



**Invitation—Application
Board of Trustees
Unity Center of Davis
February 2010**

Name: _____ Date: _____

Address: _____ City/State/Zip: _____

Phone _____ E-mail: _____

The Nominating Team Ministry for the Unity Center of Davis (UCoD) invites UCoD members to express their interests in serving as a UCoD Trustee. The team is seeking members with a passion for our community, who are committed truth students, work collaboratively in groups, thoughtful in considering issues and willing and able to commit the time (approx 15-20 hours per month) for meetings, planning sessions and special events. (See attached, Roles – Responsibilities – Qualifications).

The Board of Trustees invites you to apply by offering your statement of interest and qualifications, specifically addressing:

- What background and interests do you have that might serve this spiritual community as a member of UCoD leadership team?
- What talents and skills you would bring which would complement the spiritual and developmental growth of UCoD?
- How do you see Unity Center of Davis making a difference in your life and the lives of others in our communities?
- In which areas of this church (or other churches you have attended in the past) have you served and for how long?
- What is your background in New Thought? Please cite the recent classes and seminars you have attended.
- In what way is your time available to attend a number of special church services, classes, and church activities as a Board Trustee?

Your statement of interest and qualification must be received no later than noon on **February 28, 2010**. Either mail to Unity Center of Davis, P.O. Box 4478, Davis, CA 95617, or dropped off at the Welcome Table on Sundays. We invite you to discuss you interests with members of the Nominating Team Ministry: David McGlocklin (Chair), Lana Paulhamus, David Fleming, Denese and Larry Schellink, or other current and past Trustees.



Board of Trustees Roles, Responsibilities and Qualifications February 2010

General Description of Trustee Expectations:

Trustees appointed to the Unity Center of Davis Board are sincere and continuing students of Unity; conversant, or striving to be conversant, with its teachings and endeavoring to live in accord with the Jesus Christ principles of Truth and Love. The work of the ministry is furthered through this consciousness with the active interest, love and support of each Trustee.

As a ministry in the early stages of development with a staff of two Co-Ministers, Trustees use all resources available to them to support the operation and development of Unity Center of Davis. Trustees hold the welfare of the ministry as a personal priority and possess demonstrated leadership capabilities, ability, time and prayerful commitment to fulfill their duties and responsibilities.

All Board members are committed to practicing prosperity principles, including tithing and supporting UCoD through regular systematic financial giving and supporting such spiritual practices within the Board role.

Board Member Qualifications:

Trustees:

- Have completed or commit to complete, one Prosperity Course and the Unity Basics or Practical Spirituality class as soon as possible (*a UCoD voting-member requisite*)
- Uphold and represent the spiritual purpose of the ministry in the congregation and in the community
- Are familiar with the *By-laws, Unity Code of Ethics, Agreeing and Disagreeing in Love* documents and *Board Meeting Agreements*.
- Understand and support the current vision & mission statements of UCoD.
- Understand and support the respective roles and responsibilities of the co-ministers and the Board of Trustees.
- Are faithful in attendance at church services, monthly Board meetings, annual membership meetings, special meetings, and retreats. [*Board meetings take place on the third Tuesday of each month and the annual membership meeting is held on the first Sunday of March. Special meetings are rare but necessary from time to time. Retreats are once or twice a year*].



Board Roles and Responsibilities:

The board as a collective body:

- Establishes policy
- Gives input into the church's vision
- Creates policy for financial management and approve the budget
- Sets staff salaries and salary ranges, and establish new positions
- Sets personnel policies (*apprised by Ministers of employee performance and potential disciplinary action or discharges*)
- Collectively creates a performance evaluation for the ministers and the Board and also reviews how well the church is fulfilling its mission and vision.
- Actively participates on standing committees and attend special committee meetings to act as a channel for communication between the committee and the Board of Trustees.
- Attends required annual or semi-annual board retreats
- Attends monthly board meetings to conduct related governance activities such as:
 - Filling the unexpired term of any Trustee
 - Electing officers and their successors to fill any unexpired term
 - Ratifying committees and Chair persons as appointed by the Board President
 - Serving on ad hoc committees created by the Board President
 - Considering other duties brought to attention by the Minister and other Trustees
- Makes determinations of the business needs of this ministry which include:
 - Creating an annual fiscal year budget and
 - Preparing, or causing to be prepared, an annual financial statement with disclosures setting forth the fiscal conditions and operations of the ministry
 - Securing a fidelity bond for the treasurer
 - Authorizing payment as needed for the operation of the ministry
 - Administering property of this ministry, both real and personal
 - Accepting gifts on behalf of UCoD, and approving the sale or pledge of real or personal property belonging to the ministry [UCoD]
 - Authorizing and funding of all staff positions and approving salaries recommended by the Ministers. (*The selection, hiring and evaluation of employees are at the discretion of the Ministers.*)

Together, we discover God's truth, hold God's vision, design God's loving expression on earth, and trust in the Divine outcome.