

November, 2023

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 board member is one of the most sacred aspects of serving 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 occur during our annual membership meeting scheduled for Sunday, February 25, 2024.

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.

The deadline for submitting applications to the Nominating is Sunday, December 17th. We hold you in our prayers as you enter your time of prayer and discernment. We see the highest and best unfolding for you and for our spiritual community.

With gratitude,

2023 Nominating Committee:
Chairperson, Yvette Babin-Ringsmuth
Vice-Chairperson, Sharon Chappell
Board of Trustees Member, Libby Robold

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

- Week of Nov. 12, 2023** Announcements from the platform, also in e-news and on the website.
- Week of Nov 19, 2023** **Information packets available in the office and online.**
Nominations are open.
Announcement from platform & and in e-news.
Confirm the overall timeline.
Develop a procedure for contacting prospective applicants.
- Nov 26, 2023** Information Meeting in the Fellowship Hall for interested members.
- December 3 & 10** Announcement from the platform with a reminder that applications are due by December 17, 2023.
- Dec 10** **Meet to** review progress on receiving applications.
Discuss any other individuals to approach.
- December 17** **Application deadline.**
Committee meeting.
Review applications.
Create and finalize interview questions
- Week of Dec. 31** **Candidate interviews live or Zoom.**
- Jan 7, 2024** **Committee meeting**

Discern nominees and inform nominees of the slate of candidates.
Request nominees' photos and bio to the office for newsletter and website.
- Jan 21, 2024** Advise the board of the slate of nominees.

Jan 28, 2024

Announce slate of nominees to the congregation.

Bio in e-news and on the website.

Continue to announce through February 18.

Feb 18, 2024

Annual Meeting walk-through

Feb 25, 2024

Annual Membership Meeting

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.

2023/2024 Nominating Committee:
 Chairperson, Yvette Babin Ringsmuth
 Vice Chairperson, Sharon Chappell
 Board of Trustees Member, Mollie Dabell

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 stakeholder 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

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 November 22, 2020 to:

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

Attention:
Yvette Babin-Ringsmuth
Chairperson, Unity of Traverse City Nominating Committee