations have been met.

3.5a Objectives:

The investment portfolio will be constructed so as to preserve capital, maximize current income, and provide sufficient growth.

Within this overall objective, the portfolio should seek to earn total returns in excess of the rate of inflation over the long term. In the short term, the portfolio should be sufficiently flexible to accommodate any specific capital withdrawals that may be required.

3.5b Income Needs

Income requirements will be reviewed on an annual basis, therefore the maintenance of future purchasing power is of prime importance.

3.5c Planning Horizon

Investment recommendations will be made with a three to five year view. Results will be measured annually and reported quarterly.

3.5d Asset Mix Guidelines

The portfolio will be invested in money market securities, longer dated fixed income securities, preferred shares, and equities in accordance with the following guidelines:

| | Long Term Asset Mix | Minimum | Maximum |
|-----------------------|---------------------|---------|---------|
| Cash & Short-term | 15% | 10% | 100% |
| Fixed Income(over one | 45% | 30% | 80% |
| Canadian Equities | 25% | 10% | 35% |

3.5e Quality Guidelines

1. All debt securities will be rated “A” (R-1 for money market securities) or better by a recognized Rating Agency.
2. Preferred securities will be rated P2 or better.
3. No equity investment in one company will exceed 5% of the total portfolio.
4. The cumulative investment in one industry will not exceed 20% of the total portfolio.
5. No equity investments will be made in a company with a market value capitalization of less than \$100 million.

3.5f Decision Making

All recommendations will be made within the context of the objectives, asset allocation guidelines and the constraints set out above.

All recommended investments and the portfolio changes will be made after consultation with and the agreement by the decision of the Trustees or their designee.

3.5g Reporting and Review by the Treasurer or appointee:

Day to day contact with investment manager as needed

Monthly trace confirmations and activity reports

Quarterly itemized statements with a review to monitor the performance of the investments and conformity with this policy.

Annually a comprehensive portfolio review with adjustments as needed.

A report from the Investment Committee to the Board will be made available to the membership at the annual conference.

3.6 Funds Held in Trust for Ministries

At various times the Canadian Association will have the responsibility of holding funds in trust.

To obtain the release of any designated trust funds an affiliated expansion ministry must:

- a) be an approved ministry with the Canadian Association.

b) have a Credentialed Unity Leader and be incorporated

When this happens the following guidelines will be used:

- Funds (including various forms of property and assets) from the dissolution of a member ministry or a study group affiliated with the Canadian Association, or funds donated and designated to establish a church in a specific region or location will be held in trust for seven years. If, at the end of seven years, there is not an affiliated expansion ministry working within the defined area, the funds will become general assets of the Canadian Association for use as the Trustees choose.
- Interest earned on trust funds may be used by the Canadian Association as part of its budgeted general income and will not accrue to the principal of the donation or trust amount.
- Where the new expansion ministry is affiliated with a member ministry of the Canadian Association, funds may be released with Board approval following the submission of a written plan of action. The written plan must have the endorsement from the Board of the affiliated ministry and the accredited leadership of the expansion ministry.

3.7 Tax Receipting and Canadian Law

All member ministries are instructed to comply with the Revenue Canada regulations covering the appropriate uses of moneys for which receipts for income tax purposes have been issued. These moneys may not be given, tithed or sent to any individual or organization which does not have the ability to issue a receipt for tax purposes to any individual Canadian.

The Canadian Association will not issue receipts for tax purposes under Canadian law for individuals, living in Canada or abroad, for donations made to charitable institutions outside Canada. All member ministries, Churches and Centres, are advised that issuing such receipts could jeopardize their tax status. It is the policy of the Canadian Association that no such receipts be issued by any member ministry.

3.8 Minister Hiring Assistance:

To qualify for the reimbursement of candidating expenses and or the no-interest moving expense loan, a member ministry must be in good standing and have financially contributed regularly to the Canadian Association for two of the previous three years.

3.8a Candidating Expenses Reimbursement

It is usually advisable for a vacant ministry to have at least two candidates try out. To assist in this, the Canadian Association will consider applications from vacant member ministries to reimburse half of the excursion airfare travel expenses for two candidates, one of whom is accepted as the new spiritual leader. If the ministry has more than two candidates, the reimbursement will be limited to half of the total excursion airfare expenses for the candidate hired and the next lowest airfare candidate.

3.8b Moving Expense Loan

To assist member ministries during the transition to a new minister, a twelve month no-interest loan will be made available to pay the moving expenses of the minister. The International Association's moving policy and guidelines apply to this loan and the repayment is the responsibility of the member ministry. The Canadian Association recommends that the member ministry have the new minister sign an agreement to reimburse the ministry if s/he moves again before two years has passed. Once granted, this loan will be repaid by the member ministry with

monthly instalments and will be fully repaid to the Canadian Association in twelve months or less.

3.9 Tax Receipting for Study Groups/New Ministries

The Canadian Association will issue tax receipts for affiliated study groups and new ministries under the following guidelines:

Groups wishing the Canadian Association to issue receipts for income tax purposes must:

- i. Keep all records necessary for the Canadian Association to substantiate the issuance of receipts. This includes offering envelopes, records of individual donations, monthly and yearly financial statements, and other data regarding attendance, programs, etc.
- ii. Send monthly reports of income, expenses, Minutes, newsletters, activities and attendance to the Treasurer, and/or their designated sponsor by the 15th of each month.
- iii. All expenses must be part of a pre-approved operating budget or have special authority of the Treasurer of the Canadian Association, or designee. The Budget must be submitted by November 15 for approval prior to the beginning of the new year.
- iv. Year end financial records and statements must be sent to the Treasurer, and or designee, by the 15 of January with the requested support documentation in order that the yearly tax receipts may be prepared.
- v. Where practical, standardized forms will be supplied by the Canadian Association to simplify the reporting and record keeping process.
- vi. Groups wishing to take advantage of this procedure will be required to operate all accounts as “The Association of Unity Churches (Canada) doing business as Unity __ (name of group) __.”
- vii. The Treasurer, or designee, will be one of the signing officers on all accounts operated by the group. The group will be responsible for procuring the necessary banking resolutions, signing authority sheets, account agreements and signature cards needed by the institution opening the accounts for the group. These forms will be signed by the designated group members and then forwarded to the Treasurer, or designee, for approval and signing. This process must be repeated each time signing officers for the group change.
- viii. It is imperative that the Study Group or Emerging Ministry understand that under Canadian law the issuance of receipts for Income Tax purposes is considered a privilege, not a right. Any action by a sponsored group deemed inappropriate by Revenue Canada may cause the revocation of the Canadian Association’s tax status. Therefore, all programs, activities, speakers, advertising, and expenditures of these groups/ministries must be approved in advance by the Canadian Association’s Board of Trustees or designee.

Where a study group wishes to change affiliation and tax receipting from a member ministry to the Canadian Association or to another member ministry, this is permitted after the group wishing the change has settled all outstanding obligations with their former sponsor.

It is recommended that all member ministries follow these same guidelines when sponsoring a study group or new ministry.

4.0 Scholarship Policy

Our purpose for all scholarships/grants is to support the growth of Unity leadership and the growth of Unity within Canada.

The Canadian Association offers two scholarships and two grants:

Scholarships: Spiritual Education and Enrichment (SEE) Scholarship*,
Northern Light Scholarship for Ministry and Religious Studies (M&RS)

Grants: Skills Demonstration Seminar (SDS) Grant,
Field Licensing Program (FLP) Church Grant.

**Note: Unity Institute traditionally offers a SEE Scholarship to each region.*

It is the intention to award the scholarships annually at the Canadian Conference of the Canadian Association. (Canadian Association fiscal year is April 1 to March 31st.)
In accordance with Federal tax laws, all scholarship recipients will receive a T4A form at calendar yearend for cash scholarships and grants where applicable.

The board will review and approve all scholarship amounts annually.

4.1 Canadian Association Spiritual Education and Enrichment (SEE) Scholarship

Eligibility:

Students will have a minimum of 100 SEE credits AND have the intention to complete the SEE Leadership Program or to apply to the Ministry and Religious Studies Program (M&RS) or Field Licensing Program (FLP).
If a student has already received a SEE scholarship, they are not eligible to receive one again.

Application Dates:

Dates for even numbered years (Canadian Conference held in Canada)

Scholarship applications sent out to all churches by April 1st.

Applications are due to the Vice President of the Canadian Association by May 1st.

Scholarship is awarded at August Canadian Conference

Dates for odd-numbered years (Canadian Conference held in Missouri)

Scholarship Applications sent out to all church by February 1st

Applications are due to the Vice President of the Canadian Association by March 1

Vice President and/or committee ranks applications using the Scholarship Point System (Appendix A) and brings it to the April board meeting for final approval

Scholarship is awarded at the June Canadian Conference in Missouri

How it works:

The SEE Scholarship Application must be fully completed and sent to the Vice President of the Canadian Association by appropriate due date. (See “application dates” above.) The application will include a minister’s recommendation, the reasons why they are pursuing their leadership goals and a question on their intention to serve in Canada. The Vice President will use the Scholarship Point System (see Appendix A) to determine the top candidates and communicate this information to the Board of Directors. A decision will be made at the next board meeting. (See above for dates.)

Scholarship Awards: One SEE Scholarship per fiscal year may be awarded.

The SEE Scholarship Recipient will receive a \$500 cheque from the Board Treasurer at the Canadian Conference (or it will be mailed following the Canadian Conference).

4.2 Unity Institute SEE Scholarship

Unity Institute CEP Scholarship

Eligibility: Same as the Canadian Association Continuing Education Program (SEE) Scholarship -- see **Canadian Association Spiritual Education and Enrichment (SEE) Scholarship**

How decision process works: -- see **Canadian Association Spiritual Education and Enrichment (SEE) Scholarship**

How the registration works: The Canadian Regional Representative and Scholarship Recipient contact the SEE Registrar at Unity Village. The Recipient also must register with the Unity Retreat Center Office and inform them of the scholarship award in order to hold their place. A deposit is not necessary.

Scholarship Award: One scholarship is awarded by Unity Institute to the Canadian region. The award is for one SEE week at Unity Village and includes the package price of a shared cottage room and board. Travel expenses, books and teacher love-offering are not included in the scholarship. This scholarship is dependent upon Unity Institute continuing to offer this package.

4.3 Skills Demonstration Seminar (SDS) Grant

Eligibility: Students who have successfully completed their SDS week are eligible for a grant of \$500 Canadian. The recipient is responsible for any applicable income tax.

How it works: A copy of the letter of successful completion of SDS must be sent to the Treasurer of the Canadian Association on receipt of their License. The Treasurer will inform the Board who will then authorize the grant payment.

4.4 Northern Light Scholarship for Ministry and Religious Studies (M&RS)

Note: Projected date for Student Visas for on campus study is January 2010, following Unity Institute's first graduating class and the employment of at least three graduates.

Eligible students would submit tuition invoices quarterly, along with a transcript of their successful completion of the tuition course(s) to the Treasurer of the Canadian Association. If the student is in good standing in the Unity Institute program as well as with the International Association, scholarship recipients would receive a cheque for up to 25%* of the tuition amount.

(*See policy below regarding caps on scholarships as a percentage of the Canadian Association budget.)

Course Eligibility: The Northern Light Scholarship program includes tuition for courses taken in any of the three following categories: 1) On campus courses at Unity Institute, 2) On-line courses through Unity Institute and 3) Courses pre-approved by Unity Institute to be taken at a local, accredited institution in accordance the M&RS program policy.

Repayment: Upon graduation and ordination, the scholarship recipient is expected to return to Canada to minister for 2 years. If the minister chooses not to return to Canada within 12 months following ordination and graduation, all scholarship monies are subject to repayment to the Canadian Association. In the event there is not 1) an opening in Canada or 2) no appropriate and suitable match can be made with an existing Canadian Unity ministry, the scholarship recipient can request an exception to this requirement, subject to the approval of the Board of Directors.

*** Budgeted Annual Cost Policy:**

Proposed: That financial support for those eligible for the Northern Lights Scholarship will not exceed \$15,000 or 10% of Canadian Association annual budget, whichever is less. In the event that there are more ministerial students than available funds, the scholarship funds may be prorated based on progress in the program.

4.5 Field Licensing Program (FLP) Church Grant

General Purpose: To support ministries who are supporting Spiritual Leaders in becoming credentialed Unity ministers through the Field Licensing Program.

Eligibility: The ministry must be an active member ministry in good standing with the Canadian

Association.

Application due dates coincide with the acceptance dates for this program.

Each year, the sponsoring church may apply for a \$1000 grant subject to the FLP student successfully completing that year. Application is made each year with a letter from the Church's Board of Directors to the Canadian Association Board of Directors.

Grant Awards: Immediately following each candidate training in March, the ministry must submit a report to the Treasurer as to the satisfactory status of the FLP candidate. The Treasurer will inform The Canadian Association Board of Trustees which will in turn generate a cheque of \$1,000 CDN annually to the ministry while their leader is pursuing ordination through the FLP.

5.0 Conference Policies

5.1 Date and Place

The Annual Conference of the Canadian Association will be held:

In even-numbered years: in Canada in the fall, hosted by a member ministry alternating geographically among those ministries willing to serve as host.

In odd-numbered years: in conjunction with the International Conference.

5.2 Standing Conference Team for Conference in Canada

A standing team for conference will be created consisting of a minimum of four members: hosting minister as chair, a Canadian Association Board member, and 2 credentialed leaders from the field. The Conference Team is authorized to perform the following; determine speakers and their topics; establish the daily conference schedule; determine who invited guests are to be, within the budget approved by the Board of Trustees. These activities are to be done in co-ordination with the hosting minister. These decisions are to be approved by the Board of Trustees prior to finalization or invitation to speakers or guests.

5.3 Travel and Accommodation Grant

To encourage conference attendance the Canadian Association will offer a grant toward travel and accommodation expenses to cover the voting delegates attending. The amount of the grant will be calculated annually by the Treasurer. Grants are limited to accredited voting delegates from each member ministry and minister and may not exceed the actual travel and accommodation costs (refer to Bylaw 4.02).

To qualify for the grant,

- i. A copy of the ministry's current T3010 must be on file with the Treasurer.
- ii. accredited voting delegates must attend all meetings and participate fully in the business of the Canadian Association. Travel and accommodation grants will only be completely paid if delegates attend all business and required meetings. If delegates do not attend all business and required meetings, their grant will be prorated, based on participation.

The grant will be limited to the lesser amount of the grant or half of the member ministry's or member minister annual undesignated contributions to the Canadian Association.

In determining the annual grant the Trustees will be guided by the following considerations:

- i. travel will be the lesser of over-Saturday excursion airfare or reimbursement at current government rate) of actual mileage (driven from the member ministry to the conference location.
- ii. accommodation will be based on the shared room rate at the host location. When individuals choose alternate accommodation, reimbursement will be limited to the lesser amount of the above or the actual accommodation expenses incurred.
- iii. receipts must be submitted to the Treasurer following conference on the expense form provided by the Treasurer and reimbursement cheques will be issued in a timely way.

Travel and accommodation expenses to the Canadian Conference will be covered for the Regional Representative, the LUT Regional Representative and the Judicatory Representative, in accordance with the above guidelines.

5.4 Delegate packets

To assist in the orderly conduct of our meetings, minutes, agendas and written reports will be presented to all in attendance either in delegate packets or, whenever possible, sent out in advance of the meetings. To have items included in the agenda, items and support materials must reach the Secretary a minimum of 30 days prior to conference.

5.5 Newly Ordained Canadian M & RS Graduates

Newly ordained Canadian graduates will be gifted with Conference registration for the next Canadian conference after being ordained.

6.0 Membership in the Canadian Association

6.1 Criteria for full-church status membership: ministries may be approved for membership in accordance with the established policies of the International Association (see appendix E)

6.2 Four Classifications for Canadian Ministries:

- 1. Full Status Ministries** – those ministries that have met the criteria for membership in the Canadian Association and the International Association.
- 2. Emerging Ministries** – those ministries actively working to achieve full church status in the Canadian Association and the International Association and working under the guidance of the Canadian Association.
- 3. Alternative Ministries** – those ministries recognized as Alternative Ministries by the Canadian Association and the International Association

6.3 Suspended Ministries -- Ministries may be suspended in accordance with established policy of the International Association (see Appendix F)

6.4 Criteria for compiling the Official Roster of the Canadian Association ministers:

The official roster of the Canadian Association shall consist of all licensed and ordained Unity ministers employed or living in Canada. Ministers shall be removed from the roster for any of the following reasons:

1. Death of the minister.
2. Request by the minister to be removed.
3. Expiration of license without ordination.
4. Suspension by a CLMRS Case Review Team.
5. Other causes as determined by the Board of Trustees.

When a minister wishes to apply for reinstatement he/she will complete an Application for Re-entering Employment and follow the process established by the International Association.

APPENDIX A

2006 Purchase of Services Agreement

This is an updated agreement to the original Purchase of Services agreement created in 1998

between:

Association of Unity Churches (International Association)

PO Box 610

Lee's Summit, Missouri, 64063

And

Association of Unity Churches (Canada)

% Office of the Treasurer

2631 Kingsway Drive

Kitchener, Ontario,

Association of Unity Churches Canada (The Canadian Association) and International Association (The International Association) will continue to operate with a contract for purchase of services agreement.

The Canadian Association will supplement, not supplant, the programs and services provided by The International Association. The following delineates the responsibilities between and among The International Association and The Canadian Association as agreed to by the Boards of Trustees of the respective organizations:

The Canadian Association will provide financial support to The International Association in exchange for the on-going services provided to Canadian churches, ministers and leaders.

Rationale Related to Financial Support:

- a. Both the Canada Customs and Revenue Agency (CCRA) and the Internal Revenue Service (IRS) have statutes that restrict the ability of registered charities from sending tax receipted funds out of the country without a specific and real exchange of goods and services. As The International Association does not invoice for many of its services to domestic or international ministries, The Canadian Association and Canadian ministries are restricted in their ability to send donations to The International Association and Unity Village.
- b. To comply with the CCRA regulations The Canadian Association has an agreement in principle with CCRA which we call the Purchase of Services Agreement. The International Association has signed this agreement. The essence of this agreement is that Canadian ministries may designate up to 5% of their receipted income or \$5,000, whichever is the lesser, to support the work of The International Association and or its regions. This donation may not exceed the ministries undesignated donations to The Canadian Association.
- c. The Canadian Association will forward these designated donations to The International Association.
- d. This agreement will be renewed at least every five years and amended as needed to assure compliance with the agreement in principle with CCRA.

The description of the specific activities for which the funds will be transferred include:

1. Credentialing of Unity leaders – Ordination for Ministers and Licensing for Unity Ministers and Teachers

The International Association will license and ordain Canadian ministers and license teachers who have successfully met all requirements thereto. This applies to Ministry and Religious Studies Program, the Field Licensing Program and the Licensed Unity Teacher program and includes the Skills Demonstration Seminars.

2. Ongoing professional education and development for Unity Leaders

2a. **Unity School Canada** -- works with the Canadian ministries and credentialed leaders to offer as many of the SEE program courses and the Leadership Level courses as possible. Unity School Canada is affiliated with The International Association.

2b. **M & RS Applications** -- Canadian applicants will apply to the Ministry and Religious Studies Program in the same manner as U.S. applicants. Canadian applicants will have a letter of recommendation from their minister and from the Association of Unity Churches Canada Board of Directors attached to their application.

2c. **FLP Applications** -- Canadian applicants will apply to the Field Licensing Program in the same manner as U.S. applicants. Canadian applicants will have a letter of recommendation from their minister and from the Association of Unity Churches Canada Board of Directors attached to their application. Fees will be at par as per the Field Licensing Program Partnership between The Canadian Association and The International Association.

3. Providing employment and placement services to connect vacant ministries with qualified leadership

3a. **Ministry** -- The Canadian Association will use the services of The International Association in the placement of credentialed leaders to serve in Canadian ministries, including listing all Canadian openings for ministers. Canadian ministries will hire the best qualified individual to fill their vacancy. Credentials issued by The International Association will be recognized as the only valid credentials for leaders in Unity Ministries in Canada. To comply with Canadian Law vacancy notices for Canadian ministries will contain the following disclaimer:

“Notice: In accordance with Canadian Employment and Immigration requirements, this advertisement is directed to Canadian citizens and permanent residents of Canada. Where a Canadian citizen is not available for such employment, other citizens of the world are at liberty to apply.

Conformement aux exigences du Ministère d’Emploi et Immigration Canada, cette annonce s’adresse aux citoyens canadiens et aux résidents permanent du Canada.”

3b. **Ministers** -- U.S. and Canadian citizens are considered as equals in both countries in the employment process. Canadian and American ministers in good standing are free to apply to any or all ministries listed by the office of Ministry Employment Services.

4. Development of ministry resources and training – this includes church leadership, Board training, fundraising and financial development, marketing, children’s, youth, and adult educational materials, Peace-Making Services and mediation support services and training Credentialed Leader/Ministry Review System (CLMRS)

4a. **CLMRS** In reviewing a credentialed leader or ministry in Canada, the review team may be comprised of both U.S. and/or Canadian CLMRS members.

The Canadian Association will assure that there are Canadian leaders or leaders serving in Canada who are qualified in Peace Works and/or the Credential Leader/Ministry Review System. When these services are needed in Canada these individuals may be accessed as part of the support to the Canadian Ministry in need. These individuals may also be used for work in ministries outside of Canada.

4b. **Regional and Judicatory Representatives** --The Canadian Association will assure that our Regional and Judicatory Representatives meet the same standards as those serving in US regions through the education programs offered by The International Association.

4c. **Youth Education** -- Member ministries of The Canadian Association access youth education services on the same basis as the U.S. ministries.

4d. **Regional Services** -- Member ministries of The Canadian Association access programs and services offered in the US region geographically closest to their ministry. These services may include Youth Ministry, Uniteens, Youth of Unity, etc.

5. Consulting Services to support the development of healthy ministries

This includes, but is not limited to, the services of Barbara O’Hearne’s Management Consultant Services and Gary Simmons’ Peace Making Training and Services.

6. National, regional and international conferences and training

6a. **Each ministry** in the Canadian Association is eligible for the same number of voting delegates at The International Association conventions as U.S. ministries.

6b. **Each minister** serving in Canada has the same privileges as ministers serving in the USA.

7. Creation and maintenance of standards and ethics for Unity Ministries, Ministers and leaders

7a. **Yearbook** -- The International Association will only recognize Canadian credentialed leaders/ministries that are affiliated with and members of The Canadian Association. The Canadian Association will notify The International Association of the registration of new member ministries as they occur. Annually, The Canadian Association will send an updated list which will include all current member ministries. This will be the only official list that The International Association will recognize and publish in its yearbook.

7b. **Ministry Teams** -- The Canadian Association will have voting representatives on The International Association Standards and Judicatory ministry teams. Additionally, Canadians and ministers serving in Canada may be appointed to any ministry team.

The duration of the agreement will be five years with options to renew.

Documentation of progress

Both parties will submit an annual report of services delivered/received. This will include (where practical) the portion of The International Association’s overhead costs that could reasonably be applied to each category. (At a minimum the International Association will provide their overhead costs on a per member ministry basis and this number will then be multiplied by the number of Canadian ministries.) As most of these programs and projects are ongoing both parties will review the services and evaluate their effectiveness and note improvements that could be made.

Periodic Payments

The Canadian Association and its member ministries may, by choice, designate a portion of their income or support to The Canadian Association to fund this agreement. Transfers will be made after the annual review and will be limited to the amounts previously designated. The Canadian Association may withdraw from this agreement at any time.

Records Maintenance

The Canadian Association will clearly account for all funds designated to this agreement. It will track the designations from member ministries to assure that they never exceed the guidelines of a maximum of 5% or \$5,000 whichever is the lesser of the churches annual budget. Funds will be accounted for and transferred in Canadian dollars. The International Association will report to the Canadian Association the receipt of transferred funds in both CDN and USD.

Conditions:

In the areas of Credentialing, professional development, and placements we will agree on standards and methods by which we may monitor the implementation of these standards. Each organization will submit a twice-yearly review of the delivery/usage of these services. As the Canadian Association is not always aware of services the International Association provides directly to ministers, ministries or individuals in Canada these lists may at times not be identical. Annually the two organizations will document the services delivered/received and the funds transferred to support this work.

The International Association will provide the Canadian Association with a cost accounting for its overhead and maintenance of these programs. The transfer from the Canadian Association will never exceed the proportional amount of these costs pro-rated to the number of Canadian churches as a part of the whole international organization.

The services listed in this agreement are all a vital part of the charitable purpose of the Canadian Association and each of its member ministries as well as the charitable purposes of the International Association. This agreement is entered into to document the transfer of funds between the two organizations in support of their common goals and purposes.

SIGNATURES

For the International Association:

For the Canadian Association

James Trapp, CEO

Doris Lewis, Chair

Date

Date

Pat Williamson, Chair

Sharon Clements, Treasurer

Date

Date

Notes

1. Credentialing of Unity leaders

Note: There exists an agreement between the Canadian Association and the Department of Education of the International Association in regards to the Field Licensing Program. See Attached. (Attachment available after 3/21/07)

Rationale: The Canadian Association works through Unity School Canada (an internal operating division of The Canadian Association) to provide training and education to Unity students in Canada. We work with the International Association to assure that all credentials issued to Canadian students are recognized in Canada and the USA.

2. Ongoing professional education and development for Unity Leaders

Two items are set aside for ongoing consideration. When agreed they can be drawn into the full agreement. (Conversation between Carl Osier and Pat Ball, Doris Lewis, Sharon Clements.)

- **Unity School Canada** -- *The International Association recognizes Unity School Canada as the independent, autonomous organizational structure for Unity education in Canada. –under discussion.*

(Rationale for inclusion as per The Canadian Association: 1) A non-profit organization incorporated in Canada under Canadian Law cannot be governed by the organization of a foreign country. 2)The collection of some of the personal information requested by the Vice-President of Worldwide Services violates Canadian Law.)

- **Curriculum** --*The Canadian Association will work with The International Association to assure the quality of Unity teaching and programs in Canada using the curriculum approved by The International Association – under discussion.*

3. Providing employment and placement services to connect vacant ministries with qualified leadership

3b. Ministers

Rationale: There exists a history of reciprocity. Of the 17 ministers currently serving in Canada, 10 are American citizens. Likewise, there are a number of ministers who are Canadian citizens who are currently serving in the USA.

[Note: According to US and Canadian Immigration Laws as well as NAFTA (North American Free Trade Agreement), Canada and the United States have an immigration agreement that assures that “religious workers” will have special status in the area of Immigration law.]



APPENDIX B

Association of Unity Churches Canada
Northern Lights Scholarship Application Form*
for 2008-2009

c/o Unity Centre
2631 Kingsway Drive
Kitchener, Ontario
Attention: Rev. Sharon Clements, Treasurer AUCC

Date of Application: _____

Name: _____

First:

Middle

Last

Address:

Street: _____

City: _____

Province and Postal Code _____

Email: _____

Sponsoring Minister: _____

Affiliated Canadian Unity Member Ministry _____

Date of Acceptance into Unity Institute's Ministry and Religious Studies Program

_____ (Attach copy of acceptance letter)

Date of Acceptance into the International Association Ordination Stream _____

(Attach copy of acceptance letter)

I have read the Northern Lights scholarship policy and agree to abide by all the terms and conditions.

Signed _____

Witness _____

Date _____

Date _____

APPENDIX B-2



SEE Scholarship Application Form*

Association of Unity Churches Canada
c/o Unity of London
4026 Meadowbrook Drive, Unity 137
London, Ontario N6L 1C8
Attention: Rev. Lori Hisson, Scholarship Chair

I am applying for AUCC scholarship Unity Institute scholarship (may be both)

Date of Application _____

Last Name: _____
First/Usual Name _____

Mailing Address _____
City _____ Prov / Code _____

Current Affiliation (Church/Centre) _____

Sponsoring Minister or Spiritual Leader _____

Current Status: Personal Development
 Leadership Development
 MEP Application -
Intended date of application: _____

Involvement in Unity Ministries

Current Church/Centre: _____ years

Describe your service/activity at your CURRENT Unity Church/Centre
(attach additional information or documentation if applicable – please ensure your name clearly appears)

Previous Church(es)/Centre(s) – name & years attended:

1) _____

2) _____

3) _____

Describe your service/activity within Unity at previous Churches/Centres (attach additional information or documentation if applicable – please ensure your name clearly appears)

Please describe your long-term goals in Unity:

Is it your intention to serve Unity in Canada? Yes No

Please double check:

- Minister's Recommendation form given to Minister/Spiritual Leader
- All sections filled out **legibly**
- Additional documentation (i.e. description of service, list of talks /workshops/classes facilitated, etc.) included with name clearly indicated on every page
- All paperwork must arrive at Unity of London, attention Rev. Lori Hisson, Scholarship Chair, no later than **May 15th**.



SEE 2008 Scholarship – Minister’s Recommendation*
Association of Unity Churches Canada

c/o Unity of London, 4026 Meadowbrook Dr.
 Unit 137, London, Ontario N6L 1C8
 Attention: Rev. Lori Hisson, Scholarship chair

| | | |
|---|---|-------|
| Candidate – Last Name First Name | | |
| Current Affiliation (Church/Centre) | | |
| Sponsoring Minister or Spiritual Leader | | |
| The Candidate has been involved in this ministry for approximately | | Years |
| <i>This form consists of two parts – Part 1 asks you to rank the Candidate; Part 2 (on reverse) asks for details about the Candidate. Please complete both..</i> | | |
| <i>Part 1: Please rank the Candidate in the following areas based solely on your experience of the Candidate’s participation in your church/centre.</i> | | |
| 1) The Candidate serves willingly and with enthusiasm in a variety of ways | <input type="checkbox"/> Yes <input type="checkbox"/> Sometimes <input type="checkbox"/> No | |
| 2) The Candidate has served on our Board of Directors or Steering Committee a total of this many years: | <input type="checkbox"/> 5+ years <input type="checkbox"/> 2-4 years <input type="checkbox"/> 1 year <input type="checkbox"/> has not served | |
| 3) The Candidate has served in a position of responsible leadership with Youth (e.g. Youth Education Director/Coordinator, Uniteens sponsor, YOU sponsor) a total of this many years: | <input type="checkbox"/> 5+ years <input type="checkbox"/> 2-4 years <input type="checkbox"/> 1 year <input type="checkbox"/> has not served | |
| 4) The Candidate has assisted with Sunday Services (e.g. hospitality, platform assistant, greeting/ushering, bookstore etc.) | <input type="checkbox"/> Regularly <input type="checkbox"/> Infrequently <input type="checkbox"/> Never | |
| 5) I feel confident that this Candidate will make an excellent LUT or Minister. | <input type="checkbox"/> Agree <input type="checkbox"/> Unsure <input type="checkbox"/> Disagree | |
| 6) The Candidate is a vital part of this congregation. | <input type="checkbox"/> Yes <input type="checkbox"/> Sometimes <input type="checkbox"/> No | |
| 7) The Candidate has my full support in pursuing her/his SEE/LUT/pre-MEP studies | <input type="checkbox"/> Agree <input type="checkbox"/> Unsure <input type="checkbox"/> Disagree | |

Part 2 of Minister's Recommendation for (name): _____

Please describe the Candidates participation in your church/centre – i.e. specific tasks, roles.

Not applicable

If the candidate has provided leadership for classes, workshops, or as a Sunday speaker, please describe:

Not applicable

Other information which may be useful to the Scholarship Committee:



General Information

Points

| | | |
|-------------|-------------------------------|--------------------------------|
| Unique ID # | AUCC <input type="checkbox"/> | UNITY <input type="checkbox"/> |
|-------------|-------------------------------|--------------------------------|

| | |
|--|--|
| Status <i>(1 point per 10 hours)</i> | <input type="checkbox"/> Personal Development - # credits completed |
| | <input type="checkbox"/> Graduated Personal Development – date: |
| | <input type="checkbox"/> Leadership Development - # credits completed: |

| | |
|---|---|
| Goal <i>(no points given)</i> | <input type="checkbox"/> Licensed Unity Teacher |
| | <input type="checkbox"/> Ordained Unity Minister |
| | <input type="checkbox"/> MEP Application made |
| | <input type="checkbox"/> MEP Application not yet made |

Active in Unity generally since:

Active in current centre/church since:

SUB-TOTAL – SEE Credits & Service (see reverse)

| | |
|--------------------------------------|--|
| 1) serves willingly with enthusiasm | <input type="checkbox"/> Yes (3) <input type="checkbox"/> Sometimes (1) <input type="checkbox"/> No (0) |
| 2) Board of Dir's/Steering Comm | <input type="checkbox"/> 5+ years (5) <input type="checkbox"/> 2-4 years (3) <input type="checkbox"/> 1 year (1) <input type="checkbox"/> None (0) |
| 3) responsible leadership with Youth | <input type="checkbox"/> 5+ years (5) <input type="checkbox"/> 2-4 years (3) <input type="checkbox"/> 1 year (1) <input type="checkbox"/> None (0) |
| 4) assists with Sunday Services | <input type="checkbox"/> Regularly (3) <input type="checkbox"/> Infrequently (1) <input type="checkbox"/> Never (0) |
| 5) will make excellent LUT/Minister. | <input type="checkbox"/> Agree (3) <input type="checkbox"/> Unsure (1) <input type="checkbox"/> Disagree (0) |
| 6) is a vital part of congregation. | <input type="checkbox"/> Yes (3) <input type="checkbox"/> Sometimes (1) <input type="checkbox"/> No (0) |
| 7) has my full support | <input type="checkbox"/> Agree (3) <input type="checkbox"/> Unsure (1) <input type="checkbox"/> Disagree (0) |

SUB-TOTAL – Minister's Recommendation

/25

Total Points

| Area of Service | Role | Duration | Value | Points |
|--|--|----------|--|--------|
| Sunday Service | Greeter/Usher | | .5 per role Extra .5 per role if 2 years+ of continuous service | |
| | Platform Assistant | | | |
| | Music | | | |
| | Counter | | | |
| | Other: | | | |
| Board or Steering Committee | Any position | | 1 for each year of service | |
| Youth Education (nursery, children's church, Uniteens, YOU) | Assistant | | 2 for each year of service | |
| | Teacher | | | |
| | Youth Ed Director | | 4 for each year of service | |
| | Uniteen sponsor | | | |
| | YOU sponsor | | | |
| Adult Education (giving, not receiving) | *NB: points in this area are given by subject area, not number of talks/ workshops / classes * | | | |
| | Sunday Speaker (Guest) | | 1 /subject area | |
| | Sunday Speaker (Spiritual Leader) | | 2 / subject area | |
| | Teaching Classes (Guest) | | 1/ subject area | |
| | Teaching Classes (Spiritual Leader) | | 2 / subject area | |
| | Workshop (Guest) | | 1 / subject area | |

Additional comments from Minister's Recommendation Form

DRAFT COPY

| | | | | | |
|----------------------|-----------------------------|-------------------------|---|--|--|
| | Workshop (Spiritual Leader) | | 2 /subject area | | |
| Volunteer Service | Bookstore | | .5 for each role; extra .5 for leadership of committee | | |
| | Gardening | | | | |
| | Cleaning | | | | |
| | Events | | | | |
| | Committee Work | | | | |
| | Other: | | | | |
| Specialty Training | Chaplain | | 2 per year | | |
| | Peacemaker | | 1 per module | | |
| | Other: | | 1 per type | | |
| Conferences & Events | Event | Year(s) Attended | | | |
| | Canadian Conference | | .5 for each event *Uniteen or YOU event must be as sponsor / adult assistant * | | |
| | Int'l Conference | | | | |
| | Regional Conference | | | | |
| | AOU Conference | | | | |
| | Uniteen or YOU Event | | | | |
| | | | | | |

DRAFT COPY

APPENDIX C

Procedures for Marriage Registration

I. Registration to perform marriages for credentialed Unity leaders.

A. Ordained Unity ministers

When serving as senior minister in a ministry with full member status and a resident of that province or territory, a minister is automatically eligible for registration upon request to the Provincial Registrar for Marriages.

B. Associate or Assistant ministers

Those serving as associate or assistant ministers and residents of that province or territory may be registered to perform marriages at the request of the senior minister to the Provincial Registrar for Marriages.

C. Licensed Unity Teachers

Those serving a ministry as licensed Unity teachers who are residents of that province or territory may be registered to perform marriages upon request to the Provincial Registrar For Marriages by the Senior minister or, in the absence of a senior minister, by the minister signing their annual renewal card.

D. Credentialed Unity Leaders Not Resident in a Province or Territory

Credentialed Unity Leaders not resident in the province or territory desiring to perform a marriage in that province or territory must contact the “Unity Provincial/Territorial Registrar” in the desired province or territory to be authorized for a temporary one-time license.

II. Getting Registered with the Province

A. Each province or territory has its own requirements for registration to perform marriages.

B. “Unity Provincial/Territorial Marriage Registrar” Duties:

i. The “Unity Provincial/Territorial Marriage Registrar” shall make contact with each new credentialed Unity minister during the first month the new minister is in the province or territory.

ii. The “Unity Provincial/Territory Marriage Registrar” shall explain the process necessary for registration in that particular province or territory and provide direction for being registered.

C. In provinces/territories where there is no active Unity ministry, a credentialed Unity leader desiring to perform a wedding should contact the “Unity Provincial/Territorial Registrar” that is geographically closest to the province or Territory.

III. Marriage Registers

A. In provinces or territories that require a provincial/territorial marriage register to be obtained for the keeping of a record of marriages, the marriage registry stays in the ministry.

B. Each senior minister, associate minister, assistant minister or other credentialed Unity leader is responsible for entering pertinent marriage information in the ministry marriage register provided by the province or territory according to the requirements of the province or territory where the marriage is performed.

C. In provinces or territories where there is no legal requirement that a provincial Marriage Registry be maintained, each credentialed Unity leader whether a minister, associate/assistant minister or licensed Unity teacher is responsible for keeping a record of marriages performed and, if serving a church, leaves the record with the church should they leave that ministry.

APPENDIX D

CODE OF ETHICS FOR A CANADIAN MINISTRY

The ministry provides services, classes of instruction and demonstrates the principles of Truth by using them in the operation of the ministry and adopts other means that in the judgment of the minister will further the principles of practical Christianity among people everywhere.

I. DEDICATION TO TRUTH PRINCIPLES

A. As a Unity ministry we dedicate ourselves to the principles of Truth as taught and exemplified by Jesus Christ and interpreted by unity and the Associations of Unity Churches Canada and International.

B. We look to the indwelling Christ for inspiration, to guide, govern and prosper.

C. We will, to the best of our understanding and ability, bring the freeing truth to humankind. This we will do in a spiritually dignified way, being guided by divine wisdom and good judgment.

D. We believe in the power of prayer; and we are convinced that as Jesus said, "All things are possible to he who believes." And we will seek to deepen our prayer life and prayer experiences, for only as we drink from the fountain of truth ourselves can we offer the cup of truth to others.

E. We consecrate ourselves to God, and in so doing surrender any selfish desires and personal ambition so that the will of God may be expressed through this ministry in service to humankind.

II. RELATING TO THE PEOPLE WE SERVE

A. We believe that all people are created with sacred worth. Therefore, we recognize the importance of serving all people within the Unity family in spiritually and emotionally caring ways.

B. We shall work together for the highest good of the ministry, blessed with the privilege of providing activities that assist humankind in becoming aware of its divinity.

C. We accept the obligation to maintain integrity, and confidentiality when called for, while maintaining open and timely communication, as we work toward the highest good of the ministry and in alignment with the Unity Movement.

D. We are committed to the well-being of our organization and seek appropriate services, counsel and expertise to further our mission and purpose as a member of the Associations.

III. RELATING TO OUR MINISTER

A. We support and encourage the abilities of the minister(s), assuring that the minister's (s') needs for spiritual, emotional, and financial support are fully met. It is essential that the ministry and the minister(s) function as a team, holding a common vision of the highest good of the ministry.

B. We recognize and honor that the minister(s) is/are the spiritual leader(s) of the ministry as the professionally trained and qualified administrative head.

IV. RELATING TO OUR ASSOCIATIONS OF UNITY CHURCHES

A. We adopt and abide by the recommended bylaws and policies of the Associations of Unity Churches Canada and International.

B. We will, to the best of our ability, work in harmony with the Associations in fulfilling its values, mission, vision and goals.

C. We will keep in mind that the welfare of the congregation is paramount. In the event of a dispute and/or circumstances adversely affecting the well-being of the ministry, we will seek the assistance of the Association of Unity Churches Canada.

V. OTHER CHURCHES

A. We shall respect the work both public and private of other ministries.

B. We shall not infringe upon or interfere in the work of another ministry.

VI. PLEDGE

We sincerely devote ourselves to living in accord with this Code in letter and in spirit, and to seeing it made manifest in all others, thus bringing to ourselves only associations and conditions that harmonize with this Code. We recognize our Associations of Unity Churches and this Code of Ethics as a framework in which we agree to function. We recognize that such an agreement is necessary for our mutual and individual effectiveness. If we find ourselves contemplating, or actually functioning outside of this framework, we agree to seek the kind of help described in Section II (D). Failure to seek such help will mean that, by our choice, we are functioning outside of the framework of this Code and consequently placing ourselves outside of the Associations of Unity Churches.

Board of Trustees (Name of Church)

Date

Chairperson of the Board of Trustees

President and CEO of the Association of Unity Churches

APPENDIX E

International Association Criteria for Full-Church Membership (edited for Canada) XE "Ministries:Criteria for" }:

1. **Traditional Ministries:** A ministry that operates through a traditional church setting. In applying for membership in the Association the following criteria must be met:
 - a. The ministry will have or be actively seeking an ordained or licensed Unity member minister, or a licensed Unity teacher approved as Spiritual Leader, or a minister from an approved New Thought Organization. [6/04 STN] A full-time church will be a church or center that has facilities open five days a week, and a program of classes, counseling, a Sunday service, and is operating with a Board of Trustees.
 - b. Completed membership application.
 - c. Copy of the most recent complete full year's financial report of the church.
 - d. Copy of the board minutes voting to join this Association.
 - e. Evidence the ministry is incorporated within its state (province).
 - f. Copy of the current bylaws.
 - g. Letter of recommendation from the Regional Representative.
 - h. Salary to minister of at least \$36,000.00 per year plus has the ability to comfortably pay other required expenses. [1/06 STN]
 - i. Signatures of at least fifty (50) members.
 - j. Copies of the most recent twelve months of Board of Trustees meeting minutes.
 - k. Written history of the ministry.
 - l. Adoption of the Ministry Code of Ethics and signature page signed and returned to the President & CEO of the Association (and President of the Canadian Association).

2. **Membership Criteria for Alternative Ministries:**

Please refer directly to International Association current Policy Manual.

APPENDIX F

International Association Policy re: Disaffiliation / Loss of Membership

1. **Decision of Association Board:** If, in the considered opinion of the Board of Trustees, a member ministry has compromised the name of Unity, the board or its designate shall make reasonable effort to satisfactorily resolve the problem. When all reasonable expedients have been exercised and the situation remains unresolved, the board shall initiate procedures for the removal of the ministry from Association membership. The procedure is outlined in the Credentialed Leader/Ministry Review System Document [CLMRS]
2. **Due to employment of a minister on suspension:** Whenever a minister currently employed by an Association member ministry is placed on suspension by recommendation of the Credentialed Leader/Ministry Review Team [CLMRT] said ministry shall have one-year from date of notification to remove the named minister from their employment. If such action has not been implemented within one calendar year from date of notification, the member ministry shall be removed from membership in the Association. Loss of membership in the Association automatically results in said member ministry's disaffiliation with Unity. Suspended ministers will be removed from the email list to receive the *Ministers Update*.
3. **Decision of the ministry :** A member ministry may withdraw from the Association in compliance with the member ministry's own bylaws. After the ministry (center) has withdrawn it cannot use the name "Unity" nor can it imply in any way that it is AFFILIATED with teaching the principles of Unity or the Association. This is a legal matter and involvement shall be the responsibility of Association legal counsel.
4. **Notification of changed status:** When a ministry (center) is disaffiliated for any reason, the Association shall immediately notify in writing the appropriate Federal and State (Provincial) authorities. The notification shall state that the ministry (center) has been disaffiliated and is no longer authorized to use the name "Unity" or the tax-exempt number of the Association. This action shall also be communicated to the membership of the Association, Unity, and the ministry (center) membership (where possible and appropriate).
5. **Response to misrepresentation** The President & CEO is authorized to arrange for Association attorneys to inform unaffiliated ministers and ministries of the inappropriateness of misrepresentation of any affiliation with the Association and/or Unity.
6. **Restoration for Churches:** Churches that have been suspended from the Association who would like to be restored will be required to go through the same process as new member ministries.