

# UNITY OF SANTA BARBARA

## BYLAWS

As of March 2, 2014

Unity of Santa Barbara  
BYLAWS

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## **ARTICLE I**

### **Identification, Statement of Purpose**

#### **SECTION 1.01 STATEMENT OF PURPOSE**

The purpose of Unity Church of Santa Barbara, a non-profit corporation organized and existing under the laws of the state of California [DBA Unity of Santa Barbara, hereinafter referred to as UofSB], is to teach the universal principles of Truth, as taught and demonstrated by Jesus Christ and interpreted by UofSB and the Association of Unity Churches, Inc. [DBA Unity Worldwide Ministries, hereinafter referred to as UWM] a nonprofit corporation organized and existing under the laws of the state of Georgia with headquarters at Lee's Summit, Missouri.

#### **SECTION 1.02 ACCOMPLISHMENT OF PURPOSE**

In the accomplishment of this purpose, UofSB shall endeavor to conduct services of worship and classes of instruction and to demonstrate the principles of Truth by using them in the operation of the ministry and to adopt other means that in the judgment of the minister and the governing board will further the principles of practical Christianity among people everywhere.

#### **SECTION 1.03 PLACE OF BUSINESS**

The Board of Trustees will fix the principal executive office of the corporation. Said office shall be in the County of Santa Barbara, State of California or at such other place within the State of California as the Board of Trustees hereafter shall designate. The Corporation may also have offices at such other place or places, as the Board of Trustees may from time to time designate. The principal office for the transaction of the business of the corporation is currently located at 227 East Arrellaga Street in Santa Barbara, California 93101.

#### **SECTION 1.04 SEAL**

The corporate seal of this Ministry will include the name of the Ministry in a circle, which encloses the name of the city, state and date of incorporation. The seal will be kept in a depository prescribed by the Board.

## **SECTION 1.05 OFFICIAL RECORDS**

Records of membership, finances, donation, corporate minutes, and other records required by law or as designated by the Board of Trustees shall be maintained at the principal office of the corporation. Confidential documents are available only for use by the minister(s), board members, or designated professional staff. Other documents are available to active members upon request and payment of production fees.

## **ARTICLE II**

### **Member Ministry of Unity Worldwide Ministries**

#### **SECTION 2.01 UWM MEMBERSHIP AND RESPONSIBILITIES**

UofSB shall be a vital part of the worldwide Unity movement and a member of the Unity Worldwide Ministries (UWM). Any member of this ministry may call upon the resources and support of UWM through its senior minister or co-ministers, Board of Trustees, staff, or through direct communication with UWM.

In the spirit of cooperation, the operation and conduct of this ministry shall align with the regulations and policies of UWM as outlined in the UWM Bylaws, insofar as they do not conflict with the laws of the State of California or the UofSB Bylaws.

- (a) **PARTICIPATION** This ministry may have its voice heard and its wishes expressed in the membership meetings of UWM, and its members may participate in workshops, seminars, and classes designed to encourage and foster their spiritual development and that of the ministry.
- (b) **RESOURCES** This ministry can benefit from its membership in UWM and its corresponding region through direct support, materials, and coaching regarding organization, finances, music, adult and youth education, church growth programs, ethics compliance, and other topics related to church function.
- (c) **LEADERSHIP** This ministry shall have as its leader an ordained or licensed Unity minister(s) approved for ministry employment by UWM or a person serving under special dispensation approved by UWM. For the purpose of these bylaws, the term "minister" shall include a person serving under special dispensation of UWM.

- (d) **TEACHING** The principles of practical Christianity and Truth will be taught using methods, textbooks, literature and other materials that serve to enhance the spiritual growth of the congregation. Teaching courses in this ministry will include, but not be limited to, the Principles of Practical Christianity, as taught by Unity School at Unity Village, Missouri, and inspired by the teachings of the co-founders, Charles and Myrtle Fillmore.
- (e) **MAILINGS** Copies of printed matter pertaining to annual membership meetings, Bylaws changes, and other corporate forms will be sent to the Office of the President and CEO of UWM.
- (f) **REPORTS** The ministry shall make annual reports to UWM as requested.

### **ARTICLE III**

#### **Membership in Unity of Santa Barbara**

##### **SECTION 3.01 QUALIFICATIONS**

Any person(s) desiring membership in UofSB will endeavor to live in accordance with the Jesus Christ principles of Love and Truth as taught by Unity, will be governed by its Bylaws, and will further the work of this Ministry through active interest, loving participation and financial support. A member must be at least 18 years old to vote. Family members of members, who are under the age of 18 years, will automatically become active voting members upon their eighteenth birthday and following a formal recognition ceremony.

##### **SECTION 3.02 METHOD AND APPROVAL OF MEMBERSHIP**

Any person(s) desiring membership in UofSB will file an application for membership with the ministry office, attend adult membership orientation classes as established by the minister(s), and participate in a ceremony of membership conducted by the minister. The name(s) of the new member(s) will be presented to the Board of Trustees at its next regular meeting and the applicant(s) will become active member(s) of record in the minutes of that meeting.

##### **SECTION 3.03 TERMS OF MEMBERSHIP**

Every two (2) years in January, the Membership Committee will send a membership status request form to each member by regular or electronic mail at

the member's direction. (See Section 7.01) Non-respondents will be designated "inactive" members and so notified by the Membership Committee by regular or electronic mail.

**(a) Active Member.** A member will retain status as an active member through:

- (1) His/her participation in prayer, worship service, classes, volunteering;
- (2) By financial giving during each year; and,
- (3) By returning the membership status request form every two (2) years in a timely manner.

**(b) Inactive member.** An active member will become inactive:

- (1) By lack of active support of the congregation for two years, either by nonattendance of worship services or classes or by lack of financial support; or,
- (2) Upon lack of response to the membership status request form.

**(c) Removal from Membership** Removal from membership of any member whose qualifications are in question requires at least a two-thirds (2/3) affirmative vote of the entire Board of Trustees, including agreement by the Minister(s). Prior to action concerning removal, the member must be notified by mail and given an opportunity for a hearing before the Board. The member has the option to bring the matter of removal before the membership by submitting a formal request for a special membership meeting to appeal this removal. The request will be submitted at the next scheduled Board of Trustees meeting, which will then schedule a special membership meeting for that purpose. The date of said special membership meeting will take place within 60 days of the date of submission. The membership may override the Board's action by a simple majority vote of those active members in attendance.

**(d) Reinstatement of Inactive Member.**

- (1) Reinstatement within two years. If a member who has become inactive wishes to return to active status within the first two years after becoming an inactive member, such a member who meets membership qualifications and fills out a membership renewal card or document approved by the Board of Trustees shall be reinstated as an active member. In order to vote at a membership meeting such members must fulfill these requirements at least six (6) weeks before a membership meeting.

- (2) Reinstatement after two years. If a member has been inactive for two years or more and desires to become an active member again, such a member must reapply for active membership in the same manner required of new members.

**(e) Transferring Membership** An active member from another UWM accepted Unity spiritual community may transfer from that spiritual community to UofSB following these criteria:

- (1) The Minister(s) and Membership Committee will cause a verification to be made with the transferring member's prior spiritual community. This will verify that the transferring member(s) is/are in good standing.
- (2) Within the past two (2) years the transferring applicant(s) will have at least one (1) year of active membership in their prior Unity spiritual community.
- (3) This information will be given to the Board of Trustees for final acceptance in UofSB.

### **SECTION 3.04 POWERS OF ACTIVE MEMBERS**

Active members of UofSB will have the power to:

- (a) Vote at any membership meeting at which the member is in attendance.
- (b) Elect members to the Board of Trustees.
  - (1) Nominations for Board of Trustees: The President, presiding at the Annual Membership Meeting, will:
    - ((a)) Read or cause to be read the qualifications for Board members [Section 5.04(a)] just prior to the call for nominations.
    - ((b)) Call upon the Chairperson of the Nominating Committee to present the committee's nominations.
    - ((c)) Call for additional nominations from the floor. All those nominated from the floor must be present and state their acceptance or rejection of the nomination. All nominees, no matter how nominated, must meet the qualifications for Trustee [Section 5.04 (a)].
  - (2) Voting:
    - ((a)) Written ballots are required.

- ((b)) The nominees receiving the highest number of votes will be elected to the full two (2) year terms.
- ((c)) When there is an unexpired term, the candidate receiving the next highest number of votes will be elected to the longest unexpired term. Other unexpired terms will be filled in the same manner. All persons elected in such a manner will be considered to be fulfilling a term of office.
- (c) Ratify the Bylaws of this ministry, or any amendments thereto, as specified in Section 11.01 [Amendments] by an affirmative vote of two-thirds (2/3) of those active members in attendance.
- (d) Vote on any question of sale or pledge of real property owned and/or used for the operation of this Ministry, or any expenditure that exceeds twenty-five thousand dollars (\$25,000) in value. A majority of those active members in attendance is required to approve the sale, pledge, or expenditure. Refer to Section 5.03(i) [Board of Trustees, Duties.]
- (e) Elect members and their alternates to serve on the Nominating Committee, as specified in Section 7.01 (a) [Nominating Committee].
- (f) Elect three (3) members and three (3) alternates to serve on the Search Committee, as specified in Section 7.02 (b) [Search Committee].
- (g) Call a special membership meeting in accordance with the requirements in Section 3.05 (b) [Special Membership Meeting] when the affairs of this ministry warrant such action.
- (h) Vote to override any action of the Board of Trustees. This vote must be taken at a duly constituted membership meeting [Section 3.05 Membership Meetings]. Notice of the issue to be voted on must be sent by regular or electronic mail to the membership ten (10) days prior to the meeting. Two-thirds (2/3) of those active members in attendance have the authority for determination.
- (i) Vote for the removal of any or all member(s) of the Board of Trustees in accordance with Section 5.05 (Vacancy). A two-thirds (2/3) affirmative vote of those members in attendance is required.
- (j) Review the annual financial report of the past year, and approve the annual budget for the current year.



- (k) Offer suggestions to the minister(s), or Board of Trustees, as may seem advisable for the good of this ministry.
- (l) Discuss and vote on any matters officially brought to the attention of the membership at the annual membership meeting. Any active member may request in writing, no later than February 15th, that a specified matter be placed on the agenda. In addition, at the annual membership meeting, any matter may be brought to the attention of the membership from the floor by a motion to discuss, which is then seconded and approved by a majority of the members in attendance.
- (m) Call a "Heartcheck" at any membership meeting or informational meeting when procedures result in a loss of spiritual unity among those attending. Upon the call for a Heartcheck, the moderator of the meeting will call upon an appropriate spiritual leader to lead the meeting in a short prayer followed by a minimum of two (2) minutes of silent meditation.
- (n) Any member may contact UWM regional representative or UWM directly for guidance, support or information on available resources.
- (o) Any ten (10) active members may request conflict transformation assistance by notifying the President of UWM in writing with copies to the Board of Trustees and minister(s). Upon receipt of a request for assistance from ten or more active members to the President or designee of UWM, said President or designee will confer with the minister(s) and/or Regional Representative to evaluate whether further action is required.
- (p) Participate in the election of the new minister by an advisory and secret ballot after the presentation of qualified candidates by the Search Committee.
  - (1) Voting will be done by secret ballot. Voting materials will be mailed to each active member a minimum of ten (10) days prior to the voting period. Voting will be accomplished by returning the ballot in its unmarked envelope in one of the following ways:
    - ((a)) Personally placing the ballot in the ballot box following the worship service on either of the two Sundays that fall within the voting period;
    - ((b)) Personally placing the ballot in the ballot box during the week during the hours that the Church Office is open;

- ((c)) Placing the ballot in its unmarked envelope into a mailing envelope and mailing it to the church, to arrive during the voting period. Late ballots will not be counted.
- (2) The voting period will be twelve (12) days, to encompass two (2) Sundays and ten (10) mail delivery days. No voting will be allowed by proxy, telephone, or in any manner other than the process described herein [Section 3.04 (p) (1)].
- (3) The vote of the membership is advisory to the Board of Trustees, who will make the final selection of the new minister according to the following criteria:
- ((a)) Hiring of the minister is the responsibility of the Board. The discretion of the board as to whom to hire is limited to hiring a minister who has received a two-thirds (2/3) or more affirmative advisory vote of the membership. The Board may decline any candidate.
- ((b)) A member may vote for as many candidates on the slate as they choose; therefore, more than one candidate may receive a two-thirds (2/3) or more advisory vote.
- ((c)) The Board selects from the candidates who have received a two-thirds (2/3) or more advisory vote.
- ((d)) The Board of Trustees will immediately enter into good faith negotiations with the candidate it selects.
- (q) Serve on ministry teams or committees, if selected.
- (r) Participate in all activities and programs of the ministry afforded to Active Members in good standing.

### **SECTION 3.05 MEMBERSHIP MEETINGS AND QUORUM**

- (a) Annual Membership Meeting and Election of the Board of Trustees. The Annual Membership Meeting of UofSB will be held at its official headquarters, on the first Sunday in March at the time of day designated by the minister(s) and Board of Trustees. The election of the Board of Trustees will be held at this meeting as defined in Section 5.04 Board of Trustees: Election.
- (b) Special Membership Meeting. Special membership meetings may be called as needed to address issue(s) that will be specified in the written notice for said meeting [Section 3.05 (c) Written Notice]. No other business may be conducted at a special membership meeting. Any

time the affairs of this ministry warrant a special meeting, the meeting may be called by:

- (1) The senior minister or co-ministers
  - (2) A majority of the Trustees of the Board
  - (3) A petition signed by 10 active members and submitted to the Board who will call the meeting on behalf of the requesting party. The date for a special meeting called by petition will take place within 30 days of the date submission to the Board.
  - (4) The President of The Board of Trustees, following a vacancy in the position of minister:
    - ((a)) To discuss the qualifications and desired qualities of a new minister, incorporating the views of the membership, including but not limited to the provisions of Section 7.02 (b), into a Guiding Statement for the Search Committee.
    - ((b)) For the purpose of election by the membership of three (3) members of the Search Committee and three (3) alternates to serve on the Search Committee.
    - ((c)) To inform the membership regarding the process and progress of the Search Committee, and to take additional guidance from the membership regarding the search for a new minister.
- (c) Written Notice. Written notice stating the date, time and place will be sent by regular or electronic mail to all active members at least ten (10) days before any membership meeting. Written notice for a special membership meeting will state the business to be conducted. When a special meeting is called by petition, said written notice will faithfully reflect (restate, reproduce) the purpose(s) for the special meeting stated in the petition.
- (d) Quorum. Those active members in attendance at a membership meeting called pursuant to the notice provisions of Section 3.05 (c) [Written Notice] will constitute a quorum for the transaction of business at any membership meeting.
- (e) Participation. Participation in the business affairs of any membership meeting will be restricted to active members in attendance. Association representatives have a right to participate in discussion when the minister(s), the Board, or the membership has invited them.
- (f) Voting. The vote of a majority of the active members in attendance will be necessary for approval or disapproval of any action, unless otherwise provided herein. There will be no voting by absentee, proxy

or telephone allowed. Members must be present to vote. Different forms of voting may be used as appropriate:

- (1) Voice vote
  - (2) Show of hands
  - (3) Standing count
  - (4) Secret written ballot; except where otherwise specified, a ballot need not be formally prepared, but may be any piece of paper of an appropriate size.
  - (5) Vote Tabulators will be appointed by the President of the Board prior to the Annual Meeting for the purpose of counting the ballots for the Board of Trustees. There will be three (3) vote tabulators. They will collect the ballots and take the ballots to a private room to be counted. When completed they will present a summary of the vote to the President of the Board, to be announced at that Annual Meeting. The Tabulators will also hand over all the ballots to the President at that time.
- (g) Prayer. In any membership meeting, the Board President, minister(s), Association Conflict Transformation Representative, or any member may request a "Heartcheck." Business will be suspended while the membership enters into a time of prayer on the issue. Upon such request, the President will call upon the minister(s) or other appropriate spiritual leader to lead the meeting in a short prayer followed by a minimum of two (2) minutes of silent meditation.

## **ARTICLE IV**

### **Minister(s)**

#### **SECTION 4.01 SENIOR MINISTER(S) OR CO-MINISTERS**

This ministry will employ a Senior Minister (or co-ministers) in charge of the overall functioning of the church. He/she is charged with the spiritual and administrative responsibility of this ministry and with working collaboratively with the Board of Trustees in decision making. He/she oversees the activities of lessons, classes and counseling for the five areas of a Unity ministry: teaching, Sunday lessons, healing, counseling, and fellowship. Any minister of this church is required to abide by the Minister Code of Ethics [Appendix I]; any breach thereof constitutes grounds for immediate dismissal by the Board of Trustees.

(a) Duties.

- (1) As Spiritual Leader(s), the minister(s) will be responsible for the scheduling, conduct and content of services, classes and all other activities that further the purpose of this Ministry as specified in Section 1.01 [Statement of Purpose].
- (2) As Administrative Director(s), the minister(s) will be:
  - ((a)) Responsible for the complete administrative functioning of this ministry, including the hiring and termination of all employees;
  - ((b)) A voting member(s) of the Board of Trustees on all matters except his/her own employment and compensation or that of his/her successor(s);
  - ((c)) An ex officio member of all committees [Section 7.02 Committees – Formation] except the Search Committee; and,
  - ((d)) Responsible for seeking UWM's assistance, in the event of a dispute adversely affecting the ministry.

(b) Compensation. The compensation of the Minister(s) will be fixed by agreement between the Minister(s) and the Board of Trustees.

(c) Vacancy. The position of minister may be vacated by any of the following actions:

- (1) Resignation
- (2) After complying with Section 5.03(w)(2) [Termination of Employment of Minister(s)], the minister's removal because of failure to fulfill the duties of the position as specified in Section 4.01.

## **SECTION 4.02 ASSOCIATE AND/OR ASSISTANT MINISTERS**

Associate and/or Assistant Minister(s) will be duly licensed or ordained Unity minister(s) in good standing with UWM, who function(s) with less responsibility than the Senior Minister(s) or Co-minister(s). Any Associate and/or Assistant Minister(s) of this church is required to abide by the Minister Code of Ethics [Appendix I]; breach thereof may constitute grounds for immediate dismissal by the Board of Trustees.

- (a) Duties. The Associate and/or Assistant Minister(s) will perform the duties and fulfill the responsibilities assigned to them by the Senior or Co-Minister(s).

- (b) Compensation. The compensation of the Associate and/or Assistant Minister(s) will be fixed by agreement of these minister(s) and the Senior or Co-Minister(s), as ratified by the Board of Trustees.

#### **4.03 TEMPORARY SENIOR MINISTER**

- (a) In the event of a vacancy in the position of Senior Minister, an Associate or Assistant Minister may be assigned to the position of Temporary Senior Minister by the Board, with approval by the membership.
- (b) The Board of Trustees may choose to hire a Temporary Senior Minister who is not currently employed by UofSB, and who is an ordained Unity minister(s) in good standing with UWM, with approval by the membership

#### **4.04 TEMPORARY MINISTER DUTIES:**

- (a) Duties. The duties of a Temporary Senior Minister are similar to the Senior Minister position [Section 4.01 (a)] with the exception that he/she may not make significant changes to UofSB ministries or the structure of the organization without the sitting board's majority vote to approve those changes. He/she must work collaboratively with the Board of Trustees in all matters.
- (b) Candidate for Senior Minister. A temporary Senior Minister may be a candidate for permanent Senior Minister; however, there must be a Search Committee, and at least two other candidates must be presented to the membership prior to the vote for permanent Senior Minister.

#### **SECTION 4.05 INTERIM MINISTER**

An Interim Minister may serve as Senior Minister in the event of a vacancy in the position of minister. An Interim Minister will be duly licensed or ordained Unity minister(s) in good standing with UWM and approved for employment by UWM, or a person serving under special dispensation approved by UWM. Any Interim Minister of this church is required to abide by the Minister Code of Ethics [Appendix I]; breach thereof may constitute grounds for immediate dismissal by the Board of Trustees.

- (a) Duties. The duties of an Interim Minister are similar to those of a Senior Minister position [Section 4.01 (a)], with the exception that he/she may not make significant changes to UofSB ministries or the structure of the organization without the sitting board's majority vote to approve those changes. He/she must work collaboratively with the Board of Trustees in all matters. Additional responsibilities of attending to the ministry in its transition period, facilitating the necessary grieving and healing, and working with the Board of Trustees to bring the Conflict Transformation process to the ministry if necessary, are also part of an Interim Minister's duties.
- (a) The recommended interval for an Interim minister is 12 to 18 months.
- (b) Neither the Interim minister nor the Interim's spouse may be a candidate for the position of permanent minister for this ministry for a period of at least five (5) years following the completion of the Interim ministry at UofSB.

## **ARTICLE V**

### Board of Trustees

#### **SECTION 5.01 STRUCTURE**

The Board of Trustees will consist of the Minister(s) and seven Trustees elected from the active membership of UofSB.

#### **SECTION 5.02 TERM OF OFFICE AND ELIGIBILITY**

- (a) Each elected Board member will hold office for two (2) years. The terms of at least two elected Board members will expire annually and their offices filled at the annual membership meeting in accordance with Section 5.04 [Board of Trustees, Election]. Board members appointed for an incomplete term will serve until the next annual meeting, in accordance with Section 5.06 [Replacement].
- (b) No elected Board member will serve more than three (3) consecutive terms of two years each without an interval of one year between terms.
- (c) No active Licensed Unity Teacher, individual receiving compensation from the ministry (with the exception of the minister/ministers), or the

relative of, or significant other of, an individual receiving compensation from the ministry may serve on the Board of Trustees. Further, no Board member will be the relative of, or significant other of, another Board member.

### **SECTION 5.03 DUTIES**

As representatives of the membership, the Trustees of the Board will:

- (a) Uphold the spiritual purpose of this Ministry and the highest interest of the membership in conducting the business of this ministry. Any Trustee of UofSB is required to abide by the Ministry Code of Ethics [Appendix II]; breach thereof may constitute grounds for immediate dismissal by the Board of Trustees. Members of the Board of Trustees will annually affirm by written statement: "I commit myself to the spirit of a healthy organization in which trust and love are my primary attitudes."
- (b) Be familiar with these Bylaws, and annually affirm by written statement: "I have studied the Bylaws of Unity of Santa Barbara and agree to abide by them."
- (c) Establish policy for the operation of the church consistent with these Bylaws and with the Principles of Unity. It is important that in addition to adhering to the normal procedures for legal functioning set forth in these Bylaws, that the spiritual principles taught by Unity be utilized in the handling of decisions that come before the Board of Trustees.
- (d) Request time for prayer about any issue when there is a loss of spiritual unity among the members of the Board. Upon request, the President will provide a period of prayer and silence.
- (e) Be faithful in attendance at services and at Board and membership meetings of this Ministry. Anytime a person misses a board meeting, he/she is required to listen to the entire recording of the meeting and be versed in what transpired within one week of the missed meeting.
- (f) Board members are encouraged to participate in UofSB classes and special events whenever possible.
- (g) Make determinations of the business needs of this Ministry and authorize payment of monies for those purposes.
- (h) Administer the property of this Ministry, both real and personal.



- (i) Make determinations on the sale or pledge or proposed financing of real or personal property belonging to this Ministry or any other large expenditure. All decisions in favor of the sale or pledge or proposed financing of real or personal property or expenditures exceeding twenty-five thousand dollars (\$25,000) in value will be presented to the membership at a properly constituted membership meeting. [Section 3.05 Membership Meetings]
- (j) Each year cause to be prepared for approval by the membership:
  - (1) A complete financial statement with disclosures that will set forth the fiscal conditions and operations of the ministry, and
  - (2) A budget for the year's expenditures.
- (k) Authorize all staff positions of this Ministry, and set and approve the salaries as recommended by the minister/administrator [Section 4.01 (a) (2)].
- (l) Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal Revenue Service regulations; and acknowledge in writing contributions in compliance with Internal Revenue Services regulations [Section 6.04 Treasurer].
- (m) Secure insurance covering the building, grounds and all property owned by UofSB (Property Coverage), Ministerial Professional Liability Insurance, Directors and Officers Liability insurance, General Liability, Workers Compensation insurance and either a Fidelity Bond or Theft and Dishonesty Insurance for all persons who handle money at or for this church. Any other insurance will be considered optional.
- (n) Approve applicants for membership, in accordance with Section 3.02 [Method and Approval of Membership].
- (o) Keep or cause to be kept an accurate record of membership, in accordance with Section 3.03 [Terms of Membership].
- (p) Ratify committees and their Chairpersons [Section 7.03 Formation].
- (q) Seek UWM assistance in the event of a dispute adversely affecting the ministry.
- (r) Elect officers of the Board and their successors to fill any unexpired term, when necessary [Article VI: Board of Trustees - Officers].

- (s) Act to fill the unexpired term of any Trustee in accord with Section 5.06 [Replacement].
- (t) Cause the Nominating Committee to meet for election of a chairperson [Section 7.01 (a)].
- (u) Consider other duties brought to their attention by the Minister(s), by other Trustees, and by the membership.
- (v) Notify the membership committee of approved new members.
- (w) Employ and terminate services of minister(s):
  - (1) Employment of Minister(s). It is the responsibility of the Board of Trustees to employ a licensed or ordained Unity minister(s) for the church through cooperation with the employment management procedures of UWM.
    - ((a)) In the event of a vacancy in the position of minister, upon initiation of the Search Committee by the Board President, the Board of Trustees will appoint one of its members and one other person to the Search Committee, in accordance with the provisions of Section 7.02 (b).
    - ((b)) Upon receiving a list of recommended candidates from the Search Committee, the Board will make or cause to be made all arrangements for the candidates to be presented to the membership. Each candidate will, at minimum during a 2-3 day visit to the church, give the Sunday lesson and Meditation; answer questions posed by the membership at a Question/Answer session following the Sunday service; give a class/workshop that members may attend; and meet with the Board, the Youth Ministry Trustee, and the Music Trustee. Additionally, a complete tour of the church facilities, participation in a social or fellowship event, and meetings with staff and other interested members may be desirable.
    - ((c)) Conduct a vote by secret ballot as specified in Section 3.04 (p) for the election of a new minister.
    - ((d)) Conduct good faith negotiations in such a manner that a candidate who has received a minimum of two-thirds (2/3) of the vote of the membership is employed expeditiously.
  - (2) Termination of Employment of Minister(s).
    - ((a)) After a ministry and its senior minister or co-ministers have sought to reconcile differences and the guidance of UWM, the Board of Trustees may terminate the employment of the Senior Minister or co-ministers by a two-thirds (2/3) vote.

((b)) Any minister of this church is required to abide by the Minister Code of Ethics (Appendix I). Breach thereof may constitute grounds for immediate dismissal.

- (x) Establish the dates for the beginning and ending of the fiscal year.
- (y) Uphold the highest best interests of the membership in conducting the business of this ministry.

#### **SECTION 5.04 BOARD OF TRUSTEES: ELECTION**

- (a) Qualifications. Any person nominated for the Board of Trustees will be one who:
  - (1) Has been an active member of UofSB for at least one (1) year prior to election;
  - (2) Is a sincere and continuing student in Unity, conversant with its teachings;
  - (3) Desires to serve on the Board after participation in Leadership Orientation and Training;
  - (4) Endeavors to live in accord with the Jesus Christ principles of Love and Truth as taught by Unity;
  - (5) Furthers the work of this Ministry through his/her active interest, love and support; has demonstrated leadership capabilities through volunteer service to the church and/or community; and,
  - (6) Meets eligibility criteria for Board membership under the provisions of Section 5.02 [Term of Office and Eligibility].

#### **SECTION 5.05 VACANCY**

The position of a member of the Board of Trustees may be vacated by any of the following:

- (a) Written and signed resignation of the Board member received by the Secretary of the Board.
- (b) Removal of a Board member due to:
  - (1) His/her unexcused absence from three successive regular Board meetings. Absences may be excused with good cause, by the vote of a majority of the Board.

- (2) His/her failure to fulfill the duties of office, as specified in Section 5.03.
- (c) Voting by the active membership to remove a Trustee, as provided in Section 3.04 (i). If more than fifty percent (50%) of the Board of Trustees is to be recalled, the entire Board must be recalled.

#### **SECTION 5.06 REPLACEMENT**

Should a vacancy occur on the Board of Trustees, the Board will proceed to fill the vacancy by ballot at its next regular Board meeting. In case of emergency, a special meeting may be called. Only persons meeting the qualifications specified in Section 5.04(a) may be considered as replacements. A vote of the majority of the remaining Board members is necessary to appoint a replacement Board member. The term of office will expire at the next annual membership meeting. Such an appointment is not considered a complete term.

#### **SECTION 5.07 INTERIM BOARD**

If the entire Board of Trustees has been vacated, the active church membership may choose to elect an interim Board whose term of office will not exceed sixty (60) days. When the entire Board has been recalled, the minister will preside over the meeting; if the minister is not available, the chair of the Prayer Ministry will preside.

- (a) If the entire Board is recalled by the membership, then the membership may re-elect recalled Board members; however, the number re-elected must be less than fifty percent (50%) of the recalled Board members. See Section 3.04 (i) [Rights of Voting Members].
- (b) Other positions on the Interim Board may be filled by nominations from the floor. Nominees will be active members who are qualified under the terms of Section 5.04 (a) [Qualifications]. A majority of active members in attendance will be sufficient to elect.
- (c) The Interim Board will immediately activate the Nominating Committee. Before the end of sixty (60) days, a permanent Board must be elected at a special membership meeting called for that purpose.

**SECTION 5.08 BOARD MEETINGS**

- (a) Regular Board Meetings. The regular business meetings of the Board of Trustees will be held at the headquarters of UofSB at a regular time each month.
- (b) Special Board Meetings. Requests for Special Board Meetings will be filed in writing with the Board Secretary. All members of the Board of Trustees must be notified promptly, in the most expeditious manner possible. Special meetings of the Board will be called by the President of the Board under any of the following conditions:
  - (1) By request of the Senior Minister or co-ministers.
  - (2) By request of two or more Trustees.
  - (3) By the written request of any ten (10) active members
  - (4) As the President deems it necessary.
- (c) Quorum. Four members of the Board will constitute a quorum. The minister(s) will not be counted in the quorum.
- (d) Minister(s) Attendance. The Minister(s) has/have the right to attend and vote at all Board meetings except those involving his/her compensation and annual evaluation. He/she must be notified of all special meetings.
- (e) Membership Notification.
  - (1) The date, time, place, and agenda of all regular and special Board Meetings, except in the case of an emergency board meeting, will be posted in or outside of the Bookstore. Notification of and updates to Board meetings may be sent to the members of the Board via electronic media.
  - (2) All such meetings will be open to membership attendance. A request to speak at a Board Meeting must be received by the President of the Board, or designee, a minimum for forty-eight (48) hours prior to the meeting to allow for any adjustments to the Agenda.
- (f) Executive Sessions of the Board of Trustees.
  - (1) Executive sessions will be closed to the membership.
  - (2) The agenda of an executive session must be limited to confidential issues pertaining to personnel, current or pending litigation, and

matters of such sensitivity as to be harmful to the membership if made public.

- (3) This provision is not to be used to conduct regular UofSB business, or to maintain secrecy when confidentiality is unnecessary, or for the convenience of the Board.

## **ARTICLE VI**

### **Board of Trustees – Officers**

Officers of the Board of Trustees will consist of a President, Vice-President, Secretary, and Treasurer. All officers will be selected, in a manner decided by the Board, at the first regular Board meeting after the annual meeting, or at a special meeting called for the purpose of selecting officers. Officers will hold their respective offices for one year or until their successors are duly elected or qualified. The President may serve only three (3) consecutive years in that office and must be out of the office for at least one (1) year before serving in that position again.

#### **SECTION 6.01 PRESIDENT**

The President will:

- (a) Preside at all meetings of the Board of Trustees.
- (b) Preside at all membership meetings.
- (c) Appoint committees in accordance with Article VII.
- (d) Be an ex-officio member of all committees by virtue of the office, except the Nominating Committee.
- (e) Sign such papers and documents, upon proper authorization, as may be necessary.
- (f) Be responsible for planning Board orientations, retreats and workshops.
- (g) Upon vacancy in the position of minister:
  - (1) At the next regular or special Board meeting, initiate the Search Committee, triggering the appointment of one Board member and one other person to the Search Committee. [Section 7.02 (b) (1)-(9)]

- (2) Call such Special Membership Meetings as may be required to facilitate the work of the Search Committee and the participation of the membership in the search process.

### **SECTION 6.02 VICE PRESIDENT**

The Vice President will:

- (a) Perform all the duties of the President in his/her absence.
- (b) Become President in case the office of President becomes vacant. In such a case, a new vice President will be elected from among the remaining Trustees.

### **SECTION 6.03 SECRETARY**

The Secretary will:

- (a) Keep, or cause to be kept, an accurate record of the minutes of all Board and membership meetings.
- (b) Hold in custody and be responsible for all reports, contracts, copies of Bylaws, minute books, and the corporate seal, which items will be kept in the Ministry office or in such other depository as prescribed by the Board.
- (c) Keep, or cause to be kept, an up-to-date list of all voting members of UofSB, in cooperation with the Membership Committee. The Secretary will notify the Membership Committee of newly approved members.
- (d) Attend to all official business required by the Board.
- (e) Post minutes of each Board meeting on the Narthex bulletin board and in the Bookstore for review by the membership.

### **SECTION 6.04 TREASURER**

The Treasurer will:

- (a) Be custodian of the funds of this Ministry. He/she will pay out, or cause to be paid out, funds authorized by the Board.

- (b) Keep, or cause to be kept, a record of all financial transactions, and submit a monthly financial report at each regular Board meeting. This report is available to active members upon request.
- (c) Each year prepare or cause to be prepared for approval by the membership:
  - (1) A complete financial statement with disclosures that will set forth the fiscal conditions and operations of the ministry, and
  - (2) A budget for the year's expenditures.
- (d) Count, or cause to be counted by the appointment of qualified persons, all funds received, and be responsible for their deposit. When counting ministry funds there should be at least two (2) persons present.
- (e) Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal Revenue Service regulations; and acknowledge in writing contributions in compliance with Internal Revenue Services regulations.
- (f) Place, or cause to be placed, the funds of this Ministry in the bank or other depository approved by the Board.
- (g) Conduct or cause to be conducted a physical examination of all church financial records at the end of each year.
- (h) Assume chair of the Finance Committee or appoint a qualified active member as chair. The Treasurer is responsible for appointing the Finance Committee, with ratification by the Board.

## **ARTICLE VII Committees**

### **SECTION 7.01 STANDING COMMITTEES**

Tenure on Standing Committees is one year. The Board President must appoint the Chairs of all Standing Committees, except for the Nominating Committee, annually within sixty (60) days of the formation of the new Board of Trustees. The Board may create additional Standing Committees as needed at its discretion.

- (a) **Nominating Committee.** Unless otherwise necessary, the Nominating Committee will have its initial meeting each year during



October and will start a search for at least three (3) qualified candidates for the Board of Trustees, to be placed in nomination at the Annual Membership Meeting. When possible, nominees will be selected to exceed the number of vacancies by at least two. The committee will consist of the Minister(s) and four members selected in the following manner:

- (1) At the Annual Membership Meeting, the membership will elect two members and their alternates from the active membership who are not now Trustees to serve on the Nominating committee for the next year's election.
  - (2) The Board of Trustees will elect one of its members to sit on the committee.
  - (3) The Minister, the two members elected by membership, and the Board member elected by the Board of Trustees, will elect another person from the active membership.
  - (4) Should anyone elected to the Nominating committee be unable to serve, and the alternates are also unable to serve, the majority of the Board of Trustees will appoint a qualified active member to complete the term.
  - (5) The Nominating Committee will elect its own chairperson.
  - (6) If resignations on the Board of Trustees have brought the number of members on the Board of Trustees to less than a quorum, the Nominating Committee will convene to submit a slate of qualified nominees to the active membership to fill the vacancies.
- (b) **Bylaws Committee:** The Bylaws Committee will:
- (1) Meet at least once annually.
  - (2) Request updates and recommended changes from UWM, including an annual review of the policies governing the dissolution of member churches.
  - (3) Prepare for presentation at the annual membership meeting any recommended revisions to these Bylaws.
- (c) **Finance Committee:** The Finance Committee will:
- (1) Review all financial records of this ministry on a regular basis not less than quarterly.
  - (2) Assist the Treasurer in preparation of the annual budget.
  - (3) Assist in research and preparation of the financial statements of this ministry.

- (d) **Membership:** The Membership Committee will:
- (1) Prepare an accurate and up to date membership list. This list will be revised and updated during each year as new members are added and other members are deleted. The Minister and the Board will cause the Membership list to be formally updated no less than every two years prior to the annual meeting.
  - (2) In conjunction with the Secretary of the Board of Trustees, keep membership records current and up-to-date.
  - (3) Every two (2) years send out membership status requests, process replies, send notices of inactive status by certified mail, and process appeals.
- (e) **Building and Grounds Maintenance:** The Buildings and Grounds Committee will:
- (1) Make regular evaluations of the physical condition of the real property of this ministry.
  - (2) Make recommendations to the Board of Trustees regarding the maintenance and improvement of said property.
- (f) **Global/Local Outreach Committee** – The duties of the Outreach Committee are:
- (1) To reach out to people and groups in the community of Santa Barbara and the larger community in and outside the United States consistent with UofSB intention to enrich interfaith connections and expand affinity groups.
  - (2) Select and implement outreach projects, both global and local.
- (g) **Conflict Resolution/Transformation Committee:** The duties of the Conflict Resolution/Transformation Committee are:
- (1) To offer a process whereby congregants and staff members may seek a resolution for interpersonal and organizational tensions and conflicts.
  - (2) The resolution and transformation will be consistent with the core principle of love and demonstrated through the expression of forgiveness, mindfulness and enlightened problem solving,

**(h) The Risk Management, Liability and Insurance Committee –**

The duties of the Committee are:

- (1) To assess, manage and advise the board of risks and liabilities of the church.
- (2) Support the administration and Board by reviewing UofSB insurance policies and giving advice when needed.

**SECTION 7.02 SPECIAL COMMITTEES**

The Board of Trustees may form special Committees at any time for specific purposes, having a term of one year or less.

- (a) The purpose for which a Special Committee is convened will not be changed during its tenure. Each Special Committee will be dissolved upon completion of its assigned tasks.
- (b) A Search Committee will be convened by the President of the Board of Trustees in the event of a vacancy in the position of minister.
  - (1) The Search Committee will consist of five (5) members selected in the following manner:
    - ((a)) The Board of Trustees will elect one of its members.
    - ((b)) The Board of Trustees will elect one other person who is an active member of the church and not currently serving on the Board of Trustees.
    - ((c)) At a Special Membership Meeting called by the President for this purpose, the membership will elect three (3) active members to serve on the Search Committee, and three (3) active members to serve as alternates. Any subsequent vacancy on the Search Committee will be filled by an alternate selected by the remaining committee members from the alternates elected by the membership.
  - (2) The Search Committee will elect its own Chair, set its own meeting schedule, and appoint and/or request additional assistance as needed.
  - (3) The Search Committee will keep the membership and board informed about its progress.
  - (4) Current and past ministers, including Temporary and Interim, will play no role in the Search Committee's process.

- (5) The Search Committee will work independently of the Board of Trustees until presenting the Board with its list of at least two (2) recommended candidates. The Board President is an ex officio member of the Search Committee.
- (6) The Search Committee will have complete transparency with the board at all times as it performs its duties during the search for a new minister.
- (7) The Search Committee will assist the Board in any appropriate way to facilitate arrangements for the candidates to visit the church. Upon conclusion of the candidates' visits, the Search Committee will be dissolved.
- (8) A newly constituted Search Committee will continue the search for a new minister, if two-thirds (2/3) of the congregation does not vote for a particular candidate for minister or the Board does not select that candidate.
- (9) The Search Committee will do its work in general agreement with the UWM procedural document for Minister Search and the protocol detailed in that manual. It will conduct live interviews (in person or via the Internet) with any candidate before his/her name is submitted to the board.

### **SECTION 7.03 FORMATION**

- (a) The President of the Board will appoint the Chairperson of any Committee, with the exception of the Nominating and Search Committees.
- (b) With the exception of the Nominating and Search Committees, the Chairperson will select Committee members; the minister(s) and Board members may make recommendations. Each Committee will consist of a minimum of three (3) members.
- (c) All members of all standing committees will be active members of this ministry. Ratification of all committees by the Board is required.

## **ARTICLE VIII Dissolution**

### **Section 8.01 Dissolution**

Should this corporation dissolve:

- (a) All property and funds remaining after the payment of debts of the corporation, and subject to any testamentary limitations on any portion of the real property owned by UofSB, will be delivered to UWM a non-profit corporation organized under the laws of the State of Georgia, for religious and educational purposes, to be held in trust for the re-instatement of a Unity ministry in Santa Barbara, CA.
- (b) UWM will make available, according to its current policies and procedures, funds for the re-establishment of a Unity ministry in Santa Barbara, CA.
- (c) If the funds are not used for the re-establishment of a Unity ministry in Santa Barbara, CA within 10 years of UofSB's dissolution, such funds or property will be held for the use and benefit of UWM as may be determined by the Board of Trustees of UWM, in alignment with current policies and procedures.
- (d) Should UWM no longer exist, any assets remaining of this corporation after dissolution will be disposed of by a court of competent jurisdiction of the County of Santa Barbara, CA, exclusively for such purpose or to such organizations, as said court shall determine, which are organized and operated exclusively for the purposes set out in Section 5.01 (c) (3) of the Internal Revenue Code of 1954 and operating within the County of Santa Barbara, CA.

## **ARTICLE IX Parliamentary Authority**

### **SECTION 9.01 AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the meetings of this corporation in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the corporation may adopt.

## **ARTICLE X**

### **Indemnification**

#### **SECTION 10.01 HOLD HARMLESS CLAUSE**

UofSB will defend, indemnify and hold harmless to the full extent permitted by law, all Trustees, advisory Trustees, officers, committee members, and employees against all civil claims, demands, costs, expenses, causes of action, lawsuit, proceeding, judgment or liability arising as a result of any act or omission of the Trustee, officer, committee member or employee related to the performance of their duties with this Church.

## **ARTICLE XI**

### **Bylaws**

#### **SECTION 11.01 AMENDMENTS**

Voting members of this church can make amendments to these Bylaws at a legally constituted membership meeting. Written notice setting forth the proposed amendment(s) must be sent by regular or electronic mail to all members at least ten days prior to the membership meeting. An affirmative vote of two-thirds (2/3) of all voting members present and voting will be necessary to pass any amendment to these Bylaws.

**SECTION 11.02 ADOPTION OF BYLAWS**

These Bylaws, adopted at the Annual Meeting of March 2, 2014, supersede all previous Bylaws adopted by UofSB.

Signed:

Date:

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Mary Jo Jarnagin McGrath, President

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James Kwako, Vice President

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Marcelino Sepulveda, Secretary

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Lance Jones, Treasurer

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Rev. Larry Schellink, Senior Minister

Approved and Adopted March 7, 2004  
Revised March 6, 2005; Revised March 5, 2006;  
Revised March 4, 2007; Revised March 1, 2009;  
Revised March 4, 2010; Revised March 2, 2014

## Appendix I

### Code of Ethics for Minister/Spiritual Leaders of Unity Worldwide Ministries

#### Section I. Dedication to Truth Principles

- A. As a Unity minister/Spiritual Leader [Minister/Spiritual Leader here and throughout the document refers to those individuals who are credentialed and/or recognized as Unity leaders by Unity Worldwide Ministries] I dedicate myself to the principles of Truth as taught and exemplified by Jesus Christ and interpreted by the Unity School of Christianity and Unity Worldwide Ministries. I will adhere to the five basic ideas:
1. God is Absolute Good, everywhere present.
  2. Every human being is an expression of the Divine; the Christ spirit, by whatever name, indwells all people. Their very essence is of God, and therefore they are also inherently good.
  3. Human beings create their experience by the activity of their thinking. Everything in the manifest realm has its beginning in thought.
  4. Prayer is creative thinking that heightens the connection with God-Mind and therefore brings forth wisdom, healing, prosperity, and everything good.
  5. Knowing and understanding the laws of life, also called Truth, are not enough. A person must also live the truth that he/she knows.
- B. I look to the indwelling Christ for inspiration, to guide, govern and prosper me.
- C. I will, to the best of my understanding and ability, bring the freeing truth to humankind. This I will do in a spiritually dignified way, being guided by divine wisdom and good judgment.
- D. I believe in the power of prayer and I am convinced that, as Jesus said, "All things are possible to one who believes."
- E. In consecration to God and the work of ministry, I offer myself as a channel for God's will to be made manifest that I may honor and glorify God.



- F. I believe that the true minister/spiritual leader of the Gospel is one who has been called to this work by the spirit of Truth within. I desire only to express this Truth, and to teach others to live it.

## **Section II. The Ministerial Relationship to Self – Self Care**

Recognizing that wholeness is expressed on all levels of my being, I will honor myself in spirit, mind and body.

- A. Following the example of Jesus, I will take time away from the crowds for conscious contact with God, and will maintain a spiritual practice of prayer and meditation.
- B. I will respect the need to develop and broaden my intellectual and spiritual capacities through personal reading, and professional continuing education programs that are vital and relevant to my growth.
- C. I will endeavor to maintain a program of emotional and physical fitness that includes vacation time, and time off each week for rest and relaxation.
- D. Knowing that ministry makes great demands upon the ministers/spiritual leader's time, I will endeavor to maintain a proper balance between the life of the ministry and the rights and privileges of my family relationship.

## **Section III The Ministerial Relationship with Others**

The ministerial relationship pre-supposes certain role expectations; the minister/spiritual leader is expected to make available certain resources, talents, knowledge, and expertise which will serve the best interests of the ministry.

- A. The role of minister/spiritual leader carries with it authority and power. I will fulfill my responsibility and use this power to benefit the people who call upon me for service. I will offer acceptance and support to all people with whom I have contact regardless of age, race, socio-economic status, creed, nationality, gender, or sexual orientation. When people are angry, critical, or unkind, I will respond compassionately.
- B. I will conduct my work, private and public, after the standards and in accord with the teachings and ideals of Unity World Headquarters at Unity Village and Unity Worldwide Ministries without competition and contention, realizing that the more truly I practice the Principles of

Unity, the greater will be the good to each and all immediately concerned, and to the community at large.

- C. I will maintain the boundaries of the ministerial relationship, realizing that crossed boundaries are a betrayal of trust. In honor of that trust, I will not exploit nor violate the emotional, spiritual or physical well-being of people who come to me for help or over whom I have any kind of authority. I will not use my authority to defame or manipulate individuals or groups, or foster division within the ministry. I will not create or cultivate dependencies. I will avoid situations and relationships that could impair my professional judgment or compromise the integrity of the ministry. I will not exploit situations or relationships for personal gain.
- D. As a minister/spiritual leader, I shall work within my professional qualifications and limitations. People with needs beyond my expertise shall be referred to a qualified professional.
- E. Confidentiality:
  - 1. I am honor bound to hold sacred all confidences reposed in me, except if a confidence reveals that the person confiding may pose a threat to self or others; I will abide by law mandating or authorizing reporting to agencies. In addition, where law shields from liability voluntary disclosure of suspected possible child abuse, elder abuse, dependent adult abuse, or animal abuse, I will make a good faith report of such abuse to the appropriate agencies whether or not reporting is mandated by law.
  - 2. I will never mention, without permission, either privately or publicly, the name, residence, or locality of any person under treatment in the past or present in illustration or verification of Truth principles.
  - 3. I will not use privileged information for personal gain.
- F. I will refrain from sexual contact and/or sexualized behavior with a congregant, client, or employee with whom I have a professional and/or pastoral relationship, realizing it is unethical and is deemed clergy misconduct. [Clergy misconduct involving sexual abuse and/or sexualizing a professional relationship is defined as sexual activity or contact; not limited to sexual intercourse.]
- G. I believe that more is taught by what a minister/spiritual leader is than what s/he says. Therefore, I will seek to keep my morals above reproach. I will exercise good judgment in regard to social conduct. And my relationships will be such as to command only the highest

respect. I am conscious of the fact that to be pure in heart is to be pure in conduct also.

#### **Section IV Relating to colleagues**

- A. I will hold all minister/spiritual leaders in esteem and respectful regard, and to use all rightful means to protect the personal and professional honor of all other minister/spiritual leaders.
- B. I will not interfere with the work of another minister/spiritual leader.
  - 1. If I am asked by a member of a Unity ministry in which I am not serving to conduct a special service or provide pastoral care, I will consult the minister/spiritual leader of that ministry before accepting.
  - 2. I will not accept an overture from a ministry whose minister/spiritual leader has not yet resigned.
  - 3. I shall provide cooperative assistance to other minister/spiritual leaders as they endeavor to do ministry, including when working as part of a Unity Worldwide Ministries Ministry Team.
- C. When assuming the leadership of an established ministry, I will avoid criticism of the former minister/spiritual leader or her/his work. In those rare times when an ethical lapse by a prior minister/spiritual leader has occurred, I will be truthful and compassionate while maintaining confidentiality.
- D. After leaving a ministry:
  - 1. I will modify my relations with members of a congregation that I have previously served in order to support the highest interest of the current Unity minister/spiritual leader and the ministry.
  - 2. After relinquishing my work to another minister/spiritual leader, I will not participate in that ministry in any way without the approval of the ministry's current minister/spiritual leader.
- E. When I am disturbed by the activities of another colleague, I will communicate directly with that colleague. When I am disturbed by the activities at another Unity ministry, I will communicate with the appropriate leaders of the ministry.
  - 1. If necessary, I will consult with other Unity Worldwide Ministries representatives who could include any of the following: my Regional Representative, my Regional Judiciary

Representative, and/or Unity Worldwide Ministries staff members.

2. I will hold the situation in prayer.
3. If guided, I will file an Ethics Review System complaint.

F. As assistant or associate minister:

1. I will give the senior minister/spiritual leader full support and cooperation.
2. I will not criticize the minister/spiritual leader in any way, or discuss the minister/spiritual leader in a negative way with any ministry member, board member, or person outside the ministry.
3. If a problem arises, I will discuss it directly with the senior minister/spiritual leader.
4. In cases of perceived violations of the Code of Ethics, I will seek input and guidance from Unity Worldwide Ministries' representatives, which could include my Regional Representative, Regional Judicatory Representative, and/or a representative from Unity Worldwide Ministries' staff.
5. If an Ethics Review System review of the senior minister is initiated, I will cooperate fully with the review process.

G. I will be ethical in my conduct and attitude toward churches or other denominations, and toward other organizations and metaphysical groups.

H. Ethics Review System members and relevant Unity Worldwide Ministries staff must be able to speak frankly about ethical violations in Ethics Review System reviews, in Ethics Review System training, and in evaluations of the Code of Ethics. Performing these activities is not to be construed as a violation of the Code of Ethics; nor is engaging in communications with the Ethics Review Team about a Minister/Spiritual Leader when a review is in process to be construed as a violation of the Code of Ethics.

## **Section V Relating to Ministries**

A. I respect the free will of members to transfer membership away from the Unity ministry I serve and will accept such requests without hesitation or inquiry.

- B. I will keep in mind that the welfare of the congregation is paramount. Should I experience any personal crisis, the consequences of which could affect the ministry, I will confer with my Board of Trustees and a representative of the Unity Worldwide Ministries. I may also choose to seek counseling or confer with colleagues.
- C. I will not attempt to draw members or congregants away from any other established ministry or group.
- D. I will not use the ministry for personal gain. Any funds or assets that have been raised in the name of Unity will be registered in the name of Unity and not in the name of an individual. I will take care not to mishandle or appear to mishandle funds.

#### **Section VI. Relating to Our Unity Worldwide Ministries**

- A. I will not attempt to carry on Unity work in any city without first obtaining the full approval of the local Unity Worldwide Ministries for such work and without seeking the cooperation of already active and recognized Unity leaders in that vicinity.
- B. I will work in perfect harmony and accord with Unity Worldwide Ministries in my speaking and teaching programs.
- C. I will, to the best of my ability, communicate the Unity Worldwide Ministries' values, mission, vision, and goals in service to my ministry.
- D. I will adhere to the policies and bylaws of Unity Worldwide Ministries.

**Section VII. My Pledge**

I sincerely devote myself 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. 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 is necessary for our mutual and individual effectiveness. If I find myself contemplating or actually functioning outside of this framework, I agree to seek the kind of help described in Section V (B). Failure to seek such help will mean that, by my own choice, I am functioning outside of the framework of this Code and consequently placing myself outside of Unity Worldwide Ministries.

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Signature

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Print Name

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Date

## **Appendix II Ministry Code of Ethics**

### Code of Ethics for A Ministry

The ministry provides services and classes of instruction, 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 the Unity School of Christianity and Unity Worldwide Ministries/ We will adhere to the five basic ideas:
  - God is Absolute good, everywhere present.
  - Every human being is an expression of the Divine; the Christ spirit, by whatever name, indwells all people. Their very essence is of God, and therefore they are also inherently good.
  - Human beings create their experience by the activity of their thinking. Everything in the manifest realm has its beginning in thought.
  - Prayer is creative thinking that heightens the connection with God-Mind and therefore brings forth wisdom, healing, prosperity, and everything good.
  - Knowing and understanding the laws of life, also called Truth, are not enough. A person must also live the truth that he/she knows.
- 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 him 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.

## **Section 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 Unity Worldwide Ministries.

## **Section 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 and the professionally trained and qualified administrative head.

## **IV. Relating to our Unity Worldwide Ministries**

- A. We review the recommended bylaws and policies of Unity Worldwide Ministries.
- B. We will, to the best of our ability, work in harmony with Unity Worldwide Ministries 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 Unity Worldwide Ministries.



**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 Unity Worldwide Ministries 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 Unity Worldwide Ministries.

Board of Trustees Unity of Santa Barbara

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Date

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Chairperson of the Board of Trustees

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President and CEO of Unity Worldwide Ministries