

# UNITY OF PHOENIX SPIRITUAL CENTER

## LETTER TO PROSPECTIVE NOMINEES FOR THE BOARD OF TRUSTEES



### Our Vision:

*We envision a world filled with spiritually-centered people working together in peace and love to create heaven on earth.*

### Our Mission:

*Unity of Phoenix Spiritual Center is a loving spiritual community that welcomes all people and honors all paths to God. We are dedicated to transforming lives by inspiring and awakening individuals to discover God's Spirit within them.*

### Our Values:

- Prayer
- Love
- Diversity
- Service
- Community

## Are You Being Called to Serve on Our Board of Trustees?



**A**re you being called to serve on the Board of Trustees at your church home? Would you consider giving of yourself and growing spiritually through being in service in this meaningful way?

The Board role is the important one of governance, which includes:

- ▶ Ensuring we uphold our mission, bylaws and policies;
- ▶ High level financial oversight and reporting;
- ▶ Safeguarding of assets;
- ▶ Fundraising;
- ▶ Supporting ministerial/staff leadership
- ▶ Holding our vision and a consciousness of abundance; and
- ▶ Making overarching decisions such as land development and/or sale.

The qualifications for nomination include:

- ▶ Being an active member for at least one year;
- ▶ Being involved in the ministry as a volunteer;
- ▶ Regular attendance;
- ▶ Being a “cheerleader” and ambassador for our ministry;
- ▶ Sharing your joy for Unity;
- ▶ Maintaining your spiritual practice; and
- ▶ Being a cheerful tither!

Total monthly hours of participation typically range from 5-10 hours. Board training and updating is provided annually. The term of service is 3 years, and you can serve two terms. The expectations and time requirements include:

- ▶ Attending a monthly board meeting of approximately three hours;
- ▶ Serving on at least one board committee or more (such as endowment, finance or tithing).

**If you wish to be considered as a Prospective Nominee, you must submit a completed and signed Nomination Packet — including an attached biographical statement of 200 words or less — to the Receptionist in the Administration Building *no later than 1 p.m. Sunday, Oct. 25, 2020.***

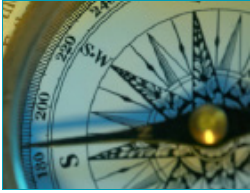
The vetting process includes review of the applications followed by an interview with the nomination committee in November. That committee then makes candidate recommendations, which are subsequently presented to the congregation for a vote at the annual meeting in January.

### Our applications are open now through October 25.

Thank you for your support and being a part of our amazing church community and your prayerful consideration of serving on the board.

Peace and Blessings,

**Rev. Richard Maraj**  
Senior Minister, Unity of Phoenix Spiritual Center



# *NOMINEE PROCESS FOR THE UNITY OF PHOENIX BOARD OF TRUSTEES*

## **Board Expectations**

### **Worship Service Duty.**

#### **Attendance.**

The attendance of Board members at Church-sponsored activities and events is essential to show our support the ministry, to be visible and available to our congregants, and to assess our progress in implementing our ministry vision. Board members are expected to regularly attend worship services and all Board meetings, training and other appropriate meetings (e.g., Town Halls and Annual Meeting). In addition, each Trustee shall serve as “Board Member of the Day” a minimum of three to four Sundays per quarter.

#### **Additional Responsibilities.**

Unity of Phoenix by-laws state that members of the Board of Trustees:

- Endeavor to live in accordance with Christ principles of love and truth as taught by Unity;
- Be continuing students of Unity and be conversant with its teachings;
- Are encouraged to continue developing and nurturing their own spirituality;
- Have a prayer consciousness and be committed to daily prayer;
- Be enthusiastic ambassadors for our spiritual community who enjoy sharing their joy for Unity and getting to know other congregants, guests and members; and
- Not be a salaried employee of the church or the parent, spouse, child or significant other of another Board member or salaried employee.

Even when not “on duty,” Trustees are expected to treat all congregants with respect, to seek out and make newcomers feel welcome, be available to answer questions, and to demonstrate the values and principles of Unity of Phoenix.

As leadership, members of the Board of Trustees are expected to follow the same tithing practices as Unity of Phoenix Spiritual Center, which is 10% of gross income.



# NOMINEE PROCESS FOR THE UNITY OF PHOENIX BOARD OF TRUSTEES

## Nomination Form

(Please type or print legibly)

Nominee Name: \_\_\_\_\_

Nominee Address: \_\_\_\_\_

\_\_\_\_\_

Nominee Telephone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Nominee Email: \_\_\_\_\_

\_\_\_\_\_

*(To be answered by the nominee)*

How long have you been a member of Unity of Phoenix? \_\_\_\_\_

*Note: must be at least one year*

Are you at least 21 years old? \_\_\_\_\_ Yes \_\_\_\_\_ No

Check here if you consider yourself to be a cheerful tither: \_\_\_\_\_

What does that mean to you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read and understand all of the Board expectations and requirements included in this packet and agree that I am qualified for nomination in accordance with the current by-laws of Unity of Phoenix Spiritual Center.

Signature

Date



# NOMINEE PROCESS FOR THE UNITY OF PHOENIX BOARD OF TRUSTEES

## Education History

*(Please list all schools attended)*

Name of College, University or Trade School: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

City, State \_\_\_\_\_

Name of College, University or Trade School: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

City, State \_\_\_\_\_

## Work History

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Position Description: \_\_\_\_\_

\_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Position Description: \_\_\_\_\_

\_\_\_\_\_

## Professional/Leadership Skills

*(Please outline any of the skills you possess which you feel would benefit our church and Board)*

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_



# *NOMINEE PROCESS FOR THE UNITY OF PHOENIX BOARD OF TRUSTEES*

## **Key Questions**

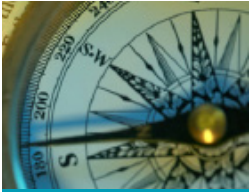
Please fill out your responses to the following questions. Feel free to attach an additional piece of paper if your answers require more room.

**Why are you interested in serving on the Board of Trustees for Unity of Phoenix Spiritual Center?**

**What career and other accomplishments do you feel qualify you to be considered for the Board of Trustees?**

**Please describe your spiritual practice and path.**





# *NOMINEE PROCESS FOR THE UNITY OF PHOENIX BOARD OF TRUSTEES*

## **Situation Analysis**

Please fill out your responses to the following scenarios, and submit them with your Nomination Packet. One or more of them may also be used as part of your interview in the nomination process. Feel free to attach an additional piece of paper if your answers require more room.

**Circle the appropriate answer below. You're "Board Member of the Day," meeting and greeting people after worship services. You are approached by someone who has taken exception with something that occurred during the service. How do you respond?**

- A) Listen with compassion
- B) Refer the person to the appropriate staff person (Senior Minister or Director of Operations)
- C) Give them email/contact information for the appropriate staff person
- D) Assure them their opinion is valid and heard
- E) All of the above

**You are a member of the Board of Trustees and disagree with a Board decision. In the Courtyard, a congregant approaches you and complains about the decision the Board made. You personally are in agreement with the congregant, though the Board voted differently. How do you handle this?**

**What do you feel your role is regarding interacting with congregants as a Board member on Sundays?**

**During a Board meeting, you bring up new ideas, but they aren't acted upon because the majority of the Board agrees that it is not the best fit for the ministry and/or the best timeframe to do so within the master plan. How would you handle the situation?**



# NOMINEE PROCESS FOR THE UNITY OF PHOENIX BOARD OF TRUSTEES

## Background Investigation Authorization Form

*(Please read carefully before signing)*

The amended Fair Credit Reporting Act (1997) requires that we inform you that a background investigation may be conducted as part of our screening and hiring process. This may include an inquiry to obtain information regarding your character, general reputation, personal characteristics and mode of living. The primary objective of any investigation will be to verify information you provided on your application or during the interview process. Upon your written request within a reasonable period of time, additional information as to the nature and scope of the report (if one is made) will be provided. You have the right to request details of the report from the consumer reporting agency.

The items of information requested below are required to process your background investigation. They are intended solely for that purpose and will not be used in a discriminatory manner for the making of business decisions.

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Month/Day/Year)

Driver's Licence #: \_\_\_\_\_ State \_\_\_\_\_

Social Security #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Other Names Used & Date Changed: \_\_\_\_\_  
*(Including Maiden Name)*

Residence Addresses for the Past 7 Years:

<i>Street Address</i>	<i>City, State &amp; Zip Code</i>	<i>County</i>	<i>From Mo./Yr.</i>	<i>To Mo./Yr.</i>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you ever been charged with or convicted of a Misdemeanor or Felony crime?  Yes  No

If yes, please explain in some detail, including what county and state and in what year: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I authorize Unity of Phoenix and/or PRS, Inc. and their agents to investigate my background as it pertains to employment considerations. This may include investigations of employment history and performance, personal and professional references, educational history, licenses and information contained in public records, including credit, criminal, motor vehicle data and workers comp. I release all persons, companies or corporations furnishing such information from liability and responsibility. A photocopy of this document may be substituted for the original.

Printed Full Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*(MN/CA/OK Residents Only): Do you wish to receive a copy of your consumer report?  Yes  No*