

Licensing for Teachers

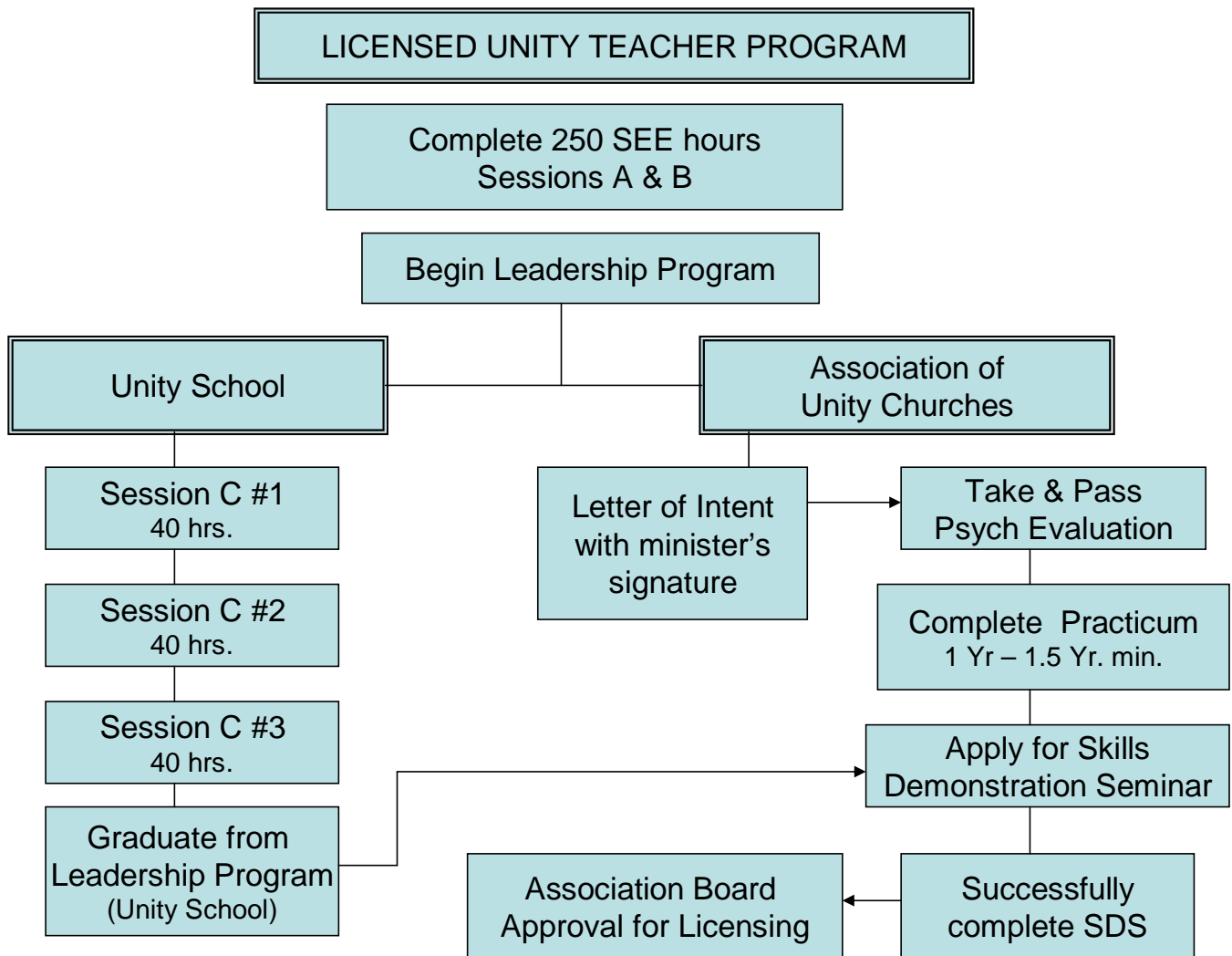
United States and Canada



Administration
Adult Education
Pastoral Care
Youth and Family Ministry

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We encourage you to visit our website at www.unity.org often to stay current with licensed Unity teacher requirements and to read the LUT Newsletter.

Licensed teacher candidates are required to have access to a computer and to the internet and have the ability to communicate via e-mail.

Overview of Licensing for Unity Teachers

Purpose

The purpose of the licensed Unity teacher program is to provide the Unity ministry with a leader who is equipped to serve in support of a Unity minister and ministry. This program is designed to deepen your understanding of Unity principles and assist you in acquiring leadership training which will enable you to be a valuable asset to your church community. The use of the title of Licensed Unity Teacher is granted only to those who are affiliated with a ministry recognized by the Association of Unity Churches International.

Sponsoring Minister

The role of the sponsoring minister is to be a mentor for the licensed teacher candidate as well as an evaluator of the candidate's teaching skills, interaction with the congregation and readiness for a leadership position in a Unity church. The sponsoring minister continues in this role even after the candidate is licensed. The licensed Unity teacher serves the Unity ministry in accordance with the mission and vision of the Unity church and at the direction of the minister. The sponsoring minister must be an ordained or licensed Unity minister.

Licensed Unity Teacher Program Structure

This is a joint program between the Association of Unity Churches International (AUCI) and Unity School. While candidates are completing the Leadership requirements through Unity School, they are also completing the Practicum requirements at their home church, working with AUCI. (Refer to flow chart on previous page)

Prerequisites to Beginning the Licensed Unity Teacher Practicum

1. Complete 250 hours of Spiritual Education and Enrichment (SEE) classes
2. Be an active member of a Unity church which is recognized by the Association of Unity Churches International
3. Enter into an agreement with your sponsoring minister regarding your future role as a licensed Unity teacher in a specific ministry
4. Mail a Letter of Intent to the Licensed Teacher Coordinator (LTC) at the AUCI
5. Have access to a computer and the internet and have the ability communicate via e-mail
6. Take and pass a psychological evaluation

Letter of Intent

Each licensed Unity teacher candidate is required to write a Letter of Intent and mail it to the LTC at AUCI, to include the following:

1. Candidate's name, home address, phone numbers, email address
2. Number of SEE hours completed
3. The month and year you plan to begin attending Leadership classes
4. Your chosen Focus Area
5. Name of your sponsoring ministry and minister
6. Your sponsoring minister's email address and ministry (if different from your ministry)
7. Your sponsoring minister's signature, confirming their willingness to be your sponsor

Licensing for Unity Teachers

Spiritual Education and Enrichment (SEE) Sessions A & B

25 ten-hour classes (250 hours, to be earned within a 10-year period), which affords Unity students the opportunity to learn Unity basics through these foundation classes.

All SEE classes may be taught in your local ministry or region by a Unity minister or a Licensed Unity Teacher. Online classes are offered through Unity's SEE Program. Classes are also offered at Unity Village three times each year (spring, summer and fall). Contact Unity School's SEE registrar at 816.251.3535 or johnsonba@unityonline.org for the most recent schedule and registration information or visit www.unityonline.org for more information.

Leadership Program

This program consists of two parts which are completed simultaneously:

- 1. Leadership Classes (Session C):** 12 ten-hour classes (**120 hours**). These classes are taught only at Unity School three times each year (spring, summer and fall). This program offers Unity students in-depth leadership training. Contact the registrar at Unity School at 816.251.3535 for further information.
- 2. Licensed Teacher Candidate:** Sponsored by our Association of Unity Churches International and designed for those Unity students who desire to become Licensed Unity Teachers. Requirements include completion of a **Practicum, Specialty Courses/Classes, Additional Training in the Ministry** which are courses you attend to gain further knowledge in your chosen Focus Area and "hands on" learning in your home ministry. (Refer to Practicum Requirements for each Focus Area).

Pre-Requisites

Letter of Intent: After you have completed the **SEE (250 hours)**, meet with your sponsoring minister to determine your role as a licensed Unity teacher in your ministry and choose your Focus Area. After this meeting, mail a Letter of Intent (signed by your minister) to the Licensed Teacher Coordinator (LTC) at the Association of Unity Churches International. Refer to page 3 for a detailed explanation of the Letter of Intent.

Psychological Written Evaluation/Interview is a requirement for Licensed Teacher candidates, to be completed prior to beginning the Licensed Teacher Practicum. The written portion is administered during a Session C (Leadership) week— ideally your first Session C week. Contact the Licensed Teacher Coordinator well ahead of time to arrange for this evaluation. Additional evaluation may be required at a later time, depending upon results of the initial evaluation.

General Requirements for Licensing as a Unity Teacher (All Focus Areas)

- I. Graduate from SEE (250 hours) before starting the Leadership Program.
- II. Meet with your minister to discuss your interest in the Licensed Teacher Program. Following this, send a Letter of Intent co-signed by your sponsoring minister to the Licensed Teacher Coordinator of our Association (LTC).
- III. The Focus Areas are:
 - Licensed Teacher Specializing in **Administration**
 - Licensed Teacher Specializing in **Adult Education**
 - Licensed Teacher Specializing in **Pastoral Care**
 - Licensed Teacher Specializing in **Youth and Family Ministry**
- IV. Pass a written **psychological evaluation**, which is administered by a member of the Association's Education Staff, and **interview** with a licensed psychologist. In preparation for this evaluation, the LTC will email specific forms to be completed and sent back, along with a recent photo. You will be notified of the results of the psychological evaluation and either approved to begin the Practicum and Specialty Course work or you will be directed to complete additional activities before proceeding.
- V. While you are completing the Leadership classes at Unity School, also complete the Licensed Teacher **Practicum Requirements, Specialty Courses/Classes and Additional Training in the Ministry** for your Focus Area as agreed to by you and your sponsoring minister and recorded in the Learning Agreement. As this work is completed, mail or email documentation to the LTC. **All documentation must be typed rather than handwritten.**
- VI. Contact the LTC at lrc@unity.org or 816-524-7414 with any questions you may have as you complete the above requirements, working closely with your sponsoring minister and ministry.
- VII. Submit the Skills Demonstration Seminar (SDS) Application (available at www.unity.org) with completed documentation at least **3 months prior** to SDS attendance. Attendance at SDS is by invitation. You may be approved for invitation after all required documentation and minister's evaluation have been received.
- VIII. Attend Skills Demonstration Seminar (SDS). Pass a comprehensive **written examination** covering your course work and an evaluation of your teaching skills and understanding of Unity principles.
- IX. Be recommended for licensing to and approval by the Board of Trustees of our Association of Unity Churches International.

**Practicum Requirements for Licensing as a Unity Teacher
Administration, Adult Education, Pastoral Care
See page 9 for practicum requirements for Youth and Family Ministry**

1. **Unity Event:** Attend one of the following events to deepen your connection and involvement with Unity on a national and regional basis.

National Convention (People's Conference)

Regional Conference Sub-regional conference

Documentation: Completed attendance form which is available at the event.

2. **Learning Agreement:**

The Learning Agreement is to be used as a **planning document**, as agreed to by you and your sponsoring minister. This is designed to help you and your minister keep track of your progress through the program. See Pages 19 thru 22 of this booklet.

Documentation: Send to the LTC **3 months** before attending SDS.

3. **Practice Teaching:**

Candidates are to teach 3 different classes from the list of texts on Pages 16 thru 18, for a total of 30 hours of teaching. Practicum classes are to be taught **after completion of the Art of Teaching I class**. Present lesson plans and handouts for your minister's approval one month prior to your first class. Our preference is that classes will be taught as 10 one-hour classes or 5 two-hour classes, because this conforms to the format for teaching credit classes. **Your minister must observe your teaching of at least one class.**

Documentation: Complete **one syllabus and one lesson plan for each class** (refer to pages 23 through 27 of this booklet).

4. **Minister's Letter of Recommendation:**

Minister mails a letter of recommendation and Minister's Evaluation/Candidate's Competency forms to the LTC no later than 3 months prior to candidate's attendance at SDS. Includes candidate's understanding of perceived knowledge of Unity's teachings, its purpose, structure, and resources. He/she has the ability:

- to relate to congregants and other individuals as a potential church leader.
- to demonstrate character in keeping with the role of church leader in adherence to the Licensed Teacher Code of Ethics and Covenant (Pages 30, 31).
- to function in the role of a Licensed Unity Teacher with emotional maturity, integrity, a spirit of cooperation, and to integrate theory with practice.

**Completion of all requirements must be documented.
All documentation must be typed rather than handwritten.**

Additional Practicum Requirements Administration

Documentation is required for each of the following:

1. **Administration Training**

Two years experience in administrative assistant position. Must be documented.

2. **Bookkeeping Training**

Bookkeeping skills **documented** with proof of competency through certificate of completion from a business school, college transcript, and/or statement from a former employer describing the bookkeeping work performed.

3. **Volunteering**

Active, on-going volunteering in your sponsoring ministry for a minimum of one year.

Examples:

Church finance committee

Budget process for the church

Event planning

Active role in church bookkeeping

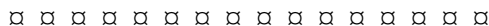
Leadership role in volunteer program (training, supervision, support, and evaluation)

Documentation: List activities and dates on one sheet of paper with minister's signature.

4. **Book Reviews**

Review three books and complete three written book reviews. See Book Review List which is available on our website at www.unity.org on the Licensed Teacher page.

Documentation: Complete book reviews following instructions on Pages 28 and 29.



Additional Practicum Requirements Adult Education

1. **Public Speaking**

Ongoing participation in public speaking forums such as Toastmasters, Dale Carnegie, or Speaking Circles. Must **document** at least ten (10) speeches. (Toastmasters International is accustomed to providing documentation for this requirement.)

2. **Book Reviews**

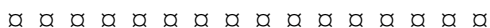
Review three books and complete three written book reviews. See Book Review List which is available on our website at www.unity.org on the Licensed Teacher page.

Documentation: Complete book reviews following instructions on Pages 28 and 29.

3. **Volunteering**

Active, on-going volunteering in your sponsoring ministry for a minimum of one year.
Examples: Teaching classes, facilitating groups, public speaking

Documentation: List activities and dates on one sheet of paper with minister’s signature.



**Additional Practicum Requirements
Pastoral Care**

1. **Pastoral Care Training**

Complete at least one unit at a local hospital of Clinical Pastoral Orientation (CPO), Clinical Pastoral Education (CPE), or Rev. Lei Lanni Burt’s Chaplaincy Program.

Documentation: A letter or certificate of completion from the hospital or from Rev. Burt.

2. **Book Reviews**

Review three books and complete three written book reviews. See Book Review List which is available on our website at www.unity.org on the Licensed Teacher page. Chosen books will include such topics as:

- | | | |
|---------------------|---------------|-----------------------------|
| Hospital chaplaincy | Bereavement | Prison chaplaincy |
| Domestic violence | Family crisis | Crises intervention |
| Hospice seminar | AIDS | Other relevant and approved |
| Chaplaincy program | | |

Documentation: Complete book reviews following instructions on Pages 28 and 29.

3. **Volunteering:**

Active, on-going volunteering in your sponsoring ministry for a minimum of one year.
Examples:

- Establish or work with a grief/loss support group, or a prayer support group
- Establish or work with a chaplaincy program
- Present one or more workshops in the area of Pastoral Care according to your ministry’s needs, as approved by your minister

Documentation: List activities and dates on one sheet of paper with minister’s signature.

4. **Self-Healing**

Participate in your own ongoing program of Self-Healing. Examples: psychotherapy, 12 step program, support group, Master Minding, spiritual counseling with your minister, or holistic healing work as approved by you and your minister.

Documentation: List activities and dates on one sheet of paper with minister’s signature.

**Practicum Requirements for Licensing as a Unity Teacher
Specializing in Youth and Family Ministry**

1. **Certified Spiritual Educator:** You must have successfully completed the Certified Spiritual Educator Program and your certificate on file with the Association.
2. **Experience:** Must be at least 25 years old, currently working in YFM, and have one year of experience as a YFM ministry director or serve as an assistant to the director with a high-level of responsibility for at least one year.
3. **Unity Events:** Attend two regional or international children's, Uniteen or Youth of Unity ministry events.

Documentation: Send copy of event registration for file.

4. **Learning Agreement:**

The Learning Agreement is to be used as a **planning document**, as agreed to by you and your sponsoring minister. This is designed to help you and your minister keep track of your progress through the program. See Page 22 of this booklet.

Documentation: Send to the LTC **3 months** before attending SDS.

5. **Practice Teaching:**

Candidates are to plan and facilitate two or more teacher trainings (may include parents) for an overall minimum of 10 hours. Topics may include how to present Unity principles or concepts to different age groups, using issue-based curriculum, spiritual development stages, or other agreed-upon subject matter (with Children's Ministry Coordinator). Our preference is that classes will be taught as 10 one-hour classes or 5 two-hour classes, because this conforms to the format for teaching credit classes. Present lesson plans and handouts for your minister's approval one month prior to your first class. **Your minister must observe your teaching of at least one training.**

Documentation: Documentation: Complete **one syllabus and one lesson plan for each class** (refer to pages 23 through 27 of this booklet.).

6. **Minister's Letter of Recommendation:**

Minister mails a letter of recommendation and Minister's Evaluation/Candidate's Competency forms to the LTC no later than 3 months prior to candidate's attendance at SDS. Includes candidate's understanding of perceived knowledge of Unity's teachings, its purpose, structure, and resources. He/she has the ability:

- a. to relate to congregants and other individuals as a potential church leader.
- b. to demonstrate character in keeping with the role of church leader in adherence to the Licensed Teacher Code of Ethics and Covenant (Pages 30 and 31).
- c. to function in the role of a Licensed Unity Teacher with emotional maturity, integrity, a spirit of cooperation, and to integrate theory with practice.

**Completion of all requirements must be documented.
All documentation must be typed rather than handwritten.**

Additional Practicum Requirements

Licensed Teacher Specializing in Youth and Family Ministry

1. Administration

- Create a packet of administrative forms needed for a Sunday morning program. This would include but not limited to attendance forms, registration forms, medical release, permission, program brochure, etc.
- Create a needs-assessment tool for your YFM department including projections and evaluations.
- Create a year calendar for YFM for curriculum, events, teacher trainings, holidays, etc.
- Prepare a one-year budget for your YFM.

Documentation: Copies of all the above.

2. Book Reviews

Review two books and complete three written book reviews. See Book Review List which is available on our website at www.unity.org on the Licensed Teacher page. Chosen books will include such topics as:

Youth and family ministry	Spiritual Parenting	Grief and Loss
Spiritual development	Ministering to special populations of children/teens	
Developing skills as a youth minister		

Documentation: Complete book reviews following instructions on Pages 28 and 29.

3. Intergenerational Event:

Organize and implement one intergenerational event (not to include Easter or Christmas).

Documentation: Completed planning form, flyer, and evaluation. Contact Kathy Kellogg at kid@unity.org for details.

4. Unity Overview

Write a one-page overview on the relationship between Unity (Unity School) and the Association of Unity Churches International. What is the vision and mission of both, what programs do they offer and who do they serve? Look at the total organization, not just the education programs. Then write a short description of how the Association of Unity Churches International is structured. Consider the local, regional, national and international levels.

Documentation: Overview and description.

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Specialty Courses/Classes

Purpose: To attain more in-depth instruction and training in your Specialty Area of Focus.

Requirement: 16 to 20 hours of additional training. This can be fulfilled by attending one semester at a local college, a weekend workshop or seminar, or two full days of classes, workshop or seminar. Relevant classes/workshops can be taught by a minister, licensed Unity teacher, local college faculty or other facilitator. The key is that **the information gained is relevant to the skills needed in your chosen Focus Area.**

Documentation: Copy of a certificate of completion or a statement of completion signed by the instructor and stating title, purpose, dates and time of course or workshop.

Suggested course content for the focus area of Administration

People skills.....personnel management (staff/volunteers)
Finance skills..... working with budgets
Development skills.....fund accounting, event planning
Leadership skills.....serving on non-profit board, negotiating skills, planning skills,
leadership training

Suggested course content for the focus area of Adult Education

teaching techniques, teaching aids	procedures for effective presentation
models of teaching	support services
learning styles	methods for evaluation
developing methods of discussion	special services training
learning environment	leadership training / mentoring training
classroom management	creating lesson plans
group motivation strategies	facilitator training / use of guest speakers

Suggested course content for the focus area of Pastoral Care

Working with support groups:

prayer	crisis intervention
grief/loss	AIDS
12 step	spiritual counseling training
domestic violence	chaplaincy training

Attending seminars/workshops on the above topics.

Required course content for the focus area of Youth and Family Ministry

These classes are offered on the Saturday (9AM – 3 PM) after each Session C. Please contact the Children’s Ministry Coordinator at 816.524.7414 ext. 338 to register or to inquire if any of these classes will be taught at a different time. All focus areas are welcome to participate.

Historical Context of Childhood and Adolescence (Spring Session C)
Risk Management and Ministry with Volunteers (Summer Session C)
Unity and Family Ministry (Fall Session C)

Additional Training in the Ministry

Licensed Unity teacher candidates will learn more about the work of the ministry through this additional training, which will enable the candidate to be of greater value to the minister and ministry. We require that you participate in 1 hour of training under the guidance of your minister or other facilitator chosen by your minister, and 1 hour of hands-on application for each item. Choose 3 to 5 service areas in which to complete this additional training.

Additional training is optional for those specializing in Youth and Family Ministry as you should be currently involved with youth ministry on Sunday mornings. However, it is highly recommended that you take advantage of this training if possible.

Examples of this additional training are:

Advent	Memorial Service	Spiritual counseling
Baptisms	New member	Volunteer training
Burning Bowl	Pet Blessings	Special events
Candle lighting	Weddings	Sunday bulletin
Communion	Care calls/Hospital visits	Office assistant
Maundy Thursday service	Greeter / Usher	
Good Friday service	Mentoring training	
Easter service	Platform assistant	
Christmas service	Prayer ministry	

Documentation: Record your training on a separate typed sheet, along with dates of training. Have your minister sign the sheet, verifying you received this training.

Helpful Information

After the initial training in the above areas is completed, additional work in any of these areas can be counted toward your Volunteering requirement.

When recording your Additional Training and Volunteer Requirements, please do not mix the two. Documentation should clearly state which requirement you are fulfilling.

Skills Demonstration Seminar Design (SDS)

This is a week long event sponsored by our Association of Unity Churches International and includes a general written test which covers most of the courses taken during SEE and Session C weeks. This final requirement to become a Licensed Unity Teacher is held three times each year (spring, summer and fall). It provides the Licensed Unity Teacher Candidates the opportunity to demonstrate teaching skills, to network by sharing information and to learn more about the role of a credentialed Unity leader.

What we are evaluating:

Ability to teach a class (for those in YFM, ability to facilitate a teachers' training)
Ability to lead a meditation
Ability to give and accept feedback
Listening skills
Interpersonal skills
Ability to think on one's feet
Ability to use more than one method to teach
Ability to interact with the class
Ability to articulate knowledge of Unity foundational principles through written test and oral questions.

Evaluation Format:

Each person will have an evaluation session which should be complete in one hour, and will consist of the following:

- A 25-minute mini-class presentation that includes an interactive learning activity which supports the assigned topic and involves all members of the group. An interactive learning activity engages all group members and their senses of sight, hearing, touch, and may include body movement. Discussion may be included, but more activity is required.
- A 5 minute meditation.
- Candidates will be asked questions to be answered spontaneously. Questions will cover basic Unity teachings, metaphysics, Bible, and life applications of Unity principles.
- Oral feedback from the group (1 minute max each person)
- Evaluator feedback
- Candidate will have 3 minutes to respond to the feedback.

CHECK LIST - Administration, Adult Education, Pastoral Care

**For LUT candidate personal use only. Please do not submit this form as documentation.
This is for your use to keep track of documents sent in to the Licensed Teacher Coordinator.**

Form #	Form	date sent to LTC																		
	Letter of Intent (signed by applicant and minister)																			
LT-1	Focus Area Application (minister's signature required)																			
LT-2	LT Candidate Profile Form																			
	Current Photo																			
LT-3	Psychological Evaluation Application																			
	Unity Event Attendance (documentation form available at event)																			
	Syllabus & Lesson Plans for 30 hours teaching (one syllabus and one lesson plan for each course) 1. _____ 2. _____ 3. _____																			
	Volunteering (list on 1 sheet of paper with minister signature)																			
	Specialty Courses (16 – 20 hours)																			
	Additional Training in Ministry (3 – 5 service areas)																			
LT-6	Skills Demonstration Seminar Application*																			
	For SDS: Focus Area Sample Lesson Plan (to be completed after registering for SDS)																			
LT-7	Learning Agreement*																			
	Minister's Recommendation (we send directly to your minister)																			
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_____	_____	_____																		

* Send in 3 months before SDS you plan to attend.

CHECK LIST - YOUTH AND FAMILY MINISTRY

For LUT YFM candidate personal use only. Please do not submit this form as documentation. This is for your use to keep track of documents sent in to the Licensed Teacher Coordinator.

Form #	Form	date sent to LTC																					
	Letter of Intent (signed by applicant and minister)																						
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LT-2	LT Candidate Profile Form																						
	Current Photo																						
LT-3	Psychological Evaluation Application																						
	Unity Event Attendance – 2 (send documentation from events)																						
	Book Reviews (2) 1. _____ 2. _____																						
	Paper on Unity and AUCI																						
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*** Send in 3 months before SDS you plan to attend.**

Teaching Texts for Licensed Unity Teacher Recognition

A Licensed Unity Teacher Candidate is required to teach in a Unity ministry 30 hours (3 different 10 hour classes) of adult education. The following books have been approved for this requirement. Because you cannot teach for credit until you are licensed, books offered for current Spiritual Education and Enrichment (SEE) classes may not be taught for Licensed Unity Teacher recognition. The following books were chosen because they are Unity texts and are not part of the current SEE curriculum. At least one class must be observed by your sponsoring minister.

<u>Author</u>	<u>Title (Subject)</u>
Boehm, Toni	Embracing the Feminine Nature of the Divine (I) The Spiritual Entrepreneur (I)
Bottorff, J. Douglas	A Practical Guide to Meditation and Prayer (PM)
Brumet, Robert	Finding Yourself in Transition (HH) Quest for Wholeness: Healing Ourselves, Healing Our World (HH)
Butterworth, Eric	The Concentric Perspective (ST) In the Flow of Life (ST) Metamorality: A Metaphysical Approach to the Ten Commandments Spiritual Economics: Reshaping Your Attitudes About Unity; A Quest for Truth (ST) Universe Is Calling (I)
Cady, H. Emilie	How I Used Truth (ST) (available in complete works of H. Emily Cady)
Connors, Sharon	Adventures in Prayer: Praying Your Way to a God You Can Trust (PM)
Errico, Rocco	Setting a Trap for God (I)
Fillmore, Charles	Atom-Smashing Power of Mind (ST) Dynamics for Living (I) Christian Healing (HH) Keep a True Lent (S, ST) Jesus Christ Heals (HH) Mysteries of Genesis (B) Talks on Truth (HH) Mysteries of John (B) Teach Us to Pray (PM)
Fillmore, Cora	Christ Enthroned in Man (ST) (Printed in <i>The Twelve Powers</i>) Teach Us to Pray (PM)
Fillmore, Lowell	The Prayer Way to Health, Wealth, and Happiness (PM)
Fillmore, Myrtle	Myrtle Fillmore's Healing Letters (HH) How To Let God Help You (HH)

Fischer, William L.	Alternatives (ST)
Foulks, Francis	Effectual Prayer (PM)
Fox, Emmet	Diagrams For Living (I) Find and Use Your Inner Power Sermon on the Mount (B) Ten Commandments (B)
Freeman, James Dillet	Prayer: The Master Key (PM)
Gaither, Jim	The Essential Charles Fillmore (MM, ST)
Gaines, Edwene	The Four Spiritual Laws of Prosperity: A Simple Guide To Unlimited Abundance (P)
Hasbrouck, Hypatia	Handbook of Positive Prayer (PM) The Trip to Bethlehem (S)
Hasselbeck, Paul	Point of Power (ST)
Hausmann, Winifred	Your God Given Potential (I)
Jafolla, Richard and Mary-Alice	The Quest for Prayer (PM) The Simple Truth: Making Sense of God, Life and Other Stuff (PM)
Kupferle, Mary L.	God Will See You Through (I) Trust in the Goodness of God (I)
Maday, Michael	New Thought for a New Millennium (I, ST)
Marshall, Robert	The Inner Core: Exploring the Mystical Christian Experience
Morris, Dan & Charles M. Olsen	Discerning God's Will Together (H)
Mosley, Glenn	The Power of Prayer Around the World (PM)
Ponder, Catherine	The Dynamic Laws of Prosperity (P) Prayer (PM)
Rhea, Rosemary Fillmore	That's Just How My Spirit Travels (H)
Rosemergy, Jim	A Closer Walk with God (PM) Even Mystics Pay Bills (MM) Living the Mystical Life Today (MM) The Quest for Meaning: Living a Life of Purpose (I) The Sacred Human (I) The Third Coming (ST) The Transcendent Life (ST)
Roth, Charles	Mind: The Master Power (ST)

Shanklin, Imelda Octavia	What Are You? (ST)
Shelton, Charlotte	Quantum Leaps: 7 Skills for Workplace Re-Creation I
Simmons, Gary	I of the Storm (ST) & Facilitator's Guide
Studebaker, Alden	Wisdom for a Lifetime (B)
Teague, Raymond	Reel Spirit (MM)
Vahle, Neal	Torch-Bearer to Light the Way: The Life of Myrtle Fillmore (H) The Unity Movement: Its Evolution and Spiritual Teachings (H)
Wilson, Ernest C.	The Week That Changed the World (B, S)
Witherspoon, Thomas E.	Myrtle Fillmore: Mother of Unity (H)

Subject Key:

B – Bible	M – Music	R – Reference
HH – Health & Healing	MM – Mystic/Mysticism	S – Seasonal
H – History	PM – Prayer & Meditation	ST – Spiritual Teachings
I – Inspirational	P – Prosperity	

Association of Unity Churches Small Group Ministry Books:

The following books are facilitator's guides written for a complete seven-week Small Group spiritual study. Each contains community-building activities, content, and questions for discussion, and guidance for prayer support.

- 1110 Trusting the Process of Change (ST)
- 1111 Knowing the Truth About Healing (HH)
- 1112 Meeting Myself in the Bible (B, ST)
- 1113 Proving the Power of Principle (I)
- 1114 Living an Abundant Life (P)
- 1115 Creating a Life of Prayer (PM)
- 1116 Creative Living (ST)
- 1117 Cultivating God Mind Through Parables (B, ST)

LEARNING AGREEMENT

(Use this form to plan your training with your sponsoring minister)

NAME OF LT CANDIDATE _____

Focus Area: **ADMINISTRATION**

Expected Practicum
Completion Date _____

Volunteer Service:

Position Served _____ How long? (hours, weeks, months)

Classes to be Taught:

Class Title _____ Date(s) planned

Event Attendance:

Event _____ Date(s)

Books planning to read:

Book Title _____ Author _____ Date Completed

Specialty Courses:

Additional Training in Ministry: _____

***** SPECIAL REQUIREMENTS *****

List Administrative experience by date and employer:

Bookkeeping Skills. Document by attaching certificate, transcript or former employer statement

_____ Church Name, City and State

LT Candidate's Signature/date

Minister's Signature / date

LEARNING AGREEMENT

(Use this form to plan your training with your sponsoring minister)

NAME OF LT CANDIDATE _____

Focus Area: **ADULT EDUCATION**

Expected Practicum
Completion Date _____

Volunteer Service:
Position Served _____ How long? (hours, weeks, months) _____

Classes to be Taught:
Class Title _____ Date(s) planned _____

Event Attendance:
Event _____ Date(s) _____

Books planning to read:
Book Title _____ Author _____ Date Completed _____

Specialty Courses:

Additional Training in Ministry: _____

***** SPECIAL REQUIREMENTS *****

Public speaking requirement
Toastmasters, Dale Carnegie, Speaking Circles, etc.

Church Name, City and State

LT Candidate's Signature/date

Minister's Signature / date

LEARNING AGREEMENT

(Use this form to plan your training with your sponsoring minister)

NAME OF LT CANDIDATE _____

Focus Area: **PASTORAL CARE**

Expected Practicum

Completion Date _____

Volunteer Service:

Position Served

How long? (hours, weeks, months)

Classes to be Taught:

Class Title

Date(s) planned

Event Attendance:

Event

Date(s)

Books planning to read:

Book Title

Author

Date Completed

Specialty Courses:

Additional Training in Ministry: _____

***** SPECIAL REQUIREMENTS *****

Clinical Pastoral Orientation (CPO) or Clinical Pastoral Education (CPE)

or Rev. Lei Lanni Burt's Chaplaincy Program

Self Healing Program. Describe how you plan to participate in ongoing self healing.

Church Name, City and State

LT Candidate's Signature/date

Minister's Signature / date

LEARNING AGREEMENT

(Use this form to plan your training with your sponsoring minister)

NAME OF LT CANDIDATE _____

Focus Area: **YOUTH & FAMILY MINISTRY** Expected Practicum
Completion Date _____

Certified Spiritual Educator Completion Date _____

Experience of one year in YFM leadership Completion Date _____

Teacher/parent Trainings to be Facilitated:
Topic Title Date(s) planned

Event Attendance:
Event Date(s)

Books planning to read:
Book Title Author Date Completed

Specialty Courses: Dates Completed
Historical Context of Childhood and Adolescence _____
Risk Management and Ministry of Volunteers _____
Unity and Family Ministry _____

Additional Training in Ministry: _____

***** SPECIAL REQUIREMENTS *****

Administration: packet of forms, needs-assessment, year calendar, year budget
Intergenerational Event: organize and implement
Unity overview

Church Name, City and State

LT Candidate's Signature/date

Minister's Signature / date

Syllabus Format

The following is offered as a guideline for creating your course syllabus. This document should be a clear and definite guide of what will happen in the classroom.

Title of Course

Meeting Dates and Times

Location of Course

Instructor Name & Contact Information (phone number and/or email address)

A. Course Description

Describe the course in three or four lines

B. Instructor Description

Briefly describe yourself – your title, position you hold in the church, years of experience, education, etc.

C. Course Presentation

State method of presenting material, ie: Socratic method, small group work, activities, etc.

D. Course Objectives

List at least three objectives. Begin each objective with “Students will be able to...”.

Objectives should begin with a verb, such as “identify”, “describe”, “explain”, “create”.

E. Required Text(s) and Materials

List texts with title and author, describe materials

Optional Texts and/or Materials

F. Course Requirements and Assignments

Clearly describe any assignments, how they are to be prepared, and due dates.

G. Student Evaluation

State how the assignments will be graded and number of credits to be given.

Note: You will be allowed to teach for credit after you are licensed and as long as your post-graduate credits are up to date.

H. Any other information you wish to give the students may be included here.

I. Class Schedule

List class dates, what will be covered in each class and which sections of the texts the students will need to have read ahead of time to be properly prepared for this specific class.

SYLLABUS EXAMPLE

Title of Course: The Trip to Bethlehem

Meeting Dates: Wednesdays, November 26, December 3, 10, 17, and 24

Time: 7-9 pm immediately following meditation

Location: Community Room, Unity Church USA

Course Description: Class members will explore the Christmas story using the guidance of Hypatia Hasbrouck's book. We will metaphysically interpret the places, people, and events of the story. The class will read the story from Matthew and Luke, identify the similarities and differences, and dialog about how this story corresponds to our own life journey.

Instructor Description: (Insert your name and a short biographical description to include the fact that you are a licensed teacher candidate. Include your role in the Church and any other information about yourself that would help the students understand who you are and what your credentials are.)

Course Presentation: This course will include reading aloud the Bible Christmas stories with participants actively listening and recording the names of people, places and events contained in the stories from Matthew and Luke. A Bible atlas will be used to map the journey of Mary and Joseph to Bethlehem. Two small groups will divide the list of people, places and events to investigate the metaphysical meanings contained in the story. The small groups will share with all participants their findings. The large group will dialog about the metaphysical meaning of the characters in the stories. Participants will identify the relationship the story has to their own life and the recognition that Christ is born within them.

Course Objectives: Students will:

1. Identify and list the people, places, and events of the Christmas story according to Matthew and Luke.
2. Identify the similarities and differences between the two Christmas stories.
3. Articulate the metaphysical interpretation for the places, people and events of the story.
4. Identify the relationship of the people, places and events to their own life.
5. Articulate the metaphysical meaning of the story for their own life.
6. Develop a personal celebration of the Christmas story in their own life.

Required Text(s) and Materials: The Trip to Bethlehem by Hypatia Hasbrouck, 1995. Available from Peanut Butter Publishing, 226-2nd Ave. W., Seattle, WA 98118 tel: 206-281-5965

The following reference texts will be provided in the class:

- Bible Atlas of territory of the Christmas story
- Bibles for reading the story from Matthew and Luke
- Metaphysical Bible Dictionary, Charles Fillmore
- Revealing Word, Charles Fillmore

Course Requirements and Assignments: Successful completion of the course requires attendance at each class, completion of reading assignments, and participation in small and large group discussions.

Student Evaluation:

Course Evaluation: Participants may complete an evaluation of the course upon completion. The evaluation will assist in future course development and teaching methods.

Instructor’s Commitment: I will come to class prepared to engage the class in discussion of the topic. I will create an safe environment in which participants feel inspired to explore the topic and to safely share their deepest thoughts and feelings. I will support all participants in their understanding of the material.

Class Schedule:

Class	Class Dates	Theme/Materials/Handouts	Reading Assignment “The Trip to Bethlehem”
Class 1	Nov. 26	Discovering the people, places, and events of the Christmas story <ul style="list-style-type: none"> • 4-corners worksheet • Notepaper and pencils • Map of area in black/white 	Forward Introduction Part I “This is Our Story” and Part A – The Literal Meaning (pages vi-25)
Class 2	Dec. 3	Identify the metaphysical meaning of the people, places and events contained in the story. <ul style="list-style-type: none"> • Metaphysical worksheet • Map of area • Metaphysical Bible Dictionary* • The Revealing Word* • Bible Atlas* 	Part B The Metaphysical Meaning (pages 27-87)
Class 3	Dec. 10	Identifying the metaphysical meaning of each stage of the journey using 12 Power model <ul style="list-style-type: none"> • List of 12 Powers • Metaphysical worksheet 	Part C Stage One through Stage Five (pages 91-129)
Class 4	Dec. 17	Identifying the metaphysical meaning of each stage of the journey using 12 Power model <ul style="list-style-type: none"> • List of 12 Powers • Metaphysical worksheet 	Read Part C Stage Six through Stage Twelve (pages 131-155)
Class 5	Dec. 24	How does the Christmas story relate to your life? <ul style="list-style-type: none"> • Certificate of Your Grateful Attendance 	Read Part C, Live the Story (pages 157-158)

* These reference texts will remain in the classroom throughout the course

Lesson Plan Format

Lesson #: _____ **Title:** _____

Focus:

Key Concepts:

Instructional Learning Objectives:

Participants will:

1. _____
2. _____
3. _____

Planned Activities: _____

Materials/Handouts: _____

LT-5

Lesson Plan Example

Class 1 of 5: **Title:** The Trip to Bethlehem

Focus:

Read Christmas story from the books of Matthew and Luke

4-Corner diagram to record the places, people, events of each version of the story

Identify similarities and differences between the two versions of the story

Work as a large group

Key Concepts:

- There are two versions of the Christmas story. One story is found in Matthew, the other story is found in Luke
- The stories have similarities and differences that can easily be identified
- Even with differences we can relate to the people and events of the story

Learning Objectives:

Participants will:

1. Identify the places, characters, and events in each story
2. Identify the similarities and differences between the two stories
3. Identify two locations in the story that they want to investigate further using Unity metaphysical reference texts

Planned Activity:

1. Introductions using the “getting to know me” activity
2. Review the syllabus for the course and the format this class
3. Volunteer reads the Matthew version of Christmas story
4. 4-Corner activity - Matthew
5. Volunteer reads the Luke version of Christmas story
6. 4-Corner activity – Luke
7. Participants report what they have recorded on the 4-Corner diagram to whole group. Write on a large 4-Corner diagram and post for all to see
8. Large group reviews each 4-Corner diagram, identifying similarities and differences between the two stories
9. Group responds to open-ended questions hypothesizing for rationale of differences between the two stories
10. Each participant identifies two locations from the story that they want to investigate further. Participants use Unity metaphysical reference texts to begin their investigation. Participants will use a metaphysical interpretation worksheet. Participants may work in 2-member teams.
11. Participants report their findings to large group. A large group metaphysical worksheet is written for all participants to view
12. Participants review assignment for Class 2.

Materials and Handouts:

1. 4-Corner Diagram Worksheet
2. Metaphysical Interpretation Worksheet
3. Map of region in black/white

BOOK REVIEW GUIDELINES

PURPOSE

The purpose of this reading requirement is to enrich and cultivate the professional unfoldment of the applicant through an in-depth study of selected readings specifically for the chosen Focus Area.

GENERAL INFORMATION

A minimum of three book reviews is required for licensing.

MAILING ADDRESS All book reviews are to be emailed to ltc@unity.org
or mailed to the following address:
Licensed Teacher Coordinator
Association of Unity Churches International
P. O. Box 610
Lee's Summit, MO 64063

GUIDELINES

1. Book reviews are to be submitted from the bibliography of the chosen focus area.
2. Book reviews are to be typewritten on one sheet of paper.
3. Book reviews should reflect good use of English and grammar.
4. Book reviews are to be a maximum of 500 words – focus on quality rather than quantity.

FORMAT

Name: Your name, address and daytime phone number
Book: Book title, author, publisher
Date: Date of book report
Subject: Book report number and focus area
Purpose: State the author's purpose in writing the book

Content Highlights: Highlight what the book is about, in a few brief paragraphs. Please be sure to enclose quoted information in quotation marks.

Personal Response: What did you like or disagree with? What was the special message for you?

Practical Use: Would this book be useful to you in your focus area?
State how and why.

BOOK REVIEW EXAMPLE

Name & City/State: Jane Doe Your City, Your State

Book: *Teaching Teachers to Teach*, by Donald L. Griggs
Abington Press/Nashville

Date: Current date

Subject: Book Review #1 – Adult Education

PURPOSE:

The purpose of this text is to identify and systematize the basic elements of teaching-learning in a church.

CONTENT HIGHLIGHTS:

This text is designed for two groups of church leaders; the regular volunteer or non-professional classroom teacher, and the employed/salaried professional church educator. According to Donald Griggs: “Classroom teachers are those who relate to a student on a regular basis and are responsible for planning teaching-learning activities for an hour or more each week. Church educators are persons who are employed by churches on a full-time or part-time basis, to be responsible for the overall direction and support of teachers and teaching in the church.”

PERSONAL RESPONSE:

I liked how the text is divided into key areas. Some of the key areas are: “Key Concepts, Instructional Objectives, Teaching-Learning Activities and Resources, Practicing the Planning Process, Increasing Teacher-Student Interaction, Creative Use of Media, Values and Teaching in Church Education, Ways to Increase Student Participation, and Designing Teacher Education Events”, as referred to by author Donald Griggs (p. 108)

The special message I received from this text is that there are as many ways to teach as there are individuals in our classes, and that as educators, we can teach our students to become responsible for their own learning by offering them a variety of learning experiences.

PRACTICAL USE:

I feel that Donald L. Griggs, in his book, *Teaching Teachers to Teach*, offers a wealth of information that is both practical and current, which will definitely enhance my ability as a professional educator.

The teaching-learning activities that are presented in this text indeed offer a catalyst in which I can draw upon my own professional potential, and convey it to my class in a meaningful yet practical way.



Licensed Unity Teacher Code of Ethics

- I. I look to the indwelling Christ for inspiration and guidance in all that I do.
- II. I honor myself and others and celebrate our diversity as children of God.
- III. I use prayer as the center of my life and encourage others to do the same.
- IV. I acknowledge the minister as the leader of the ministry that I serve.
- V. I maintain a professional relationship with the ministry that is cooperative, supportive honorable, and keeps me in integrity. I clearly understand the boundaries and appropriate moral behavior necessary with members of the congregation, staff, ministers, and other licensed Unity teachers. I hold all confidences as sacred trusts, except where professional intervention is legally required.
- VI. I undertake activities related to the ministry only with the knowledge and approval of my minister.
- VII. I recognize that all outreach activities must be sponsored by my parent ministry or the Expansion Department of the Association of Unity Churches International.
- VIII. I will, to the best of my ability, serve with excellence and empower others to live the Truth. When teaching, I will present subjects which are deemed compatible with basic Unity principles and acceptable to my minister.
- IX. If a challenge arises, I acknowledge that direct communication with the other person is essential, in an effort to reach a positive and productive solution. If the challenge is with the minister and a solution cannot be reached, I will refrain from critical discussion with members of the congregation, staff, other teachers in my ministry, or other ministers. I will first take it into prayer and then contact 1) my Licensed Teacher Regional Representative; 2) the Licensed Teacher Coordinator at the Association of Unity Churches International, for guidance and support.
- X. I, as a licensed Unity teacher, dedicate myself to the principles of Truth as taught and exemplified by Jesus Christ, and interpreted by Unity and the Association of Unity Churches International.

Licensed Unity Teacher	Date	Recommending Minister
Chair Board of Trustees		Vice President of Education, Leadership and Ministry Development
President		Licensed Teacher Coordinator



Licensed Unity Teacher Covenant

As a Licensed Unity Teacher, I believe that trust and loyalty to my Unity ministry are the hallmark of my most valuable assets.

Thus, excellence in dedicated service is my first priority as I strive with sincere integrity to provide my Unity ministry with professional service at all times.

I pledge to daily dedicate myself to uphold the Unity principles as established by co-founders, Charles and Myrtle Fillmore.

Through God's guidance and the application of these basic Truths, as a Licensed Unity Teacher I promise to dedicate myself to live in a professional manner that sets the highest example for others to follow and to serve with loyal, dependable and totally dedicated service in all areas of my Unity ministry.

Licensed Unity Teacher

Date

Unity Minister

Unity Ministry

Association of Unity Churches International
PO Box 610 • Lee's Summit, MO 64063
Office: 816.524.7414 • Fax: 816.525.4020
www.unity.org LTC@Unity.org