



# Ministry Vacancy Information Packet

Unity Center of Cedar Rapids  
Cedar Rapids, IA

May 2025

# About the Ministry

## OVERVIEW

The UnityCR ministry is situated in one of the more progressive areas in Iowa. With access to local artists, theater, museums, sports, music and community events both in Cedar Rapids as well as drawing from Iowa City and the University of Iowa, our area, dubbed the Creative Corridor, is vibrant and engaging for all. In addition, one can enjoy all four seasons with our parks, walking/biking trails, and nature preserve.

Unity Center of Cedar Rapids uses many of these resources each Sunday for congregants who meet in-person as well as online through our livestream option on YouTube. Our amazing music program draws talent from the community and from within our congregation. The Youth and Family Ministry programming continues to grow, attracting new families with kids of all ages. We also have four Licensed Unity Teachers and a CSL Licensed Spiritual Practitioner.

Our Center also has a beautiful bookstore which allows us to promote book studies, including many Unity-based texts. Classes are enthusiastically attended. The bookstore also provides a cozy space for conversation, coffee, and camaraderie. We are also engaged in solid Earthcare ethics and practices in our day-to-day operations. These factors, along with active, shared leadership of our board and congregation, allowed our ministry to not only come through the pandemic without losing congregants but to grow. For us, spiritual development, inclusion, love and service are the values and priorities of this ministry. Come join us to usher in the next century of Unity Center of Cedar Rapids' spiritual work!

## Locality:

UnityCR is located in northeast Cedar Rapids. It is surrounded by retail, other churches, and a residential area. It is conveniently located one mile off Interstate 380 which connects the "corridor" of Eastern Iowa, running north and south between Iowa City and Cedar Rapids. Several colleges in the area include Coe College, Mount Mercy University, Cornell College and Kirkwood Community College. Thirty minutes south is the University of Iowa in Iowa City, one hour north in Cedar Falls is University of Northern Iowa and two hours west is Iowa State University in Ames. Cedar Rapids is relatively close (approximately 4 hours) to Chicago, Minneapolis, St. Louis, and Kansas City, while we enjoy a lower cost of living and embrace the "Iowa nice" persona.

Ninety minutes West of the Mississippi River, Cedar Rapids is the second largest (pop. 136,429) city in Iowa. It has a rich arts and cultural community including our symphony, Orchestra Iowa, the National Czech and Slovak Museum, the African American Museum of Iowa, Cedar Rapids Museum of Art (home of many Grant Wood originals), and the historic Brucemore Mansion. In addition, there are great venues for music and other attractions at the Alliant Energy Powerhouse, the historic Paramount Theater, and the McGrath Amphitheatre. With names rooted deep in the blue collar and slavic history of Cedar Rapids, The NewBo and Czech Village Districts host many small businesses, restaurants and entertainment. The CSPA Hall attracts diverse artistic and musical talent from all over the country. Talented local actors and musicians share the stages of Theatre Cedar Rapids, as well as

other smaller theater production companies. Local sports attractions include minor league hockey and baseball.

Nearby Iowa City, also allows us to enjoy events and programming ranging from the Iowa Writer’s Workshop, world-class cultural productions at Hancher Auditorium, and Big 10 sporting events such as football, basketball (including one of the finest women’s basketball teams in the country)!

**Physical Description:**

Unity Center of Cedar Rapids building is 10,606 sq ft. The original building was built in 1983 using passive solar design. Spaces include a sanctuary that seats 175, a chapel, a prayer room, a bookstore/gathering space and small kitchen, a food pantry, and three offices. The newer section of the building was built in 2005 to include a community room (seats 100), a commercial kitchen, four classrooms and ADA accessible bathrooms. The facilities allow us to provide technical support and live streaming for virtual attendance. The grounds on which the building rests boasts beautiful gardens, trees, and a pond, with a large open grass area that has been used for picnics and lawn games. The building and grounds are peacefully nestled off an active thoroughfare with high visibility, close to retail areas and neighboring churches.

**Proximity to Other Unity Ministries and/or New Thought Centers:**

Iowa has four Unity Ministries. Unity Center of Cedar Rapids is two hours east of Unity of Ames which is a small ministry with a part time minister. Unity of Des Moines, also two hours west of CR, is a community-led ministry. Unity of Clinton, 90-minutes from UnityCR, is also a community-led ministry.

**Do you participate in any of the following activities?** *(Check all that apply)*

- Small/SpiritGroup Ministries ☒
- Community Outreach/Compassionate Social Action ☒
- Publications ☒
- Social Media (ex: Facebook, Twitter, livestreaming, etc.) ☒
- Other (please list) [Click or tap here to enter text.](#)

**PEOPLE**

<b>Size of mailing list:</b>	<b>400+</b>
<b>Average Sunday attendance:</b>	<b>62 in-person; 12 virtual</b>
<b>Formal (voting or active) membership:</b>	<b>127</b>

**Special Groups:**

UnityCR has a growing Youth and Family Ministry program and as our Uniteens have aged out, we now have a YOU program.

We have an active daytime book study group covering several books a year, and a year-long once-a-month book study with a deep dive into one Unity-related text each year. Other groups, facilitated by a Board member, include Unity Creates (an arts and craft group), gardening groups, Spirit Choir, and our thriving Unity Ministry Areas (& Teams) including:

- Building & Grounds (Grounds & Gardening, Building Maintenance)
- Facility Services (Interior Decor, Earth Care, Safety & Security, Facility Rental)
- Hospitality (Sunday Brunch, Sunday Coffee)
- Outreach/Community Connections (Elayne Fisher Community Cupboard, Outreach, Community Events)
- Sacred Grounds & Books (Bookstore, Lending Library, Sacred Grounds Activities)
- Member Engagement & Development (Member & Leadership Development, Exploring Unity (New Member process), Welcome, Ministry Team Engagement)
- Prayer & Spiritual Care (Prayer Team, Prayer Chaplains, Visitation)
- Youth & Family (Nursery, Children, Uniteens/YOU)
- Production (Sound, Video, LiveStream)
- Music (Band, Choir)

Our Unity Events Team creates multiple opportunities for connection and community-building throughout the year via various social events (concerts, game nights etc). We have an active social media presence and website as well as facility rental opportunities throughout the building and the week.

Our Center hosts several twelve step groups that operate independently but from which we have drawn many new congregants. In addition, a lesbian group also meets monthly at the Center.

#### **Church staff/other employees:**

We have 4 part-time staff: Administrative Director, Marketing and Communications Manager, Music Minister, and YFM Coordinator.

#### **MINISTRY SUPPORT SERVICES**

Has the ministry worked with a UWM Consultant or Transitional Specialist? ☐ Yes ☒ No.

Name: If YES, enter name of consultant/specialist here or enter N/A if does not apply.

Dates: If YES, enter date range of engagement here. (month/year)

Workshops Given and Topics Covered:

- Greg Coles, our regional consultant at the time presented a workshop for board and ministry leaders.
- Paul Hasselbeck, speaker and metaphysics,
- Linda Martella Whitsett, speaker and affirmative prayer training and healing.
- Jen Hutchins and Jenny Haun, speaker on the Creative Flow & workshop.
- LUT candidate classes led: Butterworth's, In the Flow of Life & Spiritual Economics; and Whitsett's Discover Your Divinity.

## MISSION, VISION, AND CORE VALUES

Has the ministry developed Vision, Mission, and Core Value statements? ☒ Yes ☐ No.

Date: Mission Statement in 2010. Core Values revisited in 2017 and 2020.

What have been the three most important events in the history of your ministry? (Include dates)

1. Built and moved to current Center location in 1983 (3791 Blairs Ferry Road NE)
2. Building expansion in 2005, adding commUnity room (seats 100), commercial kitchen, 4 classrooms, and ADA accessible bathrooms.
3. 2024 - 100th year celebration of Unity Center of Cedar Rapids (founded in 1924).

**In the last 3 years, what activities/special events in the ministry were well attended/appreciated?**

- Surviving and thriving during the pandemic and a natural disaster (derecho or mainland hurricane).
- Active ministry during pandemic such as: reached out to every member's home with a connection, held parking lot services, agilely shifted to online services. Our ministry also supported members' well-being during the derecho, which destroyed homes, ripped up much of the city's tree canopy and left 400,000 people without power.
- Fall Concert in appreciation for exceeding our annual fundraising goal.
- Thanks4giving Brunch put on by the Board of Trustees and LUT's in appreciation for all the volunteer service over the past year
- Annual Meetings are well attended with about ½ of the membership attending.
- Annual picnic
- Multiple book studies & Special class offerings
- 100th Year celebration Sept 2024

**What does the congregation want to accomplish in the next 3 years?**

- Expand spiritual development and leadership development opportunities
- To increase volunteer engagement and ensure a well-functioning system for equipping volunteers and leaders.
- Build cash reserves and utilize fundraisers for special projects rather than cover operating costs.
- Expand membership.

## **INCORPORATION AND BYLAWS**

**Articles of Incorporation – Date:** last updated, May 16, 1969

**Bylaws – Date Adopted/Revised:** Revised January 26, 2024

Check here if your bylaws are structured in accordance with the Unity Worldwide Ministries bylaw template: ☐ <https://www.unityworldwideministries.org/recommended-bylaws-unity-ministry>

# About the Position

## MINISTERIAL CHARACTERISTICS AND EXPECTATIONS – 1 IS TOP PRIORITY, 9 IS LEAST IMPORTANT

- 1 Building Leaders and Teams, and Empowering Others**
  - Keeps mission, vision, values, and the WHY this ministry exists current
  - Plans for continual training of leadership and volunteers, ministry growth, and outreach
  - Implements training for boards, staff, and volunteers and fosters a team-based culture
  - Plans for training and utilizing licensed Unity teachers (LUT) as an integral part of the ministry
  - Planning for building financial development strategies
  - Incorporates training for Youth & Family Ministry, youth, YOU, Next Generation
  - Develops and leads worship experiences collaboratively with others involved
- 2 Focus on Prayer, Meditation, Pastoral Care, Chaplaincy**
  - Demonstrates prayer consciousness and facilitates prayer & meditation classes & experiences
  - Compassionate and caring person, sensitive to others' needs and emotions
  - Focus on the pastoral care needs of the intergenerational congregation
  - Helps people develop a spiritual life and a prayer consciousness within the ministry
  - Ministers to people in crisis, offer guidance in solving problems
  - Makes hospital visits, visits shut-ins and nursing homes, prayer with members
  - Facilitates training for chaplains and utilizes chaplains within the ministry
- 5 Outreach into the Local Community**
  - Demonstrates a desire to engage and support the local community members
  - Compassionate and caring person, sensitive to others' needs and emotions
  - Community Organizer skills to coordinate with multiple volunteers and outside organizations
  - Problem solver who recognizes the third option, shows persistence, and follows through
  - Negotiates and/or compromises, seeking the highest outcome for all involved
  - Demonstrates appreciation for volunteers, staff, board, and congregants of all ages
  - Compassionate listener and deals effectively with different points of view
- 4 Working with a Specific Group (Kids, teens, seniors, men, women, LGBTQ, etc.)**
  - Maintains confidentiality, understanding the laws around mandated reporting
  - Helps people of all ages develop a spiritual life and a prayer consciousness within the ministry
  - Models and teaches open attitudes with a diverse population
  - Ministers to individuals and families in crisis, offers guidance in solving problems
  - Acts as a resource to additional community and support services
- 6 Spiritual Social Activism**
  - Invites others to become involved and is a team player
  - Models and teaches open attitudes, active listening, and tolerance with a diverse population
  - Consciously educates themselves and others on the topic
  - Maintains a respectful presence regarding spiritual social activism
  - Helps to develop an inclusive consciousness within the ministry
- 7 Audio/Visual(A/V) Technology Acumen**
  - Adept with a variety of A/V technologies to enhance the overall worship experience
  - Skilled in the use of virtual meeting applications (Zoom, WebEx, Meet, Teams, etc.)
  - Demonstrated success in delivering virtual and hybrid presentations and training
  - Embraces the use of social media platforms (Facebook, Twitter, Instagram, etc.) in support of the ministry's mission, vision, and values.

- 8 Environmentalism**
- Knowledgeable of and proficient in environmental awareness for this geographic location
  - Compassionate and caring person, sensitive to the environment and connection to the planet
  - Community Organizer skills to coordinate with multiple volunteers and outside organizations
  - Problem solver who recognizes the third option, shows persistence, and follows through
  - Negotiates and/or compromises, seeking the highest outcome for all involved
  - Demonstrates appreciation for volunteers, staff, board, and congregants of all ages
  - Compassionate listener and deals effectively with different points of view
- 9 Health & Wellbeing**
- Knowledgeable of and proficient in health, healing, exercise & nutrition
  - Compassionate and caring person, sensitive to the mind-body connection
  - Community Organizer skills to coordinate with multiple volunteers and outside organizations
  - Problem solver who recognizes the third option, shows persistence, and follow through
  - Negotiates and/or compromises, seeking the highest outcome for all involved
  - Demonstrates appreciation for volunteers, staff, board, and congregants of all ages
  - Compassionate listener and deals effectively with different points of view
- 3 Administration**
- Knowledgeable of and proficient in applying ministry bylaws, policies, and procedures
  - Proficient in executing fiduciary responsibilities, developing prosperity awareness, and maintaining a balanced budget
  - Follows office management best practices and use of office systems (software)
  - Empowers staff and volunteers, delegates well
  - Implements training for boards, staff, and volunteers and fosters a learning culture

**Other specific qualities, experiences, leadership skills, vision, etc., you are seeking not already addressed:** We are looking for a minister who is spiritually grounded, an engaging and inspiring presenter of a Sunday message, and who has a willingness to engage outside the walls of UnityCR. The minister is our spiritual and visionary leader who inspires the ministry into action.

## SPIRITUAL EXPERTISE AND EDUCATIONAL ACUMEN

**1. Ministry Location.** Place an “X” next to the primary location of the ministry’s current demographic. (Select one)

- [click to rate](#) **In-person**
- [click to rate](#) **Online**
- X** **Hybrid**

**2. Ministry Type.** Place an “X” next to the description that best describes this ministry. (Select one)

- X** **Congregation-Based**
- [click to rate](#) **Community-Based**
- [click to rate](#) **Service-Based**



**3. Age Groups.** Please identify the TOP THREE age groups in which your ministry is focused. Rank your top three in order: 1, 2, and 3 with 1 being your top age demographic group.

2	70's and up	<a href="#">click to rate</a>	20's & 30's
1	50's & 60's	<a href="#">click to rate</a>	Teens & Young Adults
3	30's & 40's	<a href="#">click to rate</a>	Kids & Families

**4. Interests/Area of Expertise:** Please identify the TOP THREE areas of expertise needed from the incoming minister. Rank your top three in order: 1, 2, and 3 with 1 being your strongest area of need/focus.

1	Sunday Services
<a href="#">click to rate</a>	Prayer & Meditation / Pastoral Care
<a href="#">click to rate</a>	SpiritGroups
2	Development and Facilitation of Classes
<a href="#">click to rate</a>	Outreach in the Community
<a href="#">click to rate</a>	Earth Care
<a href="#">click to rate</a>	Interfaith & World Religions
3	Current Trending Spirituality

**5. Spiritual Expertise and Educational Acumen:** Please identify the TOP THREE areas of expertise needed from the incoming minister. Rank your top three in order: 1, 2, and 3 with 1 being your strongest area of need/focus.

1	Unity Foundational Teachings
3	Bible and Metaphysics
<a href="#">click to rate</a>	Fillmore (only)
<a href="#">click to rate</a>	Classic Unity Authors
2	New Thought Authors
<a href="#">click to rate</a>	World Religions
<a href="#">click to rate</a>	Current Trending Spirituality

**POWER OF FOCUSED MINISTRY**

**WHO does this ministry serve?**

Our ministry includes individuals, couples, and families who are looking for the message we offer. More specifically, our current demographics include: a large representation of 45-75 year old women, with strong populations of LGBTQIA+, people in recovery.

**WHY do you exist as a ministry?**

To be a safe space for spiritual transformation and connection.

**What demographic resonates to the answer of your WHY question?**

Those who resonate with our WHY are looking for a more inclusive, positive and spiritually rich community and desire to expand their spiritual awareness.

**Describe your vision of the perfect ministry.**

An active and inclusive ministry that equips and empowers those on their path of spiritual living with a focus on our foundational and contemporary Unity teachings.  
Serving within our ministry and in the larger community, we collectively create an experience of Spirit, and an awareness that God is within.

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**Vacancy Fill by Date:** ASAP

**Proposed Salary:** \$50,000 base salary for 40 hours per week

**Moving Expenses:** Up to \$10,000

**Additional arrangements, benefits, insurance, etc.:**

- \$ 5,000 Sign-on Bonus
- \$10,000 Purchase of Benefits
- \$2,000 Actual Professional (conferences, professional expenses, mileage, and phone)
- \$5,000 Retention Bonus end-of Year 2

**Housing market, school districts, etc., in your locale:**

Cedar Rapids and the surrounding communities have excellent public schools, affordable housing, and easy access to city amenities, cultural and recreational activities.

**Additional Comments:**

Cedar Rapids has an active Inter-Religious Council of which UnityCR was a founding member and we remain as an active participant. In addition, we have hosted its annual Thanksgiving Service. We are consistent in our tithing and outreach to our local community.



## Release of Information Authorization

I, the Board President of Unity Center of Cedar Rapids on behalf of the Board of Trustees, authorize ministerial applicants to obtain any pertinent information regarding ministry history from the permanent ministry file in Unity Worldwide Ministries' home office.

Kevin Krumvieda  
Board President

01-26-2024  
Date