

Interested in Serving on the Board of Trustees?

Board of Trustees Informational Meeting

Sunday, November 6, 2022

12:00 Noon

Have you ever considered serving on the Unity Board of Trustees? We are looking for people who have been a member of Unity of Traverse City for at least one year, regularly attend worship services and other activities, support the ministry with their time, finances, love and prayers, are conversant with Unity teachings, and strive to 'walk the talk' of our mission and core values.

Board members are a tremendous blessing to the church. People who have served often say how they were blessed by being in service in this way. As one person described it, serving on the board was 'an experience that led me deeper into my spiritual growth than I could ever have imagined happening.'

If you would like to be nominated as a candidate for a position on the board, or simply want to learn more about it, you are invited to attend our informational meeting, to be held Sunday, October 10, immediately following the celebration service. This is a casual question and answer meeting and will cover board duties, time commitments and a general sense of the overall experience as a board member.

Applications will be available November 6 - December 4 and the deadline for submitting applications is 12:00 p.m. Noon on December 11. The election will be on Sunday, February 26, 2023, at our annual membership meeting. Please feel free to talk with any member of the Nominating Committee - Cilla Payne (Chair), Mollie DaBell (Vice Chair), or Paul Carbonell (Board Member), if you have further questions. cillap73@yahoo.com, molliedabell@yahoo.com, carbonmusic100@gmail.com

**Unity of Traverse City Board of Trustees Nominating Committee
Timeline 2023/2024 Board year**

| | |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Week of Oct. 16 2022 | Nominating Committee Meeting Review congregation communication process - Sunday announcement, e-news, and website Confirm overall timeline Determine if web download is possible for application packet, if wanted. Develop procedure for contacting prospective applicants |
| October 23 & 30 | Information Meeting announcements from platform (10/23 made by committee chairperson, if available), also in e-news and on website. Information packets/applications available from office. |
| Nov 6, 2022 | Nominations are open Information Meeting at 12:00 p.m. (at the start of fellowship to have everyone present and able to hear what the committee has to share). Announcement from platform & and in e-news Application/information packets available on the website and office & programs coordinator |
| November 20 & 27 | Announcement from platform with reminder that applications are due by December 11, 2022. |
| November 27 | Review progress on receiving applications Discuss any other individuals to approach |

| | |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| December 11, 2022 | Application deadline |
| December 11, 2022 | Committee meeting Review applications Create and finalize interview questions |
| Week of Dec. 18 | Candidate interviews live or zoom |
| January 8, 2023 | Committee meeting Discern nominees and inform nominees of slate of candidates. Request nominees' photo and bio to office for newsletter and website. |
| January 15, 2023 | Advise board of slate of nominees. |
| February 5, 2023 | Announce slate of nominees to the congregation Bio in e-news and on website Continue to announce through February 19 |
| February 19, 2023 | Annual Meeting walk-through |
| February 26, 2023 | Annual Membership Meeting |

Running list of potential applicants:

November 6, 2022

Re: Unity of Traverse City
Board of Trustees Nominating Committee Information Packet

Dear friend,

Thank you so much for your interest in the possibility of serving as a member of our Board of Trustees.

Being a member of our board is one of the most sacred aspects of being in service to your spiritual family. As you are likely aware, all trustees (with the exception of the senior minister) are elected to office by the voting membership of the spiritual community. This will take place during our annual membership meeting currently scheduled to take place on Sunday, February 26, 2023.

The first step in your journey is to pray. Spend time in the quiet with God and affirm Spirit's clarity and guidance coming forth with ease as you begin contemplating this role.

Then, the information in this packet will guide you into the beginning steps of the process. Please read through the materials carefully and let us know of any questions you may have.

Should you find that you are guided to request consideration from the nominating committee, please complete the enclosed application and return it as noted no later than December 11, 2022.

The nominating committee will review your information and be in touch with you by early December. Should you be invited for an interview with the committee, we plan to conduct them the week of December 11, 2022.

We hold you in our prayers as you enter into your time of prayer and discernment. We see the highest and best unfolding for you and for our spiritual community.

With gratitude,

2022 Nominating Committee:
Chairperson, Cilla Payne
Vice-Chairperson, Mollie Dabell
Board of Trustees Member, Paul Carbonell

Skills and Needs Assessment

UNITY OF TRAVERSE CITY NOMINATING COMMITTEE

The following is a list of skills which we believe to be very important for our board of trustees to bring forth in collective leadership as our ministry continues to thrive and grow. Please take a moment to prayerfully consider which areas in which you have an interest, specific skills, and/or prior experience. Check off all that apply, and please consider both your personal and professional experience when doing so.

| Area of Skill Set | Interest | Experience |
|--------------------------------|----------|------------|
| 1. Visioning | _____ | _____ |
| 2. Practice Unity Principles | _____ | _____ |
| 3. Executive Experience | _____ | _____ |
| 4. Leadership Training | _____ | _____ |
| 5. Budget Planning | _____ | _____ |
| 6. Fundraising | _____ | _____ |
| 7. Group Facilitation | _____ | _____ |
| 8. Building Maintenance | _____ | _____ |
| 9. Active Listening | _____ | _____ |
| 10. Parliamentary Processes | _____ | _____ |
| 11. Conflict Resolution | _____ | _____ |
| 12. Nonviolent Communication | _____ | _____ |
| 13. Program Development | _____ | _____ |
| 14. Community Outreach | _____ | _____ |
| 15. Youth Involvement | _____ | _____ |
| 16. Legal Counsel | _____ | _____ |
| 17. Marketing/Public Relations | _____ | _____ |
| 18. Real Estate Transactions | _____ | _____ |
| 19. Computer Technology | _____ | _____ |

Thank you for your prayerful consideration.

2022/2023 Nominating Committee:

Chairperson, Cilla Payne

Vice Chairperson, Mollie DaBell

Board of Trustees Member, Paul Carbonell

Board of Trustees Application UNITY OF TRAVERSE CITY

We would like to get to know you. Please tell us about yourself. All information is considered confidential. *(Please print legibly. Thank you!)*

Name: _____

Address: _____

City/State/Zip: _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____ E-Mail: _____

How long have you attended Unity of Traverse City? _____

How long have you studied metaphysics or New Thought? _____

1) Please describe how you came into Unity.

2) How long have you been attending Unity of Traverse City? If a member, when and why did you feel called to make that commitment and step into ownership of your church?

3) Please summarize your involvement with Unity of Traverse City, i.e., classes taken, volunteer activities (including length of commitment), attendance, general support and any other involvement you may wish to share.

4) What does the Vision and Mission statements of Unity of Traverse City mean to you? How might you express your support of these statements as a member of the Board of Trustees?

5) Have you served in leadership roles to date? If so, please provide details of your role(s), both at Unity of Traverse City and in the greater community, and the particular leadership style you express.

6) Why is it that you feel guided to serve on the Board of Trustees of the ministry?

7) Do you have any concerns about serving on the Board of Trustees? If so, please describe.

8) Please share any background information which could have an effect upon your inclusion as a nominee for the Board of Trustees and/or your subsequent performance in the role, if elected. (Litigation, legal convictions, etc.)

9) Would you be willing to enthusiastically assist and support our minister? What might this look like for you individually? What support might the minister offer to you in your role on the Board of Trustees?

10) Tell us about your interests and hobbies.

11) What haven't we asked that you would like us to know?

Respectfully submitted,

Applicant Name

Date

Thank you for your time and consideration. Please return this form, along with the 'Skills and Needs Assessment', in a sealed envelope no later than December 11, 2022, to:

Unity of Traverse City
3600 Five Mile Road
Traverse City, MI 49686

Attention:
Ms. Cilla Payne
Chairperson, Unity of Traverse City Nominating Committee

Position Description

UNITY OF TRAVERSE CITY BOARD OF TRUSTEES

Office: Member of the Board of Trustees

Term: Two years (or as provided for in the church Bylaws)

Accountable to: Board of Trustees / Membership

A. General Description of Position:

Persons elected to the Board of Trustees are an active member of the ministry. They desire to serve on the Board, endeavoring to live according to the spiritual Truths and Principles as taught by Unity. The work of the ministry will be furthered through his/her active interest, love, and support. The individual will have the demonstrated leadership capabilities, ability, time and prayerful commitment to fulfill their duties and responsibilities. He/she is sincere and a continuing student of Unity, conversant with its teachings.

B. Duties and Responsibilities:

1. Uphold the spiritual purpose of the ministry.
2. Support the Vision, Mission, and Core Values of the ministry.
3. Uphold the highest interest of the membership in conducting the business of the ministry.
4. Be conversant with the Bylaws of the ministry.
5. Be faithful in attendance at celebration services, Board meetings, and Membership Meetings of the ministry.
6. Make determinations of the business needs of the ministry, and authorize payment of monies for those purposes.
7. Administer the property of this ministry, both real and personal.
8. Make determinations on the sale or pledge of real or personal property belonging to the ministry in accordance with the Bylaws of the ministry.
9. Approve the establishment of new staff positions, along with respective salary ranges.
10. Set dates for the ministry's fiscal year.
11. Prepare, or cause to be prepared, a complete financial statement with disclosures, which will set forth the fiscal conditions and operations of the ministry.
12. Approve the initial operating budget for the upcoming fiscal year.
13. When deemed advisable, secure, or cause to be prepared a fidelity bond for the Treasurer of the Board of Trustees, financial administrator, and/or others as necessary, the amount of which to be set by the Board.
14. Approve congregants who apply for membership in the ministry.
15. Act to fill the unexpired term of any member of the Board of Trustees.

16. Elect officers of the Board of Trustees and/or their successors to fill any unexpired term when necessary.
17. Ratify committees and their Chairman as appointed by the Board President.
18. Communicate with the Regional Representative for aid in resolution of all disputes between the Board of Trustees and the Minister concerning the Minister's services.
19. Consider other duties brought to attention by the Minister and other Trustees.
20. Research and prepare for Board and committee assignments.
21. Serve on Ad Hoc Committees as deemed necessary by the Board President.
22. Faithful attendance at Board of Trustees and/or staff retreats.
23. Be visible and available to the congregation in the role of a Board member, including Sunday celebration services, classes, and other events or activities of the ministry.
24. Maintain loving, open communication with other Board members and ministry staff.
25. Be willing to participate on special and/or standing committees, as needed.
26. Be committed to one's own continuing education, spiritual growth, and involvement.

C. Position Requirements

- Membership in the ministry for at least one year
- Active in service to the ministry and its volunteer teams, with progressive leadership being exhibited
- Excellent communication skills
- Solid knowledge of Unity principles and consistent practice of these principles.
- Commitment to a term of up to 2 years

Roles and Accountabilities

UNITY OF TRAVERSE CITY BOARD OF TRUSTEES

Governance

- Develop a board culture that incorporates spirituality and administration
- Meet spiritual, ethical, and legal responsibilities
- Enact charter and bylaw changes, as necessary
- Participate in and be informed of program activities and evaluate effectiveness

Policy

- Serve with the understanding that the board is the responsible, legal body of the non-profit organization
- Help create, and approve, policies for operation
- Participate in policy implementation
- Review established policies and update, if needed
- Conduct procedural audits

Planning

- Identify and communicate with key stakeholders groups
- Work with the senior minister and congregation to discern and practice the core values of the ministry
- Work with the senior minister and congregation to determine the mission and shared vision of the ministry and develop and assist in implementing a long-range plan with goals that support the ministry
- Annually review the long-range plan and make changes and adjustments to the plan as needed: Celebrate successes!

Financial

- Personally support the ministry through tithing and/or consistent giving
- Ensure the generation of revenues and adequate funding for operations
- Approve the initial fiscal year operating budget
- Engage in long-range financial planning
- Make financial and investment decisions
- Ensure prudent fiscal and fiduciary policies are in place and followed
- Commit to providing the necessary tools for a 21st century ministry; e.g., updated computer technology, Internet, email capabilities, telephone services, fax and so forth

Human Resources

- Select, with congregational participation, the senior minister
- Support and assess the performance of the senior minister, conducting a periodic review of performance in partnership with the senior minister
- Recruit new trustees through the nominating committee process, as stated in the bylaws
- Assess and improve the performance of the board through an evaluation and self-assessment process and provide ongoing board training and education
- Ensure the development of an effective performance review process for staff members
- Approve and fund staff positions
- Support additional training for staff members
- Support the senior minister and staff in securing volunteers, as needed
- Develop and encourage others to continually develop the capabilities of lay leaders through ministry activities and programs
- Support the involvement of the senior minister and key leaders in Unity regional and Unity Worldwide Ministries national conferences and conventions

Community Relations and Public Relations/Marketing

- Develop processes for multiple, redundant, transparent communication within the ministry
- Clearly communicate the ministry's vision, mission, and core values, as well as the ministry's goals and accomplishments to the congregation and the public
- Enhance the public image of the ministry through community outreach
- Support the development of a marketing and advertising plan for the ministry

Board and Minister: Who Does What?

Board:

Establishes policy

Gives input to the church's vision

Creates policy for financial management and approves the financial plan (budget)

Approves a bid for a major purchase

Approves the financial plan (budget) and general funding for staff salaries, including salary ranges, and establishes new positions

Sets personnel policies; is apprised of disciplinary actions and potential discharges

Collectively creates a performance evaluation of the senior minister that is given by one or two members; also evaluates board performance and church performance; i.e. how well is the church overall fulfilling its vision and mission?

Minister:

Carries out policy

Has primary responsibility for the church's vision

Drafts the annual financial plan (budget) for presentation to the board, makes sure bills are paid, handles day-to-day expenditures

Researches, makes recommendations, and carries out the actual purchase; small purchases are made by the minister without board approval (within limits of authority set forth in the minister's job description)

Determines scope of personnel activities, sets individual salaries, and determines amount of raises

Determines level of staffing, writes job descriptions, hires, disciplines, promotes, evaluates, or fires

Gives performance reviews on all staff positions



Revised: 09/18

Code of Ethics for Unity Leaders

In harmony with Unity Worldwide Ministries Ethics Policy, this Code of Ethics applies to the following:

- All credentialed leaders:
 - Licensed or ordained Unity ministers
 - Licensed Unity teachers
- All non-credentialed leaders serving in the capacity of a credentialed Unity leader
- All ministerial candidates from all affiliated Unity schools
- All member ministries and expansion ministries: Including but not limited to members of decision making bodies (board of trustees/directors, leadership councils, etc) individually or collectively
- All members of the UWM board of trustees
- All UWM staff members
- All individuals certified to serve as consultants to our ministries
- All members of UWM Ministry Teams

Introduction and Intention

Foundational to Unity's principles and teachings is the belief that we are individualized expressions of God. This calls us, as Unity leaders to live from our Christ nature in all circumstances thereby being a harmonizing presence and a role model for those we serve. Because of this, it is our intention to be accountable to a high level of professional ethics.

Our Code of Ethics articulates a vision of ethical behavior grounded in our beliefs and teachings.

Its purpose is to provide guidelines for behavior that is both ethical and authentic, and encourages us to give full expression to our Christ nature. This document also serves the purpose of holding one another accountable to this standard.

We also recognize that certain violations of our Code of Ethics-must be addressed. Some behaviors are explicitly illegal, and such violations may require suspension of membership from Unity Worldwide Ministries. Some behaviors and attitudes are unethical by our standards and compromise our ability to perform and provide ministry. Other behaviors and attitudes harm our movement and interfere with our effectiveness in achieving our mission. Leaders who act in ways that are inconsistent with our Code of

Ethics may be subject to review through our Ethics Review System. These violations will be addressed in a consistent and open manner which assists us all in living our highest potential.

Section I and Section II Ethics are grounded in spiritual principles and self-care. It is recommended that all leaders aspire to follow these practices.

I. Dedication to Truth Principles

- A.** As a Unity leader, I dedicate myself to the principles of Truth as taught and exemplified by The Christ and interpreted by Unity Worldwide Ministries [UWM], including:
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, demonstrate Truth in my personal and professional life.
- D.** I believe in the power of prayer.

II. The Relationship to Self – Self Care

- A.** I will articulate an awareness of the need for self-care by designing, implementing and maintaining a plan for my life of regular renewal.
- B.** I will care for my body with good nutrition and exercise and express an awareness for the need of physical self-care.
- C.** I can say yes and am able to say no in order to prevent burn-out by identifying strategies and taking action to avoid this condition.
- D.** Leading by my strengths I model and teach self-care and living a balanced life.
- E.** I am comfortable asking for help when I recognize the need, and model and teach the value in doing so.
- F.** I balance work, relationships and recreation by developing and implementing a plan for balanced living; maintaining adjustments as required in any balancing practice.
- G.** I exhibit a mindset of ongoing renewal and conscious evolution by developing, implementing and maintaining an ongoing program of spiritual growth.

Please see "Appendix ____ Self-Care Standards and Rubrics" for further details applied to this section.

Sections III through Section VII relate to standards of behaviors all are expected to demonstrate. Failure to do so could result in a review through the Ethics Review System.

III. The Leader's Relationship with Others

The ministerial relationship pre-supposes certain role expectations; the credentialed 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 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 leader's relationship, realizing that crossing boundaries is 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 which 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 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 sexual misconduct. (Sexual misconduct involving sexual abuse and/or sexualizing a professional relationship is defined as sexual activity or contact, not limited to sexual intercourse.) [Refer to Unity Worldwide Ministries Sexual Conduct Policy.]

G. I believe that more is taught by what a 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 my social conduct. 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.

IV. Relating to Unity Credentialed or Lay Leaders

A. I will hold all leaders in esteem and respectful regard, and use all rightful means to protect the personal and professional honor of all other credentialed or lay leaders.

B. I will not interfere with the work of another credentialed or lay leader.

1. If I am asked by a member of a Unity ministry in which I am ~~not~~ neither a member of or serving to conduct a special service or provide pastoral care, I will consult the credentialed leader of that ministry before accepting.
2. I shall provide cooperative assistance to other 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 as a credentialed, lay or Board of Trustee leader, I will avoid criticism of the former leadership or their work. In those rare times when an ethical lapse by a prior ministry's leadership 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 which I have previously served in order to support the highest interest of the current Unity ministry and its leadership.
2. After relinquishing my work to another credentialed or lay leader, I will not participate in that ministry in any way without the approval of the ministry's current credentialed leader and/or leadership team.

E. When I am disturbed by the activities of another credentialed or lay leader, I will communicate directly with that leader. 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, the ERS Chair, 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 or a Licensed Unity Teacher:

1. I will give the senior credentialed leader full support and cooperation.
2. I will not criticize the credentialed leader in any way, or discuss the credentialed 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 credentialed 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, the ERS Chair, 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 and respectful in my conduct and attitude toward other ministries or denominations, 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 credentialed or lay leader when a review is in process to be construed as a violation of the Code of Ethics.

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 ministry 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 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.

VI. Relating to Our Unity Worldwide Ministries

- A. I will first seek the full approval of Unity Worldwide Ministries and the cooperation of already active and recognized Unity leaders in the vicinity before carrying on Unity work in any city.

- B. I work in 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.

VII. My Pledge

I sincerely devote myself to living in accord with this Code in letter and in spirit. 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 augments 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.

Signature

Print Name

Date

Appendix __: Self-Care Standards & Rubrics

| C.1 | | Beginning | Developing | Competent | Exceptional | |
|--------------------------------------------------|--|-----------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--|
| Takes time for renewal of spirit, mind, and body | | Articulates an awareness of the need for self-care. | Designs a plan for self-care and begins implementing it | Maintains a self-care plan and is consciously aware of needs and how to address them. | Models and teaches a life of regular renewal of spirit, mind, and body. | |

| C.2 | | Beginning | Developing | Competent | Exceptional | |
|------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--|
| Supports self-differentiation through clear and appropriate boundaries | | Articulates awareness of need for clear sense of self and setting of healthy boundaries. | Demonstrates capacity to set healthy boundaries. | Establishes healthy boundaries while maintaining connections. Takes a stand when necessary. | Models and teaches skills for developing a clear sense of self and setting healthy boundaries while maintaining connections to others. | |

| C.3 | | Beginning | Developing | Competent | Exceptional | |
|----------------------|--|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------|--|
| Able to ask for help | | Expresses recognition for the need to ask for help, and identifies barriers to follow through | Expresses recognition of comfort levels in asking for help and cites examples of follow through | Describes concisely asking for help and expresses comfort in doing so | Models & teaches the value in asking for help. | |

| C.4 | | Beginning | Developing | Competent | Exceptional | |
|--------------------------------------------|--|---------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--|
| Maintains mutually enriching relationships | | Describes the differences between personal and professional relationships | Develops healthy personal relationships outside of the ministry. | Active participant in non-church (spiritual) community activities, developing inter-professional and personal relationships. | Models and teaches skills for cultivating enriching relationships | |