

To: Active Unity of Phoenix Members  
Date: December 2011  
RE: Request for Ratification of Bylaw Change Regarding Reporting Structure

On November 28, 2011, the Board of Trustees approved amendments to sections 4 and 5 of our Bylaws regarding the reporting structure of the Executive Director (ED). On the two-sided sheet titled, "Proposed Bylaw Changes," you will find the language of the current section and the amended language under it. Pursuant to Bylaws Sections 4.04(c) and Section 7.01, the Church membership must ratify this amendment.

The ED currently reports to the Board in an executive role, a peer of the Lead Minister. After much study and research regarding the leadership structure of other Unity churches similar in size to Unity of Phoenix, and consulting with Unity Association and a management consultant specializing in churches, the Board came to understand that having the ED report to the Lead Minister instead of the Board is consistently the preferred structure. After discussion with our Lead Minister and the ED, the Board has approved changing the Bylaws to have the ED report to the Lead Minister.

The Board's role is to decide policy and long range future planning, not day-to-day operations. The ED, as well as the Pastoral Care and Associate Minister(s), are responsible within their respective roles to support the ministry and take direction from the spiritual leader. The direction, leadership and flow of activities in alignment with the Vision, Mission and Values must come from the spiritual leader with full and final accountability.

This means that the Board has approved assigning more responsibility and accountability to the Lead Minister. It is not simple in the day-to-day operations to run an organization with two leaders. The most common pitfall is that each of them thinks the other is handling something and it falls through the cracks. Many staff jobs have responsibilities to both the business and spiritual side, creating confusion on who has the final authority. Most large organizations, such as schools, churches and businesses, have one person with final responsibility and accountability. Ministers take classes in school on the business side of the organization and any minister capable of leading a ministry of the size of Unity of Phoenix is experienced in both the spiritual and business requirements of the church. Certainly, our current Lead Minister, Reverend Richard Maraj, is fully qualified to accept this responsibility.

Ballots can be cast electronically (at <https://www.surveymonkey.com/s/LDB2XRN>) or in written form using the ballot below on this sheet, **only one per member**. Ballots must be returned to Unity of Phoenix no later than 5:30 p.m. Wednesday, January 4, 2012, at the annual membership meeting.

If you have any questions or concerns regarding this Bylaw change, please contact the Board Member of the Day on duty during Sunday services, or e-mail the Board at [Board@unityphx.org](mailto:Board@unityphx.org).

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I vote to \_\_\_\_\_ RATIFY \_\_\_\_\_ OPPOSE the change in reporting structure amendment to Sections 4 and 5 of Unity of Phoenix's Bylaws as approved by the Board of Trustees on November 28, 2011.

Date: \_\_\_\_\_

Active Member: \_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Email Address)

# PROPOSED BYLAW CHANGES

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## Current

### SECTION 4.01 - ADMINISTRATION

The governance of the Church shall be vested in the Board of Trustees, which is elected by and answerable to the membership. The spiritual leadership of the Church shall be vested in the Lead Minister, who is answerable to the Board of Trustees. The Lead Minister shall be appointed by the Board and confirmed by the membership. The management of the Church shall be vested in the Executive Director. The Executive Director shall be hired by and answerable to the Board.

## Amended

The governance of the Church shall be vested in the Board of Trustees, which is elected by and answerable to the membership. The ~~spiritual~~ leadership of the Church shall be vested in the Lead Minister, who is answerable to the Board of Trustees. The Lead Minister shall be appointed by the Board and confirmed by the membership. ~~The management of the Church shall be vested in the Executive Director. The Executive Director shall be hired by and answerable to the Board.~~

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## Current

### SECTION 4.02 - THE MINISTER(S)

(a) Lead Minister  
(1) Duties.

(i) The Lead Minister shall be the spiritual leader of the Church and set the spiritual tone and direction of the Church through his/her life, teaching, and example in alignment with Section 1.01. The Lead Minister shall strive for excellence in leadership, in knowing and serving the Church's members, and creating and carrying out the vision of the Church. As the spiritual leader, the Lead Minister is accountable to the Spirit of God and those he/she serves.

(ii) The Lead Minister shall be responsible for the hiring, supervision and termination of any Associate Ministers. The Lead Minister may delegate to the Executive Director the supervision of an Associate Minister working in a non-ministerial staff position.

## Amended

(i) The Lead Minister shall be the ~~spiritual~~ leader of the Church and set the spiritual tone and direction of the Church through his/her life, teaching, and example in alignment with Section 1.01. The Lead Minister shall strive for excellence in leadership, in knowing and serving the Church's members, and creating and carrying out the vision of the Church. As the spiritual leader, the Lead Minister is accountable to the Spirit of God and those he/she serves.

(ii) The Lead Minister shall be responsible for the hiring, supervision and termination of the Associate Ministers ~~and Executive Director. The Lead Minister may delegate to the Executive Director the supervision of an Associate Minister working in a non-ministerial staff position.~~

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## Current

### SECTION 4.03 - EXECUTIVE DIRECTOR

(b) Board Member. The Executive Director shall be a member of the Board of Trustees and shall have the right to vote on all matters, except his/her own employment and compensation, or that of his/her successor. In the event the Lead Minister is also the Executive Director, he/she will serve as a Board Member with one vote.

(c) Vacancy. Should a vacancy occur in the office of the Executive Director, the board of Board of Trustees will appoint an Interim Executive Director until the Board of Trustees hires an Executive Director.

(d) Termination. The Executive Director's employment may be terminated by a two-thirds vote of the Board of Trustees or three-quarters vote of the active Church membership.

## Amended

### SECTION 4.03 - EXECUTIVE DIRECTOR

(b) Board Member Support. ~~The Executive Director shall be a member of the Board of Trustees and shall have the right to vote on all matters, except his/her own employment and compensation, or that of his/her successor. In the event the Lead Minister is also the Executive Director, he/she will serve as a Board Member with one vote.~~ The Executive Director shall attend Board of Trustee meetings in an advisory capacity but shall not have a vote.

(c) Vacancy. Should a vacancy occur in the office of the Executive Director, the ~~board of Board of Trustees will appoint an Interim Executive Director until the Board of Trustees hires an Executive Director.~~ the Lead Minister will assume the responsibility of the Executive Director and/or appoint an Interim Executive Director until the position has been filled.

(d) Termination. The Executive Director's employment is at will. ~~may be terminated by a two-thirds vote of the Board of Trustees or three quarters vote of the active Church membership.~~

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**Current**

**SECTION 4.04 - BOARD OF TRUSTEES - MEMBERS**

(a) Structure. The Board of Trustees shall consist of the Lead Minister, the Executive Director and nine (9) Trustees elected from the membership of the Church. Each elected Trustee shall hold office for three (3) years, or until a successor is duly elected. The term of three (3) elected Trustees shall expire annually and their offices shall be filled at the annual membership meeting in accordance with Section 4.05. No elected Trustee shall serve more than two (2) consecutive three (3) year terms without an interval of one (1) year between terms.

(7) Approve the Executive Director's compensation.

**Amended**

(a) Structure. The Board of Trustees shall consist of the Lead Minister, ~~the Executive Director~~ and nine (9) Trustees elected from the membership of the Church. Each elected Trustee shall hold office for three (3) years, or until a successor is duly elected. The term of three (3) elected Trustees shall expire annually and their offices shall be filled at the annual membership meeting in accordance with Section 4.05. No elected Trustee shall serve more than two (2) consecutive three (3) year terms without an interval of one (1) year between terms.

~~(7) Approve the Executive Director's compensation.~~

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**Current**

**SECTION 4.07 - BOARD OF TRUSTEES – MEETINGS, QUORUM AND VOTING**

(b) Special Board Meetings. Special meetings of the Board shall be called by the President under any of the following circumstances:

(1) By request of the Lead Minister or Executive Director.

**Amended**

(b) Special Board Meetings. Special meetings of the Board shall be called by the President under any of the following circumstances:

(1) By request of the Lead Minister ~~or Executive Director.~~

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**Current**

**SECTION 5.01 - COMMITTEES**

Committee members shall be appointed by the President and approved by the Board. The following committees shall be Standing Committees:

(a) Executive Committee - chaired by the President and consisting of the President, Vice President, Secretary, Treasurer. The Executive Committee shall consider matters of a sensitive nature and make recommendations to the full Board for approval.

**Amended**

Committee members shall be appointed by the President and approved by the Board. The following committees shall be Standing Committees:

(a) Executive Committee - chaired by the President and consisting of **the Lead Minister**, President, Vice President, Secretary, Treasurer. The Executive Committee shall consider matters of a sensitive nature and make recommendations to the full Board for approval.