



CORPORATE POLICIES

For Great Lakes Unity Regional Conference (hereafter known as “GLURC” or “the Region”), and doing business as Unity Worldwide Ministries Great Lakes Region (UWMGL) effective May 4, 2015.

Vision: Awakening Oneness, we empower an evolving consciousness that spiritually transforms the world.

Mission: We serve, build, inspire and empower ministries.

Core Values: Committed, Empowering, Evolutionary, Integrity, Collaborative, Love

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

Peace Skills Training: Peace Skills Training assistance may be requested by a Minister, a Board, or by a Congregation petition. Contact is to be made with the Regional Representative who initiates the process of assessment. The client ministry is responsible for the cost of the Peace Skills Training and Transitional Ministry services and representatives.

BOARD OF TRUSTEES POLICIES

ANNUAL CONFERENCE

1. The Conference Planning team will receive a maximum budgeted figure for Conference expenses.
2. 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 in MS Word and submitted electronically for inclusion in the Corporate records).

3. To encourage participation in Regional activities, GLURC will waive, on a one time basis, the basic Conference registration fee for the following credentialed and non-credentialed leaders who are new to the region:
 - Fourth year Urban School Students involved in an internship,
 - Licensed and Ordained Ministers,
 - Licensed Unity Teachers serving as spiritual leaders,
 - Spiritual Leaders serving churches under special dispensation,
 - Licensed Unity Teachers who are newly licensed
 - Certified Spiritual Educators newly licensed

The basic registration fee does not include fees for any dinners or luncheons. The fee waiver must be used within twenty-four months of licensing or entering the region. Unity Urban Ministry School students must use the waiver during their fourth year of school.

4. Retired Unity ministers are exempt from paying the basic Regional Conference registration fee. They are responsible for paying for the banquet and any other meals sponsored by specific interest groups.
5. The Board of Trustees shall approve the registration fee for the Annual Conference, taking into consideration any recommendations from the Conference Planning Team.
6. The Region shall retain a 20% 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.

MINISTRY TEAMS

1. The President of the Region will appoint or ratify all Ministry Team members. Each team will have a Board Trustee as liaison who will appoint its chair.
2. Standing Ministry Teams are: (date)
 - a. Conference Planning Team
 - b. Finance Team
 - c. Leadership Recruitment & Development Team (LRDT)
 - d. Communications Team
 - e. Licensed Unity Teacher Team
 - f. Scholarships Team (in development)
 - g. Prayer Support Team

3. Standing Ministry Team members serve 2 year terms.
4. The Communications Team liaison shall cause the Regional website to be maintained, and for a quarterly electronic newsletter to be sent to the membership.

FINANCE

1. The following employees and contractors shall be placed under contract: (9/90, 11/10, 5/12)
 - a. Youth and Family Ministry Employees
 - b. Conference Program Presenters
 - c. Regional Representative
 - d. Judicatory Representative
 - e. Administrative Assistant (s)
 - f. Accountant/CPA
2. Our tithe, to our Spiritual Source, 10% of love offerings, shall be determined by the Board of Trustees on a quarterly basis.
3. Host church is responsible for providing the space for workshops conducted by the Licensed Unity Teacher Representative. Registration and food fees will be determined by the LUT Team to cover materials and speakers. The host church and the UWM Great Lakes Region will share a love offering. Travel and lodging costs for the LUT Rep are to be paid by GLURC.
4. The Region will pay reasonable expenses for the Licensed Teacher Representative to attend GLURC Conferences and the UWM Annual Convention .If the Licensed Teacher Representative conducts a Spring LUT Workshop, expenses will be paid.
5. 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.
6. The Treasurer is authorized to pay the bills approved by the Board of Trustees.
7. All motions regarding financial disbursements are to be referred to the Board of Trustees for consideration.
8. GLURC will not extend financial aid to any church engaged in a building program.

9. The Regional Treasurer, Secretary, and President 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.
10. Great Lakes Unity Region will hold no less than 25% of previous year's actual income in reserve. New expenditures will not deplete General Funds beyond this level.
11. 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.
12. All love offerings are attributed to the general fund. GLURC may receive restricted gifts at the discretion of the Board of Trustees.

Finance: The Region financially supports all the indebtedness incurred by the official GLURC (from above).

SCHOLARSHIPS

1. Unity Worldwide Ministries Great Lakes Region (UWM-GLR) shall offer scholarships as funding is available for Unity Classes toward becoming a Certified Spiritual Educator, Licensed Unity Teacher, or Unity Minister.
2. Anyone applying for a scholarship must be an active member of a member ministry in the UWM-GLR. Refer to UWM-GLR Bylaws for definition of active member.
3. Applicants must be functioning under the leadership of an Ordained or Licensed Unity Minister, or a UWM-recognized Spiritual Leader.
4. Applicants are eligible for one scholarship or tuition award per calendar year.
5. A completed application form must be mailed or emailed to a member of the Regional Board for consideration. The application form must be accompanied by a mail or email of support from your Unity minister.
6. Scholarships will be awarded on a first come basis
7. If an individual is turned down for a scholarship they will be notified in writing as to the reason why.

GLURC SCHOLARSHIP APPLICATION FORM

UWM-GLR awards scholarships and tuition aid to members of our region who are seeking accreditation as Unity ministers, licensed teachers, or spiritual educators. Scholarships are based on individual need and the availability of scholarship funds. Tuition assistance is awarded for on campus classes or online classes, and is contingent on completion of classes in a timely manner. ■ Anyone applying for a scholarship or tuition award must be an active member or member ministry of the UWM-GLR. Refer to UWM-GLR bylaws for definition of active member or member ministry. ■ Applicants are eligible for one scholarship or tuition award per calendar year. ■ Completed application is to be mailed or emailed, accompanied by an email of support from your Unity minister. ■ Please send completed application to a member of the Board of Trustees.

Applicant Information

Full Name: _____

Address: _____

Phone: _____

Email address: _____

What Unity church or center in The Great Lakes Region do you attend?

Please provide a letter or email of support from your minister with this application.

I am working to become: ___Licensed Unity Teacher ___Certified Spiritual Educator ___Unity minister ___ Other

Please describe the following: ■ Spiritual classes you have completed and the number of SEE units completed ■ Your current service and future intention to serve Unity ■ Why you are requesting the scholarship/tuition award ■ Any aspects of your financial situation you feel are of special significance in applying for the scholarship/tuition aid award.

GRANTS

1. Unity Worldwide Ministries Great Lakes Region (UWM-GLR) shall offer grants, as funding is available, for UWM-GLR members ministries seeking the assistance of a Regional Consultant or of UWM Member Services.

2. Anyone applying for a grant must be an active member ministry in good standing in the UWM-GLR. Refer to UWM-GLR Bylaws for definition of active member.
3. Applicants must be functioning under the leadership of an Ordained or Licensed Unity Minister, or a UWM-recognized Spiritual Leader.
4. Applicants are eligible for up to 50% of the cost to bring in a Regional Consultant or a member of UWM Member services.
5. A completed application by the president of the Board of Trustees and the Minister or Spiritual Leader of the member ministry must be mailed or emailed to the President of the Board of Trustees for the UWM-GLR.
6. Grants will be awarded based on the availability of funds.
7. Member ministries are eligible to receive one grant per calendar year.

APPLICATION

UWM-GLR awards grants aid to member ministries of our region who are seeking the assistance of a Regional Consultant or the services of the UWM Member Services team. Grants are awarded for up to 50% of the cost of the service as funds are available. Anyone applying for a grant must be an active member ministry of the UWM-GLR. Refer to UWM-GLR bylaws for definition of active member ministry. Applicants are eligible for one grant per calendar year. Completed application is to be mailed or emailed to the President of the UWM-GLR. The UWM-GLR may ask for additional documentation to verify the cost of the services.

Ministry Name: _____

Board Presidents: _____

Spiritual Leader: _____

Ministry Address: _____

Ministry Phone: _____

Ministry Email: _____

Please describe the services the request is being made for. Please include the full cost of the program and the amount of assistance being requested. Member

Ministries can request up to 50% of the cost of program. Additional documentation may be required to verify the cost of the service.

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.

MAILING LIST

1. No mailing list will be provided to any entity without prior approval of the Board of Trustees. (2/91)
2. The Regional mailing list will be provided to Regional Officers, Licensed Unity Teacher Representative, employees and Ministry Teams as needed.

REGIONAL EMPLOYEES OF THE BOARD OF TRUSTEES

GLURC employs persons in the following roles:

- Regional Representative
- Youth and Family Ministry Events Director
- Youth and Family Ministry Training Director
- Web/Office Administrator
- Bookkeeper

All of these persons are classified as Employees of the region, which ensures they are covered by the regional liability.

No person employed by the region may serve as a voting member of the regional Board of Trustees, either as a general member of the Board or the Licensed Unity Teacher Representative of the Board.

Housing for youth rallies and retreats

In general:

- All housing at YOU events is dormitory style with two people per room.
- All attendees and sponsors are asked to declare their gender as part of the application process.
- Attendees and sponsors are housed with people of the same gender, except in the cases described below.
- A sponsor and an attendee may not room together unless they are parent/guardian and child.

For transgender minors:

- A transgender minor attending a Youth Event sponsored by GLURC must declare his or her biological gender as part of the application process for the event.
- The attendee will be housed with a roommate of his/her biological gender unless a specific roommate is requested.
- If the attendee requests a specific roommate, and if the parent/guardian of both the attendee and the requested roommate give written consent, attendees of different biological gender may be housed together.
- If private accommodation is possible and requested, the attendee may be housed separately. Any extra expense would be borne by the attendee.

For transgender adult sponsors:

- A transgender adult sponsor attending a Youth Event sponsored by GLURC must declare his or her gender as part of the application process for the event. This may be the person's biological gender or, if post-surgical, the person's current gender.
- The sponsor will be housed with a roommate of his/her declared gender unless a specific roommate is requested.
- If the sponsor requests a specific roommate, and if the requested roommate agrees, attendees of different declared gender may be housed together.
- If private accommodation is possible and requested, the sponsor may be housed separately. Any extra expense would be borne by the sponsor.