

GREAT LAKES UNITY REGIONAL CONFERENCE (GLURC) POLICY MANUAL

Adopted 9/90

Revised 2/91, 3/92. 9/93, 9/94, 3/95, 9/96, 9/98, 3/99, 20/03, 1/06, 4/08

CORPORATE POLICIES

For Great Lakes Unity Regional Conference (hereafter known as “GLURC” or “the Region”), effective 1/06.

Mission: The mission of GLURC is to promote the spiritual growth of the Great Lakes Regional centers, churches, study groups, and Alternative Ministries. To this end, we hold open discussions, examine progressive ideas, and provide for fellowship. (9/90) (amended 10/03).

Agent: The Regional Representatives shall be the statutory agents for the Region. (9/90)

Finance: The Region finally support all the indebtedness incurred by the official GLURC.

All income from GLURC is income to the region. (9/90)

Peacemaking: Peacemaking assistance may be requested by a Minister, a Board, or by a Congregation petition. Contact is to be made with the Regional Representative and/or Judicatory Representative for clearance to contact the Director of Peacemaking Services who initiates the process of assessment of the situation and appropriate action is taken.

The client ministry is responsible for the cost of the services of the Director of Peacemaking Services and representatives. If the ministry is unable at the time to cover the cost, a written request for assistance may be submitted to the Association of Unity Churches International. The expenses of the Regional Peacemaking Team may be loaned to the ministry or paid by the Region. Further details of the complete process can be found in the Peacemaking Information Packet.

EXECUTIVE TEAM POLICIES

ANNUAL CONFERENCE

1. While the GLURC meetings are open for attendance of lay members from the churches / centers, no special invitation or program should be set up with just them in mind. (9/90)
2. The expenses (transportation, meals, and lodging) of one Association of Unity Churches International Executive Officer or designee have traditionally been paid for by the Region. (9/98) These expenses shall not exceed \$1,000.00. (10/03)

3. The Conference Ministry team will receive a maximum budgeted figure for Conference presenters from the Finance Ministry Team in its proposed budget each year. (3/99)
4. It being the Secretary's job to keep minutes including proper wording of motions, who proposed, who seconded, and the resulting vote – and it not being the Secretary's job to write a detailed account of reports presented to the Conference body – it is hereby the policy of GLURC that all reports given by Committee Chairs, Contract Employees and any other persons addressing the Conference body will be submitted in writing to the Secretary prior to the Business Meeting for the Secretary to attach to the Conference Minutes. ("In writing" is interpreted as being typed and presented for inclusion in the Corporate records"). (3/95)
5. To encourage Regional participation, GLURC will waive the standard Regional Conference registration fee for Ministers and Licensed Unity Teachers serving as spiritual leaders new to the Region, one time only. (3/99)
6. To encourage continued participation, and to offer support to retiring Ministers, the Executive Team may, at its discretion, waive the Regional Conference registration fee for a retiring Minister if said Minister:
 - ✿ Has served a Unity ministry / ministries for at least 7 years.
 - ✿ Is retiring from a Unity ministry.
 - ✿ And has provided exceptional service (e.g. served as an Officer, served on ministry teams, and/or supported Unity in other meaningful ways. (10/03)
7. The Executive Team shall approve the registration fee for the Annual Regional Conference, taking into consideration any recommendations from the Program Committee. (10/03)
8. The Region shall retain a \$25.00 processing fee for cancelled registrations during the 30 days preceding the opening day of the Annual Regional Conference, and also for any other Regional event within the 30 days preceding the commencement of the event. This policy is to be clearly stated on all registration forms. (10/03)

MINISTRY TEAMS

1. The President of the Region will appoint all Ministry Team members. Each team will have an Executive Team member as liaison who will appoint its chair. (1/06)
2. Standing Ministry Teams are: (9/90)
 - a. Education Ministry Team (Children's, Uniteen, Y.O.U., and Next Generation Unity (3 year term). (10/03)
 - b. Conference Program Ministry Team (2 year term)
 - c. Finance Ministry Team (3 year term)
 - d. GLURC Ministerial Scholarship Award Ministry Team (3 year term)
 - e. Nominating Ministry Team (1 year term)

- f. Matching Funds Ministry Team (for funding a new group in conjunction with the Association program) (3 year term) (9/95)
 - g. Communications Ministry Team
3. Members of the Education, Finance, GLURC Ministerial Scholarship Award, and Matching Funding Ministry Teams will serve three year terms, one term of office expiring each year at the closure of the annual Corporate meetings. (9/90)
 4. Persons can be reassigned to any Ministry Team at the discretion of the President of the Region. (9/90)
 5. The Nominating Ministry Team's term of office shall be 1 year. (9/90)
 6. Matching Fund and Scholarship Ministry Teams are commissioned with deciding the recipients of their respective grants. The Ministry Teams will submit their grants to the Executive Team for ratification only (Executive Team approval is not required). (3/99)
 7. The Communications Ministry Team liaison shall cause the Regional website to be maintained.
 8. Education Services Ministry Team *Consultants Training Policy* is located in the Consultants Training Policy Addendum on pages 8 and 9 of this policy manual. (4/08)

FINANCE

1. GLURC Ministerial Scholarship Award Program will be funded from the General Fund and paid directly to the institution, not the individual. (9/90)
2. The following persons shall be placed under contract and furnished with a Job Description: (9/90)
 - a. Children's Education Consultant
 - b. Conference Program Presenters
 - c. Layperson's Retreat Chairperson
 - e. Uniteen Education Consultant
 - f. Y.O.U. Consultant
 - g. Next Generation Unity Consultant (10/03)
3. The Education Ministry Team will set the salaries for the contract employees. All contract employees will be reimbursed for reasonable expenses. (9/90)
4. Youth Education and Uniteen training costs nothing to the churches. The host church/center will provide space, volunteers for registration, meal/snack preparation and set up and clean up. Expenses will be recovered by a per person fee of \$35.00 in advance, or \$40.00 at the door. Fees will pay for: meals/snacks; love offering to host church/center; consultant's travel expenses; supplies use; shipping of book consignments; balances to be given to GLURC Treasurer. Consultants receive no payment or love offerings from the individual church/center. (9/98)

5. Our tithe, to our Spiritual Source, 10% of non-designated funds, shall be determined by the Executive Team on a quarterly basis.
6. Travel, lodging, and food expenses for workshops conducted by the Licensed Unity Teacher Representative are to be paid by the host church whenever possible, and if not possible, cost will be paid by GLURC. The host church is then encouraged to share a love offering with the Region. (9/90 revised 3/99)
7. All reasonable expenses incurred while doing Regional business and not reimbursed by member churches for Regional Representative, Judicatory Representative, President, President-elect, Past-President, Secretary, Treasurer, Treasurer-Elect, and Member-At-Large are to be paid by the Region. (9/90 revised 3/99 and 10/03)
8. The Treasurer is authorized to pay the bills approved by the Executive Team. (9/90)
9. The Region will pay reasonable expenses for the Licensed Teacher Representative to GLURC Conferences and to one Association of Unity Churches International Conference the first year of their term. If the Licensed Teacher Representative conducts a Spring LUT Workshop, expenses will be paid. (10/06)
10. All motions regarding financial disbursements are to be referred to the Executive Team and the Finance Ministry Team for recommendation before being submitted to the Corporate body for vote. (9/90)
11. GLURC will not extend financial aid to any church engaged in a building program. (9/90)
12. The Regional Treasurer, Secretary, and Regional Representative shall be signatories on the checking, savings, and other accounts. The Treasurer must receive statements regarding all fiscal accounts established under the authority of GLURC. (9/98)
13. Great Lakes Unity Region will hold a \$25,000.00 reserve cap to cover regularly allocated expenses. New expenditures will not deplete General Funds beyond this level. (9/94)
14. The Finance Ministry Team will budget a maximum dollar figure in its proposed budget for use by the Conference Program Ministry Team for compensation of Conference presenters. (3/99)
15. The GLURC Matching Funds Ministry Team is commissioned to select a maximum of two (2) pioneering Unity Groups for funding in conjunction with the Association program. Funding is for \$250.00 per month for a period of one (1) year (funding may be extended for a second year in conjunction with the Association program). Groups making application must meet Association requirements and additional criteria as established by the Ministry Team. (9/95)

16. To support the Association Expansion Ministry Team's meeting dates of January and June to review applications (and all applications must be supported by a sponsoring church and the Region prior to being sent to the Association). The Regional Matching Funds Ministry Team must receive applications prior to April 1 or October 1 for consideration. Ministry Team review may be made by mail, fax, email, or telephone. Following the Ministry Team's decision, a letter of notification to all applicants will be sent by the Regional President, with copies to the Regional Treasurer, Secretary, and Regional Representative.
17. Financial income from special events (such as, but not limited to, Youth Education, and Licensed Unity Teacher trainings and workshops) is credited to the General Fund, not to the expense account or budgeted line item for the individual, position, or department.

MINISTERIAL SCHOLARSHIP AWARD PROGRAM

(7/98 except as otherwise noted)

All Ministerial Education Program (10/03) candidates who enter Unity Institute-MRSP from churches in the Great Lakes Region and candidates transferring from the Unity Urban Ministerial Program to Unity Institute-MRSP are eligible to make application for the Great Lakes Ministerial Scholarship Award. (9/90)

Purpose of Scholarships: To support qualified applications in their study to become a Unity Minister through Unity Institute.

Amount and Terms: The Region may award annual scholarships for MRSP tuition, for qualified scholarship recipients from the Great Lakes Region as follows: one (1) for a new first year MRSP candidate; one (1) for a continuing MRSP student; and one (1) for transferring Detroit Urban School candidates. The amount of the scholarships will be determined on an annual basis by the Executive Team. (10/03, revised 10/06)

A. QUALIFICATIONS

1. Documentation of active participation in a Great Lakes Region Unity Church, and
2. the demonstration of personal growth through a strong commitment to the application of Unity Principles, and
3. accepted for admission by Unity Institute into the current year's Ministerial Candidate Program, and
4. to receive continuing scholarship the recipient must maintain "in good standing" status in the Ministerial Candidate Program, and provide documentation of same to the GLURC Scholarship Team Chairperson.

B. SCHOLARSHIP MINISTRY TEAM RESPONSIBILITIES

1. Prepare notification from the Scholarship Ministry Team to be published in the Fall and Winter GLURC Newsletters, (this notification must list qualifications and application process, address, email address, and telephone number of the Scholarship Ministry Team Chairperson), and
2. Also mail notification of these guidelines to all GLURC members ministries by January 15, including all the information noted in # above.

3. When applications are received, the chair will forward copies to all ministry team members who will individually and prayerfully review each application. The ministry team will meet, as the team determines, within thirty (30) days following the April 15 closing date for application to make the final award.
4. The Scholarship Ministry Team Chair will advise the President, Treasurer, and Secretary of the Region as to the Ministry Team's decision and follow up to insure that all of the applicants receive letters of notification of the decision from the Regional President.
5. The Scholarship Ministry Team Chair will advise Unity Institute of the awards and request tuition due dates.
6. The Scholarship Ministry Team Chair will then advise the President and Treasurer of the tuition payment amounts and due dates.
7. A scholarship awarded, but not used, will be made available to another applicant. (6/91)

C. APPLICATION PROCESS

After acceptance in the Ministerial Candidate Program and prior to April 15, each applicant must provide the following to the Scholarship Ministry Team Chairperson:

1. a one page autobiography,
2. a one page detailed statement of the fulfillment of qualifications in Section A, and
3. a letter of recommendation from the minister sponsoring their application to the Ministerial Candidate Program.

D. EXECUTIVE TEAM RESPONSIBILITIES

1. Publish details of this scholarship fund, provided by the Scholarship Ministry Team, in the Fall and Winter newsletter.
2. Form a ministry team of ministers at the Regional Conference, as per regional bylaws.
3. Notify all applicants of the Scholarship Ministry Team's decision.
4. Insure that the tuition payments are issued to Unity Institute on behalf of each recipient in a timely manner.

E. MINISTERIAL CANDIDATE'S RESPONSIBILITIES

1. The award recipient must report to the Chair of the Scholarship Ministry Team each term as to their progress at Unity Institute and must submit copies of their grade reports.
2. The recipient is to send notes of appreciation for the scholarship to the Regional President (which will be published in the GLURC newsletter) and to three churches in the region other than their home church.

GRANTS AND LOANS

1. In determining any benefit from the Great Lakes Unity Regional Conference, a Unity church/center must be functioning under the leadership of an Ordained or Licensed Unity Minister, or a Licensed Unity Teacher functioning as an Association-recognized Spiritual Leader. (3/92)

2. A church/center must have been operating and functioning as a self-supporting ministry for at least two (2) years. It must be a non profit corporation with at tax identification number. (3/92)
3. A church/center must show repayment capability if applying for a loan. (3/92)
4. Financial statements for at least two (2) years should be provided along with the request for a loan (the term "loan" does not apply to the Matching Funds Program). (3/99) (3/92)
5. Subsequent grants will not be approved. (3/92)
6. Grants and loans will not be given for special outreach community projects. (3/92)
7. If a church/center receives a loan, the minister(s) should be committed to that church for the duration of the debt. (3/92)
8. If a church/center is turned down for a grant or loan, they will be notified in writing as to the reason why.
9. The Regional Executive Team must approve and give a financial report of all outstanding loans and grants to the membership body. Said report may be listed as accounts receivable on the financial statement. (3/92)

LEGAL

GLURC will maintain an IRS tax exemption and the corporate tax exempt number will be furnished to all persons who request it and are deemed necessary to have it. (9/90)

MAILING LIST

1. No mailing list will be provided to any entity without prior approval of the Executive Team. (2/91)
2. The Regional mailing list will be provided to Regional Officers, newsletter publisher, Ministry Teams as needed, Licensed Unity Teacher Representatives, and the Prayer Ministry.

CONSULTANTS TRAINING POLICY ADDENDUM

(Refer to following two pages) (4/08)

**ASSOCIATION OF UNITY CHURCHES INTERNATIONAL
GREAT LAKES REGION
CONSULTANTS TRAINING POLICY
April 16, 2008
Effective February 1, 2008**

The Great Lakes Region recognizes the importance of ongoing professional training for our Education Services Ministry Consultants. This policy states the guidelines to be followed in determining the suitability, frequency and financial parameters of such training. The subject matter of such trainings and presentation methods shall be consistent with Unity principles and values.

Trainings shall be directly pertinent to the consultant's area of responsibility with some of the desired goals being:

- Expanded knowledge in their field of expertise,
- Discovering tools and resources that enhance his/her ability to serve as a consultant,
- Exploring new ideas, philosophies and/or technologies,
- Gaining new insights,
- Instilling motivation to draw out his/her creative energies,
- Networking with other professionals who may serve as resources,
- Furthering of personal professional growth and development.

A consultant desiring to attend a training seminar, workshop, etc. shall submit a **CONSULTANTS TRAINING REIMBURSEMENT REQUEST FORM** (see page 2) to the Education Services Ministry Team chairperson.

The Education Services Ministry Team chairperson will then, in concert with the Education Services Ministry Team, determine the suitability of the requested training based on the goals stated above and shall then approve or deny the request.

Training reimbursements shall not exceed \$1,500 sum total paid to all consultants per calendar year. This \$1,500 shall be a budget line item separate from the consultants' usual and customary expenses.

Costs occurring more than 14 days prior to a workshop or training may be submitted for reimbursement in advance. All requests for reimbursements shall be accompanied with receipts and a **CONSULTANTS TRAINING REIMBURSEMENT REQUEST FORM**.

The receipts and form shall be sent to three individuals; the Education Services Ministry Team chairperson, the regional accountant, and the individual who actually cuts the checks.

The Education Services Ministry Team leader will review the receipts and inform the regional accountant and the individual who actually cuts the checks as to their suitability.

Responsibility for cancellation fees shall be the individual consultant's responsibility.

**ASSOCIATION OF UNITY CHURCHES INTERNATIONAL
GREAT LAKES REGION
CONSULTANTS TRAINING REIMBURSEMENT REQUEST FORM**

Name: _____ Title: _____

Training date(s): _____

Title and location of training: _____

Training facilitated by: _____

Subject matter of training and how it pertains to consultant's area of responsibility:

Costs (please note whether estimated or actual):

Registration fee _____

Travel _____ Air/car/etc? _____

Lodging _____

Meals & Incidentals _____

Other: _____

Other: _____

Other: _____

Total _____

Signed: _____

Date: _____