

# Policy Manual

## Unity of Fairfax

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## Mission, Vision and Core Values

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### **Mission Statement**

We are a vibrant spiritual community awakening each life to the Christ within.

### **Vision Statement**

Centered in Divine Love, we honor and celebrate a world awakened to peace, abundance, and respect for all creation.

### **Core Values**

- Spirit Centered:** We turn to Spirit for guidance and active communication.
- Love in Action:** We actively express unconditional love in all we think, say and do.
- Inclusive:** We are welcoming, cooperative, connected, accepting and compassionate to all.
- Peace:** As bearers of Spirit's divine inspiration we are the peace we hope to see in the world.
- Integrity:** Our thoughts, words and deeds are trustworthy, authentic, respectful and responsible.

## Statement for Peace

and

## Honoring Diversity

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1. APPROVAL DATE: October, 2015
2. SCOPE: This policy applies to all programs, services, activities and decisions of Unity of Fairfax.
3. POLICY: As a participating church within Unity Worldwide Ministries (UWM), Unity of Fairfax upholds the Joint Statements of Peace and Honoring Diversity from UWM and Unity World Headquarters, as follows:

### 3.1. Statement for Peace

Unity stands for peace in the presence of conflict; for love in the presence of hatred; for forgiveness in the presence of injury. Unity honors the many names for God, the many paths to God, the many ways to worship God; for there is only one power and presence of God and that God loves each one of us equally. It is therefore the position of Unity Worldwide Ministries and Unity World Headquarters at Unity Village to urge all nations, their leaders and their people to turn to God by whatever the name for guidance during these challenging times and pursue peace, not war, for this is what honors the God of all our faith traditions. Unity stands for peace in our lifetime.

### 3.2. Honoring Diversity

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. We strive for our ministries, publications and programs to reach out to all who seek Unity support and spiritual growth. It is imperative that our ministries and outreach be free of discrimination on the basis of race, color, gender, age, creed, religion, national origin, ethnicity, physical disability, gender identity, gender expression or sexual orientation. Our sincere desire is to ensure that all Unity organizations are nondiscriminatory and support diversity.

In our effort to reach out to all people as did our Way Shower, Jesus Christ, we support the modification of our facilities to make them accessible to all people, regardless of physical challenges; the translation of our materials into Braille and other languages; and respect for the wonderful variety of human commitments and relationships.

We encourage ministers, teachers and others within Unity to honor the strength of diversity within their spiritual communities. It is with love and in celebration of our unity, in the midst of our wondrous diversity, that we affirm this position.

4. REFERENCE: These statements are taken from the Unity Worldwide Ministries website, as adopted by Unity World Headquarters at Unity Village and Unity Worldwide Ministries, January 23, 1995; revised November 5, 2014.

# Climate Responsibility Resolution

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1. APPROVAL DATE: November, 2015
2. RESOLUTION: Unity of Fairfax supports the following statements of commitment to the church's responsibility to the environmental future of our planet Earth.

## 2.1. Paris Pledge

In an act of solidarity with global leaders and nations at the 2015 UN Climate Talks in Paris, our faith community pledges to reduce its carbon pollution 50% by 2030 and to strive to become carbon neutral or 100% renewable energy powered by 2050. We believe a brighter future is within reach - a world with an economy that works for people and the planet, a world safe from the ravages of climate change, a world with good jobs, clean air and water, healthy communities, and where people of faith everywhere act as stewards of Creation and begin to build a new relationship with the Earth.

## 2.2. Unity Worldwide Ministries Resolution

We, the leadership of Unity Worldwide Ministries, hear the urgent call to co-create a world that nourishes all life forms. We positively declare our love for and spiritual interconnectedness with all beings and our responsibility to protect the sustainability of the environment. Aligned with the empowering spiritual teachings of Unity co-founders Charles and Myrtle Fillmore, Jesus and other inspired spiritual teachers, we advocate our worldwide prayer partners to take into affirmative prayer and meditation the personal inquiry of "what is mine to do" to improve the quality of life of all beings and our planet. UWM affirms that climate change is real and that human activity is a significant cause of climate change. UWM also acknowledges that climate change is an issue resulting in both environmental degradation and social injustice. As such, we commit to serve, as our faith leads us, to take steps in healing the planet. Unity Worldwide Ministries, in accordance with its God-centered five basic principles, commits to advancing the Unity movement by:

1. Promoting active stewardship of the environment and an awareness of our oneness with the earth.
2. Cultivating a consciousness of EarthCare that includes both spiritual and practical actions that support and balance the environment and our human needs, in accordance with Unity's Fifth Basic Principle, "Through thoughts, words and actions, we live the Truth we know."
3. Promoting sustainable living practices that honor the earth's ecosystems and resources in a responsible manner.
4. Transforming attitudes and commitments by embracing concrete actions that reduce human ecological impact and promote social justice for all.
5. Educating, supporting and encouraging individuals to align their (individual) lifestyle choices with values that promote environmental sustainability and recognition of their moral imperative to care for creation.

## Governing Documents

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Each document listed needs to be consistent with the document under which it is indented. For example, the Employee Manual and all documents listed at that indention level have to be consistent with the Policy Manual, which must be consistent with the Bylaws.

| <u>Unity of Fairfax Documents</u> | <u>Authority to Update</u> |
|-----------------------------------|----------------------------|
| Mission                           | Voting Membership          |
| Vision                            | Voting Membership          |
| Core Values                       | Voting Membership          |
| Bylaws                            | Voting Membership          |
| >Policy Manual                    | Board of Trustees          |
| >>Employee Manual                 | Staff                      |
| >>Procedures                      | Staff                      |
| >>>Forms                          | Staff                      |
| >>Rules and Regulations           | Staff                      |
| >>Communications Manual           | Communications Committee   |
| >>Investment Guidelines           | Investment Committee       |

## Additional Resource

A wealth of information and direction is available on the **UnityWorldwideMinistries.org website**, search **“Church Policy Manual.”** This resource includes guidelines, samples and models for many, many considerations for churches in the effective management and execution of the church business and programs. Many of the policies of Unity of Fairfax are derived directly or indirectly from this resource. Some of the topics covered are:

- Employee and Administrative policies and procedures
- Job Descriptions
- Volunteer Management
- Codes of Ethics
- Sample forms
- Guidelines for Board Effectiveness
- Federal Laws

Unity of Fairfax leaders, staff, committee members, other volunteers and all members of the community are all encouraged to browse through this resource for valuable guidance.

# Operational and Administrative Policies

## Youth and Family Ministry

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1. APPROVAL DATE: May, 2016
2. BACKGROUND: Unity of Fairfax is a warm and welcoming multigenerational community dedicated to developing the Spiritual Presence within every member of the families in our community.
3. POLICY: Unity of Fairfax accepts children as full participants in our congregation, offering classes and activities for all ages at age appropriate levels. Children are integrated into our Sunday worship program and are encouraged to perceive the congregation as their own community as well as that of their parents.
4. ROLES AND RESPONSIBILITIES
  - 4.1. Senior Minister: Employ and supervise a Director of Youth and Family Ministry to provide age appropriate programming for children in families in our congregation.
  - 4.2. Director of Youth and Family Ministry
    - 4.2.1. Recruit and support volunteers to provide an effective ministry to children and youth in a family-friendly environment.
    - 4.2.2. Provide a curriculum with age appropriate classes for children and youth.
    - 4.2.3. Maintain effective communication with families in the congregation to ensure understanding of the program and what it has to offer.
    - 4.2.4. Provide family activities periodically throughout the year to support the integration of the family as a whole.
    - 4.2.5. Maintain appropriate security practices to ensure the safety of the children.

## Music Ministry

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1. APPROVAL DATE: May, 2016
2. BACKGROUND: Unity of Fairfax believes in the power of music to lift up the God Spirit in each member of the community, bringing love, peace and joy through the gift of song.
3. POLICY: Unity of Fairfax offers a strong program of music for the participation and inspiration of the community. The program provides opportunities for member participation, as well as programs and concerts at various special services and events throughout the year.
4. ROLES AND RESPONSIBILITIES
  - 4.1. Senior Minister: Employ and supervise a Director of Music Ministry to provide leadership and management of the music program.
  - 4.2. Director of Music Ministry
    - 4.2.1. Provide a variety of musical experiences for the community.
    - 4.2.2. Recruit and support participants to provide music at the Sunday services and at special services and church events.

## Building Use

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1. APPROVAL DATE: March, 2015  
December, 2015, modified to acknowledge rental to non-affiliated parties and to assign the responsibility for setting rental rates to the staff.
2. SCOPE: This policy applies to governing bodies, clergy, staff and congregants as well as non-affiliated groups that use the church facility.
3. POLICY: The primary use of the building is for the furtherance of the Unity way of life. Other uses of the building are secondary, and can be arranged with approval of the Senior Minister or Senior Minister's designee. The facility is available to be rented to non-affiliated parties. All uses of the building are subject to the Facility Use Rules and Regulations.
4. ROLES AND RESPONSIBILITIES
  - 4.1. Board of Trustees: Define policy for renting the facility.
  - 4.2. Senior Minister: Conduct weddings, funerals and memorials held in the facility, or designate another to that responsibility for specific events.
  - 4.3. Staff
    - 4.3.1. Schedule and manage rentals of the facility, including:
      - 4.3.1.1. Maintaining related processes and forms as needed
      - 4.3.1.2. Setting rental rates.
      - 4.3.1.3. Executing a contract for each facility rental, which may be revised as needed for specifics of any rental agreement.
    - 4.3.2. Maintain a document of the Facility Use Rules and Regulations and provide access to each group using the facility.
    - 4.3.3. Maintain a document of the building Lock Up Procedures and provide each group using the facility with access to it.
5. REFERENCES: These documents are available from the church office:
  - 5.1. Rental Application
  - 5.2. Rental Contract
  - 5.3. Facility Use Rules and Regulations
  - 5.4. Lock Up Procedures

## Greening the Church

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1. APPROVAL DATE: November, 2015
2. SCOPE: This policy applies to governing bodies, clergy, staff, and congregants as well as renters and other non-affiliated groups that use the church facility.
3. POLICY: The congregation of Unity of Fairfax has pledged to be a "green" church. As such, the selection and use of products on the church property will be made with priority given to the environmental impact.
  - 3.1. Kitchen paper products and utensils will be biodegradable and compostable.
  - 3.2. When available, recyclable materials will be used and recycled.
  - 3.3. Lawn and garden products will be selected to minimize harm to the environment.
  - 3.4. Office paper will be conserved.
    - 3.4.1. Use of other media will be prioritized in meeting the need for effective communication.
    - 3.4.2. Excessive paper use will be minimized by printing on both sides where effectiveness is not compromised.
  - 3.5. All products will be selected, used and disposed of with high regard to environmental impact.

## Alcohol Use on Church Premises

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1. APPROVAL DATE: April, 2015
2. SCOPE: This policy applies to governing bodies, clergy, staff, and congregants as well as non-affiliated groups that use the church facility.
3. POLICY: The purpose of this policy is to define the parameters within which alcoholic beverages may be served at events on the property of Unity of Fairfax. Any attempt to circumvent this policy before or during an event will result in immediate suspension of alcohol service at the event.
  - 3.1. Alcoholic beverages may include beer, wine, champagne and cordials, while not including hard liquor;
  - 3.2. Selling alcoholic beverages is prohibited;
  - 3.3. Non-alcoholic beverages must also be served and made prominently available;
  - 3.4. Food must be served along with alcohol;
  - 3.5. Any beverage that contains alcohol will be clearly labeled as such. This requirement also applies to food in which alcohol has not been volatilized (cooked out);
  - 3.6. Alcohol service will be incidental to any function or event held at Unity of Fairfax;
  - 3.7. Each event is required to have an Event Host, who meets the following requirements:
    - 3.7.1. Is a member of the Unity of Fairfax community;
    - 3.7.2. Is over 21 years of age;
    - 3.7.3. Holds active certification from TIPS (Training for Intervention ProcedureS), an online training and certification course for the “responsible service, sale, and consumption of alcohol.”
    - 3.7.4. Is approved by the Board of Trustees based on an interview, a background check and/or other criteria deemed advisable by the Board;
  - 3.8. The area in which alcohol is served must be staffed at all times by the Event Host or bartender, no self-service is permitted; the bartender and Event Host retain the right to refuse service of alcohol to any individual;
  - 3.9. Alcohol bar and set-up stations are restricted to the atrium;
  - 3.10. Alcohol service and consumption is limited to the atrium, kitchen, and the multipurpose room, but will not be consumed on the platform or in the prayer corner;
  - 3.11. No event attendee is allowed to leave the church premises with an alcoholic drink.
4. ROLES AND RESPONSIBILITIES
  - 4.1. Board of Trustees
    - 4.1.1. Ensure that proper liquor liability insurance coverage is in place;
    - 4.1.2. Approve the event for including alcohol;
    - 4.1.3. Approve and designate the Event Host.

## 4.2. Event Host

- 4.2.1. Ensure that the appropriate license/permit is present before alcohol is served;
- 4.2.2. Monitor that no alcohol is served to anyone under the age of 21;
- 4.2.3. Not drink alcohol himself/herself during the event;
- 4.2.4. Monitor the removal of all alcohol at the conclusion of the event;
- 4.2.5. Ensure the prevention of property damage;
- 4.2.6. Possibly serve as bartender at Unity of Fairfax events;
- 4.2.7. Additional duties as determined by the Board of Trustees for specific events.

## 4.3. Executive Director

- 4.3.1. Maintain a list of qualified Event Hosts;
- 4.3.2. Obtain the appropriate Commonwealth of Virginia Alcohol Beverage License/Permit for any events affiliated with Unity of Fairfax;
- 4.3.3. Assign an Event Host for church-affiliated and non-affiliated events.

## 4.4. Church Affiliated Individuals or Groups

- 4.4.1. Ensure the prevention of property damage;
- 4.4.2. Ensure the safety of any person who might become intoxicated;
- 4.4.3. Make transportation available for any person attending an event who indicates that his or her capacity to drive is impaired.

## 4.5. Non-Affiliated Groups or Organizations

- 4.5.1. Secure a separate rental contract which will govern the use and protection of the Unity of Fairfax campus. The required paid Event Host will be provided by Unity of Fairfax with all rental contracts;
- 4.5.2. Cover the cost of the Event Host's services as part of the rental fee (for events, such as wedding rentals);
- 4.5.3. Obtain the appropriate Commonwealth of VA Alcohol Beverage License/Permit;
- 4.5.4. Provide a TIPS certified bartender;
- 4.5.5. Ensure the safety of any person who might become intoxicated;
- 4.5.6. Make transportation available for any person attending an event who indicates that his or her capacity to drive is impaired.

## Facility Maintenance and Improvement

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1. APPROVAL DATE: March, 2015
2. SCOPE: This policy applies to maintenance and improvement of the building and grounds.
3. POLICY: The building and grounds of the church facility will be maintained in good working order and in aesthetically attractive condition.
4. ROLES AN RESPONSIBILITIES:
  - 4.1. Board of Trustees: Review and approve recommendations for alterations or additions to the building or interior decoration affecting the aesthetic value of the property.
  - 4.2. Executive Director: Authorize day-to-day repairs, maintenance and purchase of supplies in accordance with the budget, or assign a designee.

## Classes, Seminars, Workshops and Speakers

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1. APPROVAL DATE: March, 2015  
December, 2015, modified to encompass presentation of non-Unity specific programs
2. SCOPE: This policy applies to all events presented by Unity of Fairfax for education, service or practice.
3. POLICY: Unity of Fairfax will offer frequent classes, seminars or workshops and will present speakers for events that incorporate and/or reflect the Truth principles taught by Unity. Additionally, programs may be presented that are non-Unity specific in order to offer a broad spectrum of teaching. All events will be compatible with Unity principles and with the tone of the Unity ministries.
4. ROLES AND RESPONSIBILITIES:
  - 4.1. Persons or groups desiring to present a class, seminar or workshop or desiring to be a speaker at an event: Complete an application to schedule the event.
  - 4.2. Senior Minister or Senior Minister's designee: Select or approve all classes, seminars, workshops and speakers as available and desired.
  - 4.3. Staff
    - 4.3.1. Maintain a form for application to schedule an event.
    - 4.3.2. Maintain communication with Senior Minister or Senior Minister's designee to ensure that scheduled events are approved.
5. REFERENCE: The online form for applying to schedule an event is on the Unity of Fairfax website.

## Clubs and Other Special Interest Groups

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1. APPROVAL DATE: March, 2015
2. SCOPE: This policy applies to all clubs and special interest groups of any kind at Unity of Fairfax.
3. POLICY: Each club or group under the auspices of Unity of Fairfax will include consciousness-raising and service activities, and may include social functions in their purpose.
4. ROLES AND RESPONSIBILITIES:
  - 4.1. Senior Minister or Senior Minister's designee: Review and approve the formation of clubs or organizations.
  - 4.2. Staff:
    - 4.2.1. Maintain a form for application to schedule an event, to include club and group meetings.
    - 4.2.2. Maintain communication with Senior Minister or Senior Minister's designee to ensure that scheduled events are approved.
5. REFERENCE: The online form for applying to schedule an event is on the Unity of Fairfax website.

## Publications

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1. APPROVAL DATE: October, 2015
2. SCOPE: This policy applies to all material that is published by Unity of Fairfax, whether in print or digital format, including but not limited to the Weekly Highlights, the Monthly Bulletin and the website.
3. POLICY: As a participant in the Unity Identity Program, Unity of Fairfax will comply with the guidelines and policies in the toolkit provided by Unity Worldwide Ministries. Publications will be current, in concert with the mission and vision of the ministry, and within budget.
4. ROLES AND RESPONSIBILITIES:
  - 4.1. Senior Minister or Senior Minister's designee: Approve all publications of the ministry.
5. REFERENCE: The Unity Identity Program toolkit is available on the Unity Worldwide Ministries website.

## Media

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1. APPROVAL DATE: November, 2015
2. SCOPE: This policy addresses the various types of media that Unity of Fairfax may use to market itself and the events that it sponsors.
3. POLICY: Unity of Fairfax uses a variety of media to provide information about the church, its events, programs and services, choosing effective media to suit the target audience. Any media releases that include material addressed by the Unity Identity Program will be consistent with the guidelines and policies in the toolkit provided by Unity Worldwide Ministries. All media releases will be consistent with the mission and vision of the ministry, within the approved budget, and approved by the Senior Minister or a designated member of the staff.
  - 3.1. Website: Unity of Fairfax maintains an informative, innovative website that is updated and maintained on a frequent and regular basis.
  - 3.2. Advertising: Unity of Fairfax advertises within a program and budget approved annually by the Board of Trustees.
  - 3.3. Radio: Unity of Fairfax endeavors to present creative radio/television programming.
  - 3.4. Social Media: Unity of Fairfax maintains a presence in popular social media.
  - 3.5. Media Relations: Unity of Fairfax provides articles to local press publications to announce events and programs.
  - 3.6. Other media: Unity of Fairfax will use whatever media is determined to be effective for the event and target audience.
4. ROLES AND RESPONSIBILITIES
  - 4.1. Board of Trustees: Approve an annual budget that defines the funding available for marketing and advertising.
  - 4.2. Senior Minister or Senior Minister's designee: Approve or designate responsibility for approving material that is disseminated over the variety of media opportunities.
  - 4.3. Staff: Work with the Communication Team or points of contact for individual programs or events to implement the plan for media usage.
5. REFERENCE: The Unity Identity Program toolkit is available on the Unity Worldwide Ministries website.

## Information Access

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5. APPROVAL DATE: November, 2015
6. SCOPE: This policy addresses the handling of church membership lists and contribution information. The handling of employee information is addressed in the Employee Manual.
7. POLICY: Neither the membership list nor the mailing list is ever sold or otherwise provided to unauthorized persons and/or organizations. Those authorized to use this list are Senior Minister, Chair of the Board of Trustees, and/or a designee of the Senior Minister or Chair of the Board of Trustees.

Access to financial records pertaining to contributions will be limited to the Senior Minister, Treasurer, and/or a designee of the Senior Minister or Treasurer.

### 8. ROLES AND RESPONSIBILITIES

- 8.1. All staff members: Share membership lists and information as requested by the Senior Minister, Chair of the Board of Trustees, and/or a designee of the Senior Minister or Chair of the Board of Trustees. Report requests from other sources to the Senior Minister.
- 8.2. Senior Minister, Chair of the Board of Trustees, Treasurer and/or designee of the Senior Minister or Treasurer: Use membership lists and information only for the expressed purpose of the request for such information, without sharing it further with unauthorized parties.

## Solicitation

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1. APPROVAL DATE: November, 2015
2. SCOPE: This policy addresses all forms of solicitation on the property of Unity of Fairfax, including fund raising, marketing, advertising, recruiting or any other type of solicitation.
3. POLICY: No solicitation or fundraising drive is introduced or supported which directly benefits an individual member of the ministry. No materials are distributed, nor outside fundraising projects permitted, without the specific approval of the Senior Minister or the Senior Minister's designee. Requests for approval must be in writing.
4. ROLES AND RESPONSIBILITIES
  - 4.1. Senior Minister or Senior Minister's designee:
    - 4.1.1. Being mindful of the policy, respond to any requests for solicitation or fundraising.
    - 4.1.2. Approach and stop anyone doing any unauthorized solicitation.
    - 4.1.3. Keep the Board of Trustees informed of any outside solicitation that has been authorized.
  - 4.2. Members of the Board of Trustees: Approach and stop anyone doing any unauthorized solicitation.
  - 4.3. All members of the church community: If you see any solicitation that you suspect might not be authorized, report it to the Senior Minister or the Senior Minister's designee or a member of the Board of Trustees immediately.

# Voting Membership

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1. APPROVAL DATE: November, 2015
2. SCOPE: The Bylaws of Unity of Fairfax distinguish two classes of members: member and Voting Member. Anyone who states that he or she is a member is accepted as a member. Voting Members have rights and powers such as voting in elections of the Board of Trustees, or in adoption of changes to the Bylaws, or in any other matters that are brought to the membership for vote.

This policy applies to the process to become a Voting Member.

## 3. POLICY

- 3.1. The New Member Program at Unity of Fairfax provides an opportunity to meet some of the leadership of the church community, to learn more about the Unity movement and Unity of Fairfax, and to become involved in the church community.
- 3.2. People are accepted into voting membership by vote of the Board of Trustees based on recommendation by the Senior Minister.
- 3.3. People interested in becoming Voting Members are invited to participate in the New Member Program. Any exceptions to participation will be considered when the Board votes to accept candidates for membership.
- 3.4. Candidates who are able to attend are formally accepted into Voting Membership at a ceremony in the Sunday morning services.

## 4. ROLES AND RESPONSIBILITIES

- 4.1. Candidates: Participate in the New Member Program.
- 4.2. Senior Minister:
  - 4.2.1. Assure that the New Member Program adequately meets the criteria stated above in paragraph 3.1.
  - 4.2.2. Manage the New Member Program or designate a coordinator to manage the program.
  - 4.2.3. Work with the Board of Trustees to clarify reasonable exceptions to full participation in the New Member Program.
  - 4.2.4. Discuss exceptions with candidates who do not fully participate in the New Member Program. For examples, the Senior Minister and the Board may exempt graduates of Y.O.U. from participation in the program; or they may accept limited participation for people who come to Unity of Fairfax as Voting Members of another Unity congregation.
  - 4.2.5. Present the candidates to the Board for approval, reviewing any exceptions to participation in the New Member Program.
- 4.3. Board of Trustees:
  - 4.3.1. Work with the Senior Minister to clarify reasonable exceptions to full participation in the New Member Program so that he or she is able to be accurate in discussions with candidates.
  - 4.3.2. Review and vote on acceptance of candidates for Voting Membership.

## Staff Employment

1. APPROVAL DATE: November, 2015  
December, 2015, updated Equal Opportunity Employment paragraph to itemize additional classes.
2. SCOPE: This policy applies to all activities of recruiting, hiring and managing staff at Unity of Fairfax.
3. POLICY: It is the intent of Unity of Fairfax that the work environment be one of care and respect for others. Our policy is to maintain a safe, productive working environment free from sexual harassment, inappropriate and other disruptive behavior. Personal conduct that interferes with operations, creates safety hazards, brings discredit to the ministry, or is offensive to members or fellow employees will not be tolerated.

### 3.1. Equal Opportunity Employment

In accordance with applicable Federal Laws and Regulations, the employment policies and practices of Unity of Fairfax are administered without regard race, color, gender, gender expression, marital status, age, creed, religion, national origin, ethnicity, physical disability, sexual orientation, military obligation and political ideology.

This Equal Employment Opportunity Program will have as its firm objective, equal opportunity in recruitment, hiring, rates of pay, promotion, training, termination, and benefit plans, and all other forms of compensation, conditions, and privileges of employment for all employees and applicants.

### 3.2. Americans with Disabilities Act

Unity of Fairfax is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodations where appropriate. The employee will be responsible for notifying her/his designated supervisor of the need for any such accommodations. The employee may be asked for input on the type of accommodation necessary, or the functional limitations of the employee's disability. When appropriate, Unity of Fairfax may need permission to obtain further information from the employee's physician, or other medical, or rehabilitation professionals.

### 3.3. Harassment / Sexual Harassment

Unity of Fairfax is committed to maintaining a positive, constructive working environment where all employees may pursue personal career satisfaction. Unity of Fairfax will not tolerate harassment based on race, color, religion, ancestry, national origin, sex, age, disability, veteran status, sexual orientation, or political ideology. Harassment not only violates church policy but also may be a violation of state and federal law. Both Unity of Fairfax and each of its employees are responsible and accountable for maintaining an environment free of harassment.

Discriminatory harassment includes verbal or physical conduct intended to threaten, intimidate, offend, demean, or coerce; and may impair an employee's ability to do his/her job.

Sexual harassment is a form of employee misconduct that undermines the integrity of the employment relationship. It is also a violation of the law and will not be tolerated. It is the intent of Unity of Fairfax to be in full compliance with Equal Employment Opportunity Commission, 29 CFR Part 1604.11 45 FR 25024, "Guidelines on Discrimination Because of Sex."

#### 3.4. Safety and Health

Unity of Fairfax intends to provide a safe place of employment, and maintain sound operating practices which result in safe working conditions and efficient operation. This includes compliance with all applicable health and safety regulations issued by the Federal Occupational Safety and Health Administration (OSHA) and applicable Virginia Commonwealth laws and regulations.

#### 3.5. Drug and Alcohol-Free Work Place

Unity of Fairfax is a drug-free workplace. The purpose of this policy is to ensure the safety of all employees and to promote productivity. This policy applies to all employees, contractors, temporary workers and volunteers. Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs. The employee who begins work while "under the influence" or who becomes impaired while at work is guilty of a major violation of ministry policies and is subject to disciplinary action which can include suspension, dismissal, or any other penalty appropriate under the circumstances. Likewise, the use, possession, transfer, or sale of any substance on company premises is prohibited. Company premises include our buildings, grounds, parking lots, and company-provided vehicles.

An employee is considered to be "under the influence" if any substance:

- impairs behavior or his/her ability to work safely and productively
- results in a physical or mental condition that creates a risk to the employee's own safety, the safety of others or company property.

### 4. ROLES AND RESPONSIBILITIES

- 4.1. The Senior Minister or the Senior Minister's designee is responsible for ensuring the timely maintenance of a written and up-to-date Employee Manual supporting this policy.
- 4.2. All staff are responsible for following the policies and procedures as written in the Employee Manual and for providing input and suggestions to improve the document.

# Grievance Policy

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1. APPROVAL DATE: March, 2016
2. SCOPE: This policy applies to grievance of the Senior Minister only.
3. POLICY
  - 3.1. ***Grievance Procedure for the Senior Minister***: If the Senior Minister has a grievance, it is discussed with the First Chair of the Board of Trustees. If the grievance is not resolved, it is filed in writing on a Grievance Review Form (see “Grievance Review” in *Personnel Forms* section) and given to the Board of Trustees. Copies of all grievances, appeals, evidentiary information, and decisions are placed in a separate file maintained by the Secretary of the Board. No copies are filed in the Board minutes.
  - 3.2. Unity Worldwide Ministries’ resources are available to the Senior Minister and Board when there is a dispute. The Regional Representative and Unity Worldwide Ministries (UWM) staff can clarify policy. If differences between the Senior Minister and Board are significant, consideration might be given to contacting UWM to discuss whether initiating a conflict transformation process might be appropriate.
4. REFERENCE
  - 4.1. These statements are taken directly from the Unity Worldwide Ministries website, as adopted by Unity World Headquarters at Unity Village and Unity Worldwide Ministries, January 23, 1995; revised November 5, 2014.
  - 4.2. Grievances for other employees are addressed in the Employee Manual, which is available at the church office.

# Ministerial Job Descriptions

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## SENIOR MINISTER JOB DESCRIPTION

**Position Title:** Senior Minister

**Reports To:** Board of Trustees

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### A. General Description of Position

The Senior Minister empowers and enables Truth seekers to become Truth finders. He/she creates an atmosphere in which people can come to know and express their Christ nature. This position is responsible for over-all administration of operations and day-to-day fiscal management of the ministry. He/she delegates programs and activities to staff personnel to fulfill, but retains responsibility for the sound financial and program management of the ministry.

### B. Position Duties and Responsibilities

1. Upholds the Mission, Vision, Goals and Core Values of Unity of Fairfax.
2. Creates Sunday Services.
3. Leads congregation in worship services, special services and ceremonies.
4. Teaches classes/workshops.
5. Serves as a leader in prayer and meditation.
6. Provides spiritual leadership.
7. Provides counseling services and pastoral care as needed.
8. Fully supports development and implementation of Unity education for children and adults.
9. Supervises administrative functions and personnel.
10. Serves as a shepherd for Sacred Service Ministries and supports their visions.
11. Oversees Sacred Servers coordination and recognition.
12. Maintains open communication:
  - Meets regularly with the Board of Trustees.
  - Prepares and presents Minister's reports.
  - Contributes to newsletter and other communications.
13. Participates in Eastern Region and Unity Worldwide Ministries activities.
14. Represents Unity Worldwide Ministries and Unity of Fairfax in the larger community and to the media.
15. Participates in community outreach activities.
16. Supports the development of new ministries as needs become apparent.

### C. Position Skills/Standards

The Senior Minister will be a licensed or ordained Unity Minister, approved and in-good-standing with Unity Worldwide Ministries. The position requires an individual who can adapt to various situations, who is growth-oriented, and who is able to empower and encourage others.

## ASSOCIATE MINISTER JOB DESCRIPTION

**Position Title:** Associate Minister

**Reports To:** Senior Minister

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### **A. General Description of Position**

To assist the Senior Minister to fulfill their job as the primary spiritual leader and Chief Executive Officer of the church.

### **B. Position Duties and Responsibilities**

1. Upholds the Mission, Vision, Goals, and Core Values of Unity of Fairfax.
2. Demonstrates/models spiritual consciousness.
3. Creates/conducts worship services when requested.
4. Teaches/creates adult education classes/workshops.
5. Manages all day to day operations/supervises personnel.
6. Administers policy/ develops procedures.
7. Advisor to prayer ministry/responsible for Wednesday prayer service.
8. Provides spiritual counseling.
9. Other duties as assigned by Senior Minister.

### **C. Position Skills/Standards**

The Associate Minister will be a licensed or ordained Unity minister, approved and in good standing with Unity Worldwide Ministries. The position requires an individual who can adapt to various situations, who is growth-oriented, and who is able to empower and encourage others.

## PASTORAL CARE MINISTER JOB DESCRIPTION

**Position Title:** Pastoral Care Minister

**Reports To:** Senior Minister

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### A. General Description of Position

The Pastoral Care Minister is responsible for the implementation of Pastoral services as defined by the Senior Minister and in keeping with the Mission, Vision, Goals, and Core Values of Unity of Fairfax.

### B. Position Duties and Responsibilities

1. Supervision and training of Prayer Chaplains.
2. Advisor to Loving Hearts Ministry
3. Advisor to Helping Hands Ministry
4. Pastoral care visits and phone calls.
5. Advisor to Senior Connections Group.
6. Provides Spiritual Counseling.
7. Plan and conduct Annual Memorial Service.
8. Officiate at weddings, funerals, and baptism and christening services.
9. Other duties as requested by the Senior Minister.

### C. Position Skills/Standards

The Pastoral minister will be a licensed or ordained Unity Minister, approved and in good standing with Unity Worldwide Ministries. The position requires an individual with a concentration in Pastoral care, education/training.

# Board of Trustees Policies

## Nominating Ministry Team

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1. APPROVAL DATE: October, 2015
2. SCOPE: The Bylaws of Unity of Fairfax call for a policy for the execution of the duties of the Nominating Ministry Team, a policy that will prescribe the communication goals to adequately inform the membership about the candidates for the Board of Trustees and provide opportunities for the candidates to meet with members prior to the election at the annual meeting.
3. POLICY: The identification, vetting and introduction of candidates for the Board of Trustees is accomplished each year by a Nominating Ministry Team, formed as prescribed in the Unity of Fairfax Bylaws.
4. ROLES AND RESPONSIBILITIES OF THE NOMINATING TEAM
  - 4.1. Identify nominees based on a review of the statements in the Bylaws of the qualifications and responsibilities of Board members, as well as consideration of the needs on the current Board and any known challenges the Board is or will soon be facing.
  - 4.2. Provide an opportunity for members to nominate candidates.
  - 4.3. Provide nominees with a schedule of the election activities and a schedule of the meetings of the Board of Trustees in the coming year.
  - 4.4. Consider the background and qualifications of each nominee to confirm that he or she meets the requirements prescribed in the Bylaws for Board members.
  - 4.5. At least 15 days before the membership meeting at which the election of Board members will occur, provide the community with background information about each candidate.
  - 4.6. Provide interactive opportunities for the membership community to meet the candidates and learn about their background and interest in serving on the Board.
5. REFERENCES: Unity of Fairfax Bylaws, Article VI. Board of Trustees.
  - 5.1. Section 3. Prohibition of Service [on the Board of Trustees].
  - 5.2. Section 9. Duties and Responsibilities of the Board of Trustees.
  - 5.3. Section 10.A. Qualifications [for the Board of Trustees]
  - 5.4. Section 10.B. Nomination and Election

## Conduct of Elections

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1. APPROVAL DATE: November, 2015
2. SCOPE: This policy applies to the election of Board of Trustee positions. The Bylaws of Unity of Fairfax specify that the election of Board of Trustee positions is held as part of the annual membership meeting, and can also be held at a special membership meeting when the total number of trustees, including the Senior Minister, falls below four.
3. POLICY
  - 3.1. A ballot for the election of members to the Board of Trustees will be distributed to each attendee upon confirmation of Voting Membership for the annual meeting.
  - 3.2. A proxy ballot will be given to each attending Voting Member who presents a signed proxy from a Voting Member not in attendance.
4. ROLES AND RESPONSIBILITIES
  - 4.1. Staff: Make proxy authorization available to the membership no less than three weeks prior to the annual meeting for Voting Members who do not plan to attend the annual meeting.
  - 4.2. Board of Trustees
    - 4.2.1. Assign an Election Ministry Team to count votes for candidates to the Board of Trustees.
    - 4.2.2. Manage the registration of Voting Members and distribution of ballots at the annual meeting. Report to the counting team the total number of ballots distributed to reconcile number of votes.
    - 4.2.3. Manage the collection of the ballots to protect the secret ballot process.
  - 4.3. Chair of the Nominating Ministry Team: Give each candidate an opportunity to introduce him or herself at the annual meeting, and call for the ballots to be cast and collected.
  - 4.4. Election Ministry Team: Count the votes and report the results to the Chair of the Board of Trustees.
  - 4.5. Chair of the Board of Trustees: Announce the results of the election.
5. REFERENCES: Unity of Fairfax Bylaws, Article VI. Board of Trustees.
  - 5.1. Section 10.D.1. Election Requirements
  - 5.2. Section 10.D.2. Election Procedure

## Communications with the Board of Trustees

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1. APPROVAL DATE: March, 2016
2. SCOPE: This policy applies to communications with the Board of Trustees at Unity of Fairfax
3. POLICY
  - 3.1. Communication with the Board of Trustees will be facilitated by:
    - 3.1.1. Maintaining a group email address that will forward emails to all elected members of the board.
    - 3.1.2. Publishing contact information for the Board in the Sunday bulletin and on the church website.
  - 3.2. Emails from the community will be responded to within a one-day period. When further communication is appropriate, the initial response will acknowledge that the email has been received and will clarify the expectation for further communication.
4. ROLES AND RESPONSIBILITIES
  - 4.1. Board of Trustees: Maintain a current and valid group email address for the elected members of the board.
  - 4.2. Staff:
    - 4.2.1. Publish contact information for the Board in the Sunday bulletin.
    - 4.2.2. Forward contact information to the webmaster for publication on the church website.

# Financial Management Policies

## (Entire Section Up for Revision)

*[This entire section will need to be revised, working with the Treasurer, who is familiar with UoF's Financial Management. Many of these topics have legacy policy documentation, which is included here.]*

## Finance Committee

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### General Commission

The Finance Committee is commissioned by and responsible to the Board of Trustees to assume primary responsibility in matters concerning the ministry's finances. It operates in ways intended to fulfill the ministry's mission and maintain quality programs and services. This committee functions subject to, and in conformity with, established policies as approved by the Minister and the Board of Trustees.

### Appointments and Composition

The Treasurer of the Board, or his/her delegate serves as Chairperson of the Finance Committee, and appoints members of the ministry to serve on an annual basis. Additional members may be appointed from the Board of Trustees as needed, according to particular ability.

### Responsibilities

1. Maintain and supervise endowment and investment portfolios and makes recommendations on investments of funds.
2. Participate and coordinate the preparation of the Financial Plan.
3. Review monthly financial reports received from the Minister and reports to the Board of Trustees. (Understandable financial statements provided to Board at monthly meeting.)
4. Control current financial operations within the limits of total approved Financial Plan.
5. At the beginning of each calendar quarter, prepare and present to the Board a financial projection for the current year and make appropriate recommendations concerning necessary actions to achieve a balanced Financial Plan.
6. Submit financial plan guidelines and recommendations to the Board.
7. Prepare all forms, procedures, and processes required for the Financial Plan.
8. Work with other committees in data preparation.
9. Consolidate all budgets into one overall financial plan for presentation to the Board.
10. Review and make recommendations on salaries, raises, pensions, benefits, and compensation plans as applied to the Financial Plan.
11. Annually submit financial goals, objectives, action steps, resources required, and implementation results as part of the financial planning process.
12. Annually review for accuracy the three-year Planning Summary developed for the direction of the ministry.
13. Evaluate the implementation of goals and objectives.
14. Submit deletions, additions, or modifications of approved goals and objectives as appropriate.

## Investments

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*[Include or reference “Guidelines from the Investment Committee,” in a policy saying that the Board reviews and approves investment practices periodically.]*

## Deposits and Disbursements

Deposits: Procedure for Sunday and weekly deposits will be determined by the Minister, Treasurer, and/or designee, and approved by the Board of Trustees. All cash assets generated by the church will be counted and listed for deposit by two (2) individuals, who are present/past and/or board members.

Disbursements: All checks dispersing funds will bear two (2) signatures: the minister and a Board member.

## Tithes

The tithe is paid on the gross income of the ministry.

## Interest Bearing Accounts

It is at the discretion of the Board whether interest is accrued to each individual account, or to the general fund taking into consideration the needs of the general fund and the size of the fund in question.

## Memorial Funds

Designated: Designation is by approval / acceptance of the Board and such funds are deposited to a high interest bearing account until “designation” is completed. Final payment for a designated project is by approval of the Board, after acceptance of the finished project. Any remainder not necessary to fund “designation” reverts to “undesignated” category.

Undesignated: Such funds are placed in a special account for capital improvements or other uses for the further development of the ministry as the Board of Trustees designates. A statement of philosophy is printed and made available to interested donors.

## Special Purpose Funds

Such funds are established by approval of the Board of Trustees for special, short-term projects. On completion of the project, said fund is closed and any residual amount accrues to the general fund.

## Minister's Expenses

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The Board of Trustees normally approves reimbursement to the Minister for expenses in entertaining visiting dignitaries upon submission of a request by the Minister. Any membership dues, fees, or other expense for the Minister in appropriate clubs or organizations is decided by the Board on an individual basis.

The Minister's travel expenses to the Annual Unity Worldwide Ministries Conference, Pre-Conference, Regional Conference, and to Minister/Board/Lay Person Workshops is to be paid by the ministry, in accordance with the financial plan. If the Minister serves on a Unity Worldwide Ministries Team, his/her expenses to the January Unity Worldwide Ministries Meeting are paid by the ministry. Travel expenses for the Minister's spouse are normally paid to the Annual Unity Worldwide Ministries Conference and to the Regional Conference.

## Bookstore

The Senior Minister and Board of Trustees of Unity of Fairfax may declare that the existing Bookstore operates as a taxable entity and thereby may pay property taxes. Effective as of the date of the tax formula determination by the Department of Revenue, an area designated as the "Bookstore" will be set aside in the ministry with the perimeters determined. The rest of the ministry continues to operate as a tax-exempt entity.

The Bookstore is operated by a manager who has daily responsibility for and authority over the store. The manager will present goals and plans to the Senior Minister and Board for approval. The Minister or other designee receives and reviews a quarterly financial report from the Bookstore Manager and makes appropriate reports and/or recommendations to the Board.