

# *Youth and Family Ministry*

## *Credentialing Programs*

Certified Spiritual Educator

Licensed Unity Teacher Specializing in Youth and Family Ministry

Youth and Family Minister



For more information, contact the Children's and Family Ministry Coordinator:  
816.524.7414 ext. 338 • [www.unity.org](http://www.unity.org) • [kid@unity.org](mailto:kid@unity.org)

# Unity Youth and Family Ministry

## Three Levels of Excellence

The Association of Unity Churches International provides three programs of study leading to credentialing for youth and family ministry.

### **For the Classroom**

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The **Certified Spiritual Educator** (CSE) program is a spiritual course of study and *certification*. It provides a consistent base of knowledge and skills necessary for effectual and ethical excellence in Unity youth and family classroom ministry.

### **For Leadership in Youth and Family Ministry**

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The **Licensed Unity Teacher Specializing in Youth and Family Ministry** (LUT) is a spiritual course of study and *licensure*. It provides a consistent base of knowledge and skills necessary for effectual, ethical excellence in Unity youth and family ministry leadership. The curriculum builds upon the CSE program, adding the administrative and pastoral care components for youth and family ministry, as well as deepening understanding in Unity principles and teachings. For more details, see page 7.

### **For Unity Youth and Family Minister**

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The Field Licensing Program provides a path for those seeking *ordination* in youth and family ministry as a **Youth and Family Minister**. This program is an individualized course of study helping to round out the candidate for full ministry, while at the same time specializing in youth and family ministry. For more information, go to page 14 and [www.unity.org/edu\\_adult.html](http://www.unity.org/edu_adult.html) for the Field Licensing Handbook.

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The **Child Teen Ministry Week** held every summer is a 40-hour integrated study covering the philosophy and components of Unity youth ministry including curriculum, ages and stages of the whole child, classroom and risk management. This is open to all who are interested in Unity youth ministry and is required for the credentialing of CSE and LUT candidates.

# Association of Unity Churches International

## Certified Spiritual Educator (CSE)

### ► What is the Certified Spiritual Educator Program?

The CSE is a spiritual course of study and certification offered by the Association of Unity Churches International that provides a consistent foundational base of knowledge and skills necessary for effectual and ethical excellence in Unity youth and family classroom ministry.

### ► For whom is the program created?

Certification as a Spiritual Educator is recommended for individuals who serve Unity youth as volunteer nursery and preschool helpers, children's teachers, teen leaders, and youth ministry staff. It can be taken as a separate program or the beginning tier of a three-tiered curriculum devoted to developing spiritual leaders in Unity youth and family ministry. (The other tiers are the Licensed Unity Teacher specializing in Youth and Family Ministry, and the Youth and Family Minister.)

### ► Why would I want to do this?

Have you walked into a classroom and wondered if the children knew more than you? Do you wish you knew more about the Bible or had a deeper understanding of Unity teachings? Have you wondered how to put together a lesson that engages the class? Or thought that there had to be a better way to handle behavior in the classroom? Do you desire that your Unity youth have the best possible ministry? Are you having fun? Engaging in this course of study will help you to build confidence and assure you are creating a spiritual environment in which children and teens can thrive. You will also be embarking on a spiritual journey of self-discovery. The benefits are endless!

### ► When I finish what will I have learned?

When certified, an individual will have:

- Working knowledge of Unity principles and the twelve powers.
- Familiarity with the Bible structurally, historically and metaphysically.
- Working knowledge of metaphysics including terms, definitions and age-appropriate sequence.
- Foundation in prayer.
- Ability to assess and create an environment for spiritual discovery that is safe, age-appropriate, supportive and encouraging.
- Awareness and application of risk management components.
- Experience in identifying, rating, and writing curriculum for ministry classes.

## ► What are the requirements to complete the program?

To become a Certified Spiritual Educator one must:

### 1. Attend the Child/Teen Ministry Week, Summer Session C (40 hours)

- If possible, take this first as it provides an integrated study of child development, classroom management, curricula, and how to create an environment of spiritual self-discovery for children and teens. You can, however, attend it at anytime during the CSE program of study.
- This is currently offered only in the summer during Session C of the Spiritual Education and Enrichment (SEE) program through the auspices of the Association of Unity Churches International. (Usually held at Unity Village.)
- If you are unable to make two trips to Lee's Summit, MO, then take this week as the very last piece of the program and stay over to complete the two-day assessment intensive. (refer to step #9)
- Please note that **this week is open to anyone** who wishes to attend whether in the CSE program or not.

### 2. Complete the following 10 classes/ 100 hours of SEE (Spiritual Education and Enrichment Classes) for credit. Please note: SEE courses changed September 1, 2008. Courses required before Sept. 1, are in parentheses. If you received credit for any of the previous classes before Sept. 1, those credits will count towards CSE. If you have any questions, please contact the Children's & Family Ministry Coordinator.

- Bible Overview – Hebrew Scriptures (*previously* Bible Overview)
- Bible Overview – Christian Scriptures (*previously* Interpreting the Bible)
- Jesus' Teachings in the Bible
- Lessons in Truth
- The Twelve Powers
- Metaphysics I, Part 2 (*previously* Metaphysics I)
- Metaphysics II, Part 1 (*previously* Metaphysics II)
- Life of Prayer
- Meditation Practices
- Development of the Unity Movement

These courses can be taught by your local minister or licensed Unity teacher (LUT), or can be taken through Unity Institute online or at the Spiritual Education and Enrichment A or B weeks at Unity Village, Missouri. Talk with your minister or LUT about what classes they may be able to provide. For more information about classes offered through Unity Institute at Unity Village, go to [http://www.unityonline.org/learn\\_see.htm](http://www.unityonline.org/learn_see.htm).

### 3. Have two years teaching experience in Unity youth ministry.

By two years, it means that you have consistently taught, led, co-facilitated, or sponsored a children's or teen class/group for at least two consecutive years.

**4. Attend two Unity regional or national training events.**

This includes trainings by regional education consultants, regional youth team weekends, Spirit's Light Foundation Conferences, The Directors Forum (sponsored by Unity regional consultants), other specialized youth ministry trainings, etc.

**5. Read and review the Youth and Family Ministry Guidebook, The Uniteen Program Guide and the YOU Resource Manual.**

Reviews are 1 – 2 pages giving a brief synopsis of the book and how you would use the information. A guideline for book reports is provided upon enrollment in the program.

**6. Submit three original lesson plans with a personal evaluation of its use in the classroom.** Choose a Unity principle or teaching and (1) write a lesson on that concept for three different age groups or (2) write a series of three lessons developing that concept for one age group. A lesson format guide and lesson evaluation sheet is provided upon enrollment in the program.

**7. Submit recommendations from your spiritual center's minister, the regional consultant and two references of your choice** (one must be from the youth and family ministry director if that applies to your situation). A reference form is provided in the enrollment packet.

**8. In keeping with our commitment to support safe environments for children and teens:**

- a) a police background check is required of all applicants. This can be a copy of a background check done by your church or you can submit a form (provided by the Association of Unity Churches International) to have a background check completed through the Association for a fee. An information sheet is provided upon enrollment.
- b) a psychological interview and test is required before taking the intensive. Arrangements for this interview will be made when you register to attend the Child/Teen Ministry Week. The cost is additional to the cost of the Child/Teen Ministry Week or the CSE Intensive.

**9. Attend a two-day assessment intensive that includes:**

- Written and oral tests on basic Unity principles and best practices in youth and family ministry.
- Teaching a children or teen ministry class.
- Sharing circles on selected topics of children, teen and family ministry.

This intensive is offered only at Lee's Summit, Missouri, through the Association of Unity Churches International. It is scheduled at the end of Summer Session C (usually around the second weekend of August). Currently the intensive is held every other year depending on the number of participants ready to graduate. Be sure to check with the Children's Ministry Coordinator as you near completion of the CSE requirements to find out when the next intensive is scheduled.

► **Where do I have to go to complete the requirements?**

Requirement 1 and 9 must be completed at the Association of Unity Churches International's home office in Lee's Summit. Requirement 2 can be fulfilled in your home church, regional churches or through Unity Institute at Unity Village. Requirements 3 – 8 can all be done in your local Unity ministry. In summary, except for the Child/Teen Ministry Week and the Intensive, all can be done in your local church.

► **How do I start?**

To begin the CSE program, contact the Children's Ministry Coordinator at the Association of Unity Churches International and ask for an application form. An application will be sent to you to complete and return.

When the application is approved, a packet of information will be mailed to you with guidelines on how to complete the requirements and suggestions on how to schedule your course of study.

► **Is there an application fee?**

No.

► **When I am certified am I done with the program?**

In Unity we recognize that we are life-long learners. Therefore, it is required that a certified spiritual educator maintain his/her credential by submitting evidence of continuing education every two years. This helps keep you connected with the ever-evolving best-practices in youth and family ministry and network with youth and family workers.

Suggested avenues include:

- Professional training/Unity conferences
- Continued attendance at regional training and events
- Study of Truth principles relating to children/teens/intergenerational ministry
- Self-discovery/improvement classes
- Portfolio (documented evidence of growth; for example courses developed, lessons, etc.)

► **Whom do I contact if I have more questions?**

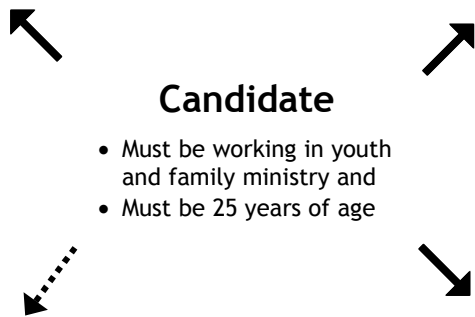
For more information about the Certified Spiritual Educator program, please contact the Children's Ministry Coordinator at 816.524.7414 ext. 338 or [kid@unity.org](mailto:kid@unity.org).

# Certified Spiritual Educator Program Summary



- Application
- Child/Teen Ministry Week
- Two-Day Assessment for Credentials
- Psychological Test and Interviews

- 2 years experience in Unity
- Book Reviews
- 10 Classes of SEE
- 3 Lesson Plans
- Recommendation Letters
- Background check



## Candidate

- Must be working in youth and family ministry and
- Must be 25 years of age



- Option:**
- Can take 10 classes of SEE online or at Unity Village

## Regional Level

South Central, Northwest, Great Lakes, Southwest, West Central, Eastern, Southeastern, Canada, Puerto Rico

- 2 training events
- recommendation

## Association of Unity Churches International

### Licensing for Unity Teachers Specializing in Youth and Family Ministry (LUT - YFM)

#### ► **What is the purpose of this program?**

The Licensed Unity Teacher Specializing in Youth and Family Ministry is a spiritual course of study and licensure providing a consistent base of knowledge and skills necessary for effectual, ethical excellence in Unity youth and family ministry leadership.

#### ► **Whom is the program for?**

Licensing is recommended for individuals who have a desire and commitment to serve Unity's youth and families in a deeper way. It is a level of professional leadership in which the person is firmly grounded in the teachings of Unity and seeks to encourage and support families in their own spiritual unfoldment. It is for youth ministry directors, teachers, and others who lead, direct or manage youth ministry programs.

#### ► **What is the role of a licensed Unity teacher in a Unity ministry?**

The exact role varies within each ministry. The licensed teacher works with the minister to serve according to the needs of that ministry. Foremost would be serving the youth and family ministry department. It may also include: teaching, spiritual coaching, prayer ministry, platform assisting, pastoral care, officiating rites of passage ceremonies (baptisms, weddings, and memorials), guest speaking, leading study groups, administration or any other activities agreed upon by the ministry and the licensed teacher.

#### ► **With this role, is there compensation?**

Unity churches vary in their financial policies and, therefore, compensation is at the discretion of each individual ministry. In youth and family ministry, most directors are part of the church staff and would report to their minister regarding compensation for services rendered.

#### ► **Why would I want to do this?**

What is Spirit calling you to do? Are you called to make a deeper commitment to your own growth? Are you called to care for God's children and provide for them a safe, loving and rich environment that invites them to explore their own divinity? Is there something within you that reaches out to families and seeks to support them through life's challenges and blessings according to the truth embodied in the Unity teachings? Only you can answer these questions. Remain open to Spirit's call to discern the answers.

#### ► **When I finish with the program, what will I have accomplished?**

When licensed, an individual will have:

- Completed all the foundational Unity courses through Unity Institute and be approved to teach the courses for credit.

- Completed all the leadership courses through Unity Institute including communication skills, nonviolent communication, peacemaking skills, ministry skills, prayer, metaphysics and Bible.
- Demonstrated skills in the administration, pastoral care and educational aspects of an effective youth ministry department.
- Familiarity with the historical context of childhood, adolescence, and the development of youth and family ministry in Unity.
- Awareness of family systems, tools for crisis, and what Unity has to say to families.
- Working knowledge about the structure of the Association (local, regional, and national) and the relationship between the Association and Unity.

### ► What are the requirements to complete this program?

The youth and family ministry focus has *different requirements* than the focus areas of adult education, administration and pastoral care. This is because one is required to become a certified spiritual educator (CSE) before entering the licensed Unity teacher (LUT) program. The CSE program specializes in classroom ministry (working directly with the children) while the LUT program specializes in those aspects needed to lead, manage and administer a youth and family ministry program. The two programs compliment each other and provide a candidate with a thorough understanding of youth and family ministry from which the candidate's individual spiritual gifts can flourish.

## Requirements for Licensing as a Unity Teacher (Youth and Family Ministry only)

The program for Licensed Unity Teacher focusing in Youth and Family Ministry consists of four sequential steps.

- Step 1** Complete the **Certified Spiritual Educator Program** offered through the Association of Unity Churches International. This step can be worked on at the same time as Step 2 but must be completed before applying for Step 3.
- Take the **Psychological Written Test/Interview** during Child/Teen Ministry Week.
- Step 2** Complete the **Spiritual Development Program** consisting of 250 hours within a ten-year period. These 25 classes in foundational Unity basics may be taught in your local area by a Unity minister or a licensed Unity teacher, through online or telebridge classes through Unity's SEE Program, or you may attend spring, summer or fall sessions at Unity Village. Contact the registrar at Unity School's SEE registrar at 816.251.3535 or JohnsonBA@unityonline.org for the most recent schedule and information, or visit [www.unityinstitute.org](http://www.unityinstitute.org).
- When you have completed the **250** hours of SEE, meet with your minister to discuss your role as a licensed Unity teacher in your ministry.
  - Send a letter of intent, co-signed by your recommending minister, to the Children's Ministry Coordinator of our Association. State that you have graduated from SEE, name your sponsoring ministry and focus area. Give your home address, phone number(s) and email address.

- Upon receipt of your letter of intent, an application packet of information will be mailed to you.

**Step 3** Complete the **Leadership Program** consisting of 2 parts: a) 120 hours of classes at Unity School, and b) candidate requirements through the Association.

- (a) Unity School offers licensed Unity teacher candidate's leadership training during the week C of its spring, summer or fall sessions. Take **12 ten-hour classes** (120 hours) during these week C sessions. Contact the registrar at Unity Institute 816.251.3535 for further information.
- Please note that the classes may only be taken after you graduate from the Spiritual Development Program.
  - Classes are from Monday through Friday, followed by a youth ministry specialty course on Saturday. Plan on staying Monday through Saturday each Session C to take the specialty course offered. For more information refer to the specialty course requirements listed on page 12.
- (b) Candidate requirements supervised through the Association include **Practicum, Specialty Courses/Classes, and Additional Training in the Ministry**. These consist of hands-on learning in your home ministry. Be sure to keep your minister informed on your progress. Refer to page 11 for additional information on the practicum requirements.

**Step 4** The **Skills Demonstration Seminar (SDS)** is a week-long event sponsored by the Association of Unity Churches International. It includes a general written test covering most of the courses taken during SEE and Session C weeks. It also provides the licensed Unity teacher candidates the opportunity to demonstrate their leadership skills, to network, and to learn more about their role as a Licensed Unity Teacher in Youth and Family Ministry. (Refer to the Skills Demonstration Seminar on page 13.) SDS is held three times each year (spring, summer and fall).

**Three months before you intend to participate in a SDS you must:**

- Ask your minister to send the Minister's Confidential Evaluation and Candidate's Competency Forms (included in application packet) to the Children's Ministry Coordinator.
- Submit all other required documentation and paperwork to the Children's Ministry Coordinator.
- Inform the Children's Ministry Coordinator that you are ready to attend SDS.
- Submit the SDS application to the Licensed Teacher Coordinator at our Association. Attendance at SDS is by invitation. You will be approved for invitation after all requirements are met.

► When you have successfully completed the Skills Demonstration Seminar, you will be recommended for licensing to, and approval by, the Board of Trustees of our Association of Unity Churches International. The time from attending SDS to licensure as a Unity teacher takes approximately 2 months.

# Licensed Unity Teacher Specializing in Youth and Family Ministry Program Summary



- Credentialed as Certified Spiritual Educator
- Application
- Specialty courses (Saturdays) during each Session C of SEE
- Skills Demonstration Seminar

→  
During Session C

- Graduate of the Spiritual Development Program
- Complete the Leadership Program

## Candidate

- Must be working in youth and family ministry and
- Must be 25 years of age



## Your Local Unity Church

- 1 year
- Intergenerational event
- Book reviews
- Teaching a 10-hour class
- Administration packet
- Needs assessment
- Yearly calendar
- Yearly budget
- Recommendation letter

## Regional Level

South Central, Northwest, Great Lakes,  
Southwest, West Central, Eastern,  
Southeastern, Canada, Puerto Rico

- 2 yearly youth ministry events which can be national

## Practicum Requirements for Licensed Teacher Specializing in Youth and Family Ministry (YFM)

### 1. **Certified Spiritual Educator**

You must have successfully completed the Certified Spiritual Educator program.

### 2. **Experience**

- Must be 25 years of age or older.
- Have one year of experience as a children and teen ministry director or serve as an assistant to the director with a high-level of responsibility for at least one year.

### 3. **Unity Events**

- Organize, implement and document one intergenerational event (not to include a holiday event).
- Attend and document two regional or international Children, Uniteen or Youth of Unity ministry events.

### 4. **Book Reviews**

Select two books to review and submit written book reviews. Topics would include areas of youth and family ministry, parenting, children or teen issues, spiritual development of children, etc.

### 5. **Teaching**

Plan and facilitate a 10-hour teacher training illustrating the five basic Unity principles, 12 Powers, or other agreed-upon subject matter (with the Children's Ministry Coordinator). This training is for adults (or parents) who work with children or teens.

### 6. **Administration**

- Create and submit a packet of administrative forms needed for a Sunday morning program.
- Create and submit a needs-assessment tool for a YFM department including projections and evaluations.
- Plan and submit a year calendar (curriculum, events, meetings, etc.) for YFM, ages infant to 18 years.
- Prepare and submit a yearly budget for a YFM.

### 7. **Minister's Letter of Recommendation**

The minister's letter of recommendation includes an assessment of the candidate's understanding of Unity's teachings, purpose, structure, and resources. The minister addresses if the candidate has the ability:

- to relate to individuals as a youth and family ministry specialist.
- to demonstrate character in keeping with the role of a youth ministry leader in adherence to the Licensed Unity Teacher Covenant Code of Ethics.
- to function in the role of a licensed Unity teacher with emotional maturity, integrity, a spirit of cooperation, and to integrate theory with practice.

**Note:** The minister mails a letter of recommendation and the minister's evaluation/candidate's competency forms to the Children's Ministry Coordinator no later than **3 months prior** to the candidate's SDS.

## Specialty Courses for Youth and Family Ministry

**Specialty Courses are** additional contact hours/credits of classes, workshops, or seminars that are relevant to the work of a leader in youth and family ministry, offering more in-depth instruction and training in this focus area. These courses will be provided as an extra day after each Session C or can be done in your local area.

The candidate is to contact the Children's Ministry Coordinator **3 months** before attending a C Session to see which of the below will be offered on the Saturday following that C Session.

- One-Day                      Historical context of childhood and adolescence  
Development of youth and family ministry in Unity;
- One-Day                      Risk management  
Volunteers and staffing
- One-Day                      Ministry with and for families/parents  
Tools for crisis  
What Unity has to say to families
- Local church                Education in an area that would be a growing edge for you
- Paper                         Structure of Unity on a regional and national level and the  
services provided by and differentiated as Unity School and our  
Association.
- Paper                         Credo

## Skills Demonstration Seminar Youth and Family Ministry

The Skills Demonstration Seminar is a week long event for all licensed teacher candidates including Youth and Family Ministry.

### **The candidate will be evaluated on:**

- Skill in presenting a teachers' meeting
- Knowledge of risk management through case studies
- Discernment of responsibilities in leading youth and family ministry
- Knowledge of the code of ethics and Unity principles
- 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 and facilitate
- Ability to interact with others

### **One evaluation session (one hour) will consist on the following:**

- A 25 minute mini-teacher (or sponsor) training in a particular area in youth ministry (principles, Bible, prayer, values, learning styles, dealing with life issues, etc). Be sure to use learning activities that engage different intelligences.
- A 5 minute meditation.
- Time for questions covering basic Unity teachings, metaphysics, Bible, and life applications of Unity principles.
- Time for questions and feedback from the group and evaluators.
- Time for the candidate to respond to feedback.

### **Second oral evaluation session (one – two hours) will consist of the following:**

- Ability to discern action needed in studies of sacred safety (risk management)
- Understanding of the code of ethics for youth ministry staff and volunteers
- Ability to discern how to handle issues with parents and volunteers
- Ability to articulate personal vision for youth ministry and how it supports the church's mission.

### **The candidate will take the Association's general written test.**

Study guides will be provided upon invitation.

**The candidate will also take the psychological written test/interview** if: (1) he/she has not taken the test/interview before; or, (2) the time between his/her credentialing as a certified spiritual educator and the completion of the LUT requirements is more than two years.

## Field Licensing Program for Those Seeking Ordination in Youth and Family Ministry Two or Four Year Options

### ► How can one qualify for either the two or four year program?

An individual must meet all requirements of the current program which include:

- Being a licensed Unity teacher and a certified spiritual educator.
- Holding a bachelor's degree or approved academic demonstration.
- Earning at least \$800 per month, and have the commitment of the minister and ministry.
- Being employed for at least one year as an assistant to the minister, youth education director in service to a ministry, or youth consultant in service to an association region.

### ► What is the two-year program?

In the **two year** program graduates would be credentialed as associate licensed ministers with a specialty in youth and family ministry.

- The license must be renewed annually.
- The candidate's work is limited to youth and special services related to youth and family, or tasks appropriate to an LUT as assigned by the minister.
- An individual who completes this program and later wishes to be ordained must have the recommendation of his or her senior minister. S/he will then be required to complete two more years of the Field Licensing Program, and meet all other requirements of the four-year program. In addition, recommendations are required from two of the following three individuals: the president of the region, the regional representative, and the chair of youth and family ministry for the region.

### ► What is the Four Year Program?

In the four-year program, graduates will be fully ordained ministers with all the rights and privileges, with a specialty in youth and family ministry.

► For more information about the Field Licensing Program, and to view the field licensing handbook please go to:

<http://www.unity.org/clientuploads/LeadershipDevelopment/flphandbook.pdf>.



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