



# MINISTRY REQUIREMENTS Utilizing A MINISTER OF RECORD

## **The Ministry and Board of Trustees shall:**

- Serve responsibly and ethically.
- Have current signed Code of Ethics and Sexual Conduct Code for each Board Member.
- Ensure the ministry is in compliance with UWM's bylaws and policies.
- Complete the Annual Ministry Report and Semi-Annual Status Report as required by UWM.
- Practice the principles and teachings of Unity, including prosperity consciousness.
- Have a signed Minister of Record Agreement with the Minister renewed & evaluated annually by Minister & ministry, reporting status to UWM annually.
- Contact UWM with any concerns about the ministry, Minister of Record, and the working relationship.
- Connect the Regional Representatives for training and support.
- Regularly send board meeting agendas and minutes including financials to the MOR in a timely manner.
- Include the MOR as a voting member in all board meetings either virtually or in person.
- Provide fair compensation to the MOR for their services, experience, and guidance.
- Add a previously agreed upon love offering to the MOR for any additional workshops or classes that are requested from the MOR.
- Allow for the recommendations of the MOR regarding ministry business processes, governance, and best practices.
- Allow for the recommendations of the MOR regarding spiritual teachings such as the approval of curriculum materials, and support to the spiritual leadership team.
- Be computer literate and able to use virtual platforms such as Zoom or Skype.