



# **Unity Urban Ministerial School**

## **STUDENT AND FACULTY HANDBOOK**

**Unity Urban Ministerial School  
400 Renaissance Center  
Suite 2600  
Detroit, Michigan 48243**

**(816) 772-3146**

**[info@uums.org](mailto:info@uums.org)**

**REV. SANDRA WAYNE CAMPBELL**  
Executive Director





## **Student Handbook**

This handbook contains information for those considering entrance into Unity Urban Ministerial School's **First Year Ministerial Preparation Program** and **Second/Third Year Ministerial Studies Program**.

We have endeavored to anticipate relevant questions; however, we recognize that not everything can be covered sufficiently to respond to unique situations of all persons.

If you have additional questions about the online program or curriculum, please contact the Executive Director at [director@uums.org](mailto:director@uums.org).

We look forward to supporting you on your spiritual journey.

More information may be found on the UUMS website at: [www.uums.org](http://www.uums.org), or by contacting the office at:

**Unity Urban Ministerial School**  
**400 Renaissance Center**  
**Suite 2600**  
**Detroit, Michigan 48243**  
**(816) 772-3146**  
[info@uums.org](mailto:info@uums.org)

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## **BOARD OF DIRECTORS**

President	Rev. Joann Watson
Executive Director	Rev. Sandra Campbell
Vice-President	Vacant
Secretary	Rev. Wilma Taylor-Costen
Treasurer	Rev. Ken Ficklin
Members-at-Large	Rev. Kathy Beasley Rev. Larry Hooks Rev. Josephine Furlow
UUMSAA Representative	Rev. Brian Drafton-Griffin

## **ADMINISTRATIVE STAFF**

Registrar	Rev. Karen Saunders
Bursar	Rev. Roxanne Graves
Administrative Officer	Rev. Carolyne Jeane Rhodes
Webmaster	Rev. Richard Pacheco
Help Desk	Rev. Liesa Chase

## **MISSION**

The Unity Urban Ministerial School (UUMS) provides individuals with the necessary education and training to become Unity ministers. UUMS works closely with Unity Worldwide Ministries and its Credentialing body to assure a smooth path to licensing and ordination.

## **LICENSING AND ORDINATION WITH UNITY WORLDWIDE MINISTRIES**

Unity Worldwide Ministries (UWM) governs the process of licensing and ordaining Unity ministers. Graduation from UUMS does not guarantee licensing or ordination. Any person interested in becoming a licensed and ordained Unity minister should contact the UWM Director of Credentialing.

## **UNITY WORLDWIDE MINISTRY ACCOUNTABILITY AND ETHICS**

Unity Worldwide Ministries articulates a vision of ethical behavior grounded in our beliefs and teaching. Its purpose is to provide guidelines for ethical and authentic behavior and encourages us to give full expression to our Christ nature. Foundational to Unity principles and teaching is a belief that we are individualized expressions of God.

As Unity leaders, this calls to us to live our Christ nature in all circumstances, thereby being a harmonizing presence and a role model for those we serve. Because of this, we intend to be accountable to a high level of professional ethics. Students may find A complete description of the UWM Ethics Policy, and Code of Conduct can be found at:

<https://www.unityworldwideministries.org/accountability-and-ethics>

## **CODE OF ETHICS UNITY URBAN MINISTERIAL SCHOOL**

The Unity Urban Ministerial School board of trustees, faculty, staff, credential leaders, and ministerial candidates subscribes to and abides by the Unity Worldwide Ministries Ethics Policy and Code of Ethics.

## **ACADEMIC INTERITY- PLAGIARISM POLICY**

All students are expected to adhere to essential academic honesty and integrity standards. All work submitted is expected to be the student's own thoughts and expression unless another source is acknowledged and appropriately referenced. Plagiarism in any form is not tolerated. Violation of academic honesty is regarded as a severe offense and will result in a "U" Unsatisfactory for the course and possible termination as a student of UUMS.

## **PROGRAMS OF STUDY**

Unity Urban Ministerial School offers two programs of study: The Ministerial Preparation Program and Ministerial Studies Program. The Ministerial Preparation Program provides coursework necessary to apply for the Ministerial Studies Program, which leads towards licensing and ordination through UWM. Our coursework is offered online four terms each year. Courses are conducted through the Orbund Learning Management System (LMS).

## PROGRAM OVERVIEW

### MINISTERIAL PREPARATION PROGRAM (FIRST YEAR)

The First Year, Ministerial Preparation Program is open to every individual regardless of religious affiliation. To be admitted, a candidate must:

1. Be at least 21 years of age
2. Submit a completed application form
3. Submit college transcripts and/or SEE transcripts from UWM
4. Submit a non-refundable, \$25 application fee

The Ministerial Preparation Program includes the first 18 prerequisite courses on Unity teachings and practices required by UWM. Upon successful completion of those courses, students are eligible to apply for the Ordination Path through UWM and to enroll in the UUMS Ministerial Preparation Program (2nd/3rd year).

Prerequisite, or Spiritual Education and Enrichment (SEE), courses may be taken at UUMS, transferred from Unity Worldwide Spiritual Institute or from credentialed courses taught in the field. All courses must have been successfully completed in accordance with UWM policy. Graduates of Unity Worldwide Spiritual Institute (UWSI) SEE, and Licensed Unity Teacher programs are eligible to begin the UUMS Ministerial Studies Program (2<sup>nd</sup>/3<sup>rd</sup> year) \*

**First-year classes are generally five weeks and will be scheduled to coincide with the ten-week term.** Schedules will be announced on the UUMS website: [www.uums.org](http://www.uums.org).

### MINISTERIAL PREPARATION (FIRST YEAR) PROGRAM COURSES

1. **F1100** Unity Foundations (F1000)
2. **F1101** Healing and Wholeness (F1002)
3. **F1102** Twelve Powers of Man (F1033)
4. **F1103** Unity Prayer (F1023)
5. **F1104** Meditation Practices (F1044)
6. **F1105** Self-Awareness (F1045)
7. **F1106** Prosperity (F1042)
8. **F1107** Development of New Thought and Unity (F1003)
9. **F1111** Metaphysics 1 (F1036)
10. **F1112** Metaphysics 2 (**pre-requisite F1111**) (F1037)
11. **F1113** Metaphysics 3 (**pre-requisite F1111, F1112**) (F1039)
12. **F1114** Metaphysics 4 (**pre-requisite F1111, F1112, F1113**) (F1040)
13. **F1121** Overview: Hebrew Scriptures (F1046)
14. **F1122** Bible Interpretation – Hebrew Scriptures (**pre-requisite F1121**) (F1005)
15. **F1123** Overview: Christian Scriptures (F1047)
16. **F1124** Jesus' Teachings in the Bible (**pre-requisite F1123**) (F1004)
17. **F1125** The Christ (**pre-requisite F1123**) (F1006)
18. **F1126** Bible Interpretation: Acts to Revelation (**pre-requisite F1123**) (F1048)

## **MINISTERIAL STUDIES PROGRAM (SECOND/THIRD YEAR)**

The Ministerial Studies Program leads toward internship, licensing, and ordination. It consists of experiential study of Unity teachings and practices, ministerial communications, extensive Bible research, pastoral counseling, a deeper understanding of diversity, inclusivity, urban strategies, metaphysics, prayer and meditation, theology, world religions, church administration, and interdisciplinary studies.

### **Internship, Licensing and Ordination**

Unity Urban Ministerial School offers a three-year, full-time (longer if part-time) experiential study of Unity teachings and practices, and comprehensive ministerial classes that prepare students for ministry in Unity.

### **Admission to UUMS Ministerial Studies Program (for candidates not currently enrolled)**

Candidates not already enrolled in UUMS who are eligible for admission to the Ministerial Studies Program must:

1. Be at least 21 years of age
2. Submit a complete application form at [uums.org](http://uums.org) along with the \$25, nonrefundable application fee
3. Submit college transcripts and necessary credentials\*
4. Be active in a Unity church or Center for at least one year
5. Must have completed the required 18 SEE (first year/prerequisite classes).

This program requires completion of a total of 1,000 hours of ministerial coursework.

- \* Whereas a high school degree or it's equivalent is required to apply for Ministry Ordination for Unity Worldwide Ministry, if a student wants to pursue a higher degree, a Bachelor's degree is required.

### **Transfer Credits**

Students who have taken ministerial courses through Unity Institute or Unity Worldwide Spiritual Institute may receive up to 400 transfer credits for Ministerial Preparation Program (Second/Third Year) courses required by UUMS. Credits must be verified by UWM, and official transcripts sent directly from UWM to the UUMS Registrar.

## **MINISTERIAL STUDIES PROGRAM – REQUIRED COURSES**

**Of the 1000 hours necessary for graduation from this program, required classes include:**

1. Bible (BI5011, 5012, 5013, 5021, 5022, 5023)
2. Conversation Skills (CM1000)
3. Homiletics I (CM4001)
4. Homiletics II (CM4002) (previously CM4003)
5. Talks on Truth (CM3004)
6. History of the African American Church (DI1002) (previously HI1037)
7. Prayer, Meditation and Reflection (IS2001) (previously IS2011 and IS2013)
8. Credo: Nature of Man (IS5911) (previously IS5912)
9. Credo: Belief, Structure and Formative Factor (IS5912) (previously IS5911)
10. Self-Awareness I (IS5914) (previously IS5940)
11. Self-Awareness II (IS5915) (previously IS5941)
12. Planning and Strategies for Urban Ministries (MM1002) (previously MM3003)
13. The Journey (W1004) (previously IS5945); Workshop taken semester before Internship

Graduation from the UUMS Ministerial Studies Program and acceptance to the UWM Ordination Path are required before a student may begin the year of Internship leading to Ordination by Unity Worldwide Ministries.

### **Graduation**

The right of graduation from Unity Urban Ministerial School is granted when the student has successfully completed the required courses and earned 1000 credit hours in the Ministerial Studies Program. Evidence of preparation to practice ministry emphasizes spiritual, mental, and emotional maturity and devotion to a lifestyle of service to others. To be granted a Unity Urban Ministerial Graduation Certificate, the student must complete all requirements within seven years of beginning the program.

### **Unity Worldwide Ministries Ordination Path**

Unity Worldwide Ministries (UWM) governs the licensing and ordination of Unity ministers. The process includes admissions evaluations for entering the “ministry path” and annual progress reviews. Please note that all progress interviews must be completed in accordance with current criteria set forth by UWM.

### **Eligibility Requirements to Apply for Ordination Path**

You are eligible to apply during the final term of your SEE prerequisite courses. On the application, indicate those courses in session and their expected completion dates in the space provided, along with all other requested information (incomplete applications will not be processed). Upon completion, request that the registrar submit updated transcripts to the UWM Credentialing Office.

### **Pre-requisites to Apply:**

1. Completion of the Unity Urban Ministerial School's Ministerial Preparation Program or



approved equivalents. (For more information contact the Executive Director at [director@uums.org](mailto:director@uums.org))

2. A High School Degree or equivalent
3. One year of involvement in a Unity church

### **To Apply:**

- For application and/or questions email Rev. Lynn O'Dell at [lodell@unity.org](mailto:lodell@unity.org)
- The \$750 USD application fee must be received with the application
- All required forms and references must also be received at the time of application

### **Questions Regarding the Ordination Process**

Contact Rev Lynn O'Dell, Credentialing Coordinator, at [lodell@unity.org](mailto:lodell@unity.org).

### **Admissions Decisions**

Admissions Decisions are based on an assessment of your written application, interviews, psychological evaluation, and background checks using the following categories:

- Communication
- Leadership
- Maturity
- Empathy and Nurturing
- Decision Making
- Unity knowledge

### **Notification of Acceptance to the Ordination Path**

Applicants are notified in person and by mail of acceptance or redirection.

<https://www.unityworldwideministries.org/urban-ministry-ordination-path>;

It is highly recommended that upon eligibility, students apply for admission to the ministry path at the earliest possible opportunity. Students having successfully completed all Ministerial Preparation requirements are eligible to apply (see list of Ministerial Preparation/First Year Program Courses). For more information about the licensing and ordination admissions process, contact the UWM Credential Department, 816-434-6843 or visit:

<http://www.unityworldwideministries.org/become-minister>.

Students must follow the current UWM guidelines for licensing and ordination.

**NOTE:** Students who do not apply to the UWM Ordination Path after completion of the 18 Ministerial Preparation courses risk delaying ordination.

## **Progress Interview Candidate Attendance Requirements**

Each candidate will participate in their first set of team progress interviews within one year of acceptance to the Ministry Path. Each candidate will participate in their first one-on-one interview within one year of acceptance to the Ministry Path. Candidates will have a minimum of 3 sets of team interviews and 4 one-on-one interviews between their admissions to the ministry path and a recommendation for a credential.

## **Progress Interview Criteria**

The following criteria shall be used by both the team & one-on-one interviewers for individual evaluations and as a basis for overall evaluation and final recommendation by the interviewing teams and the full Credentialing Team to the Board of Trustees.

- Candidates must enroll in the Unity Worldwide Spiritual Institute or Unity Urban Ministerial School courses within one year of admission to the ministry ordination path. Candidates must continue to be actively enrolled in Unity Worldwide Spiritual Institute or Unity Urban Ministerial School ministry studies (until graduation) while they are on the ministry ordination path.
- Satisfactory academic achievement
- Demonstrate skills and knowledge at the Competent level on the Standards Expected of Unity Ministers addressing the following:
  - Emotional Maturity
  - Self-Awareness
  - Self-Care
  - Character
  - Prayer & Meditation Techniques and Application
  - Pastoral Care
  - Faith-Filled & Ethical Living
  - Prosperity Consciousness
  - Spoken and Written Communication Skills
  - Interpersonal/Listening/Relationship Skills
  - Sacred Services, Ceremonies and Gatherings
  - Administration
  - Financial Intelligence
  - Board Relations
  - Teaching Skills
  - Youth and Family Ministry
  - Technology Skills
  - Visionary Leadership
  - Spiritually Inspired Social Action
  - Unity Community Building
  - Diversity & Inclusivity

- Diversity & Inclusivity in our Unity community
- Bible Knowledge & Bible Metaphysics
- Unity Theology & History
- Commitment to serving a Unity ministry in an approved area of leadership
- Commitment to the Unity movement
- Candidates are expected to demonstrate behavior that is in keeping with the Unity Worldwide Ministries Code of Ethics, Sexual Conduct Policy and worthy of the ministerial image regardless of personal challenges.

Effective ministry is dependent upon a minister acquiring both consciousness and the skills for ministry. A minister must learn to think theologically, metaphysically and spiritually about life, and to live a God-centered life.

Ministerial candidates must be able to demonstrate the ability to help others do this also, in a loving, creative and responsible manner.

**Progress Team Interviews:** Each candidate participating in a progress interview week shall meet with a primary team and a secondary team. Each team that a candidate meets with shall independently evaluate each candidate. Interviewing team statements shall be based on those independent evaluations.

**Progress One-on-One Interviews:** Each candidate participating in one-on-one progress interviews shall meet with a member of the Credentialing Team twice a year, July and November. The one-on-one team member that a candidate meets with shall independently evaluate that candidate. Interviewing statements shall be based on those independent evaluations.

### **Unity Urban Ministerial School Internship**

Students who have completed the necessary 900 hours and who have been accepted to the UWM Ordination Path are required to complete a 9-month internship. This must be accomplished at a Unity Church or Center under the guidance of an approved, ordained Unity Minister in good standing with UWM, and in cooperation with Unity Worldwide Ministries and Unity Urban Ministerial School.

**Ministerial Studies Program Course Descriptions  
(2nd/3rd Year)**

<b>Biblical Studies, Hebrew and Christian Scriptures* (all required)</b>	
<b>BI 5011 Biblical Studies Old Testament (Genesis - I Chronicles)</b>	<b>40 hours</b>
<b>BI 5012 Biblical Studies Old Testament (Chronicles II – Ezekiel)</b>	<b>40 hours</b>
<b>BI 5013 Biblical Studies Old Testament (Daniel – Malachi)</b>	<b>40 hours</b>
<b>BI 5021 Biblical Studies New Testament (The Gospels)</b>	<b>40 hours</b>
<b>BI 5022 Biblical Studies New Testament (Hebrews-Revelations)</b>	<b>40 hours</b>
<b>BI 5023 Biblical Studies New Testament (Acts - Philemon)</b>	<b>40 hours</b>
BI 6005 Search for Historical Jesus (previously HI1005)	20 hours

**Communication Skills**

<b>CM1000 Conversation Skills (Required)</b>	<b>20 hours</b>
CM2000 Teaching Methods	20 hours
CM2011 Introduction to Youth and Family Ministry	30 hours
CM2022 Board of Trustees	20 hours
CM3003 The Art of Storytelling in Ministry	20 hours
<b>CM3004 Talks on Truth (Required)</b>	<b>30 hours</b>
<b>CM4001 Homiletics I (Required)</b>	<b>40 hours</b>
<b>CM4002 Homiletics II (Required) (pre-requisite CM4002) (previously CM4003)</b>	<b>40 hours</b>

**Counseling**

CS2001 Counseling (Unity Methodology)	30 hours
CS2002 Counseling Skills – Grief and Loss Support (previously CS2003)	30 hours
CS2003 Ministry at the End of Life (previously CS2005)	20 hours
CS3001 Substance Use Disorder (previously CS4002)	30 hours

**Diversity Equity & Inclusion Studies**

DI1001 The Soul of Ministry (previously CU4307)	30 hours
<b>DI1002 History of African American Church (Required) (previously HI1037)</b>	<b>20 hours</b>

### **Inner/Spiritual Development**

IS1001 Prosperity (previously IS2003)	20 hours
IS1002 The Art of Quantum Living (previously IS2004)	20 hours
<b>IS2001 Prayer, Meditation and Reflection (Required) (previously IS2011)</b>	<b>30 hours</b>
IS3001 Advanced Metaphysics I	30 hours
IS3002 Advanced Metaphysics II (pre-requisite IS3001)	30 hours
IS3003 Advanced Metaphysics III (pre-requisite IS3001, IS3002)	30 hours
IS3004 Advanced Metaphysics IV (pre-requisite IS3001, IS3002, IS3003)	30 hours
<b>IS5911 Credo: Nature of Man (Required) (previously IS5912)</b>	<b>20 hours</b>
<b>IS5912 Credo: Belief, Structure and Formative Factor (Required) (previously IS5911)</b>	<b>20 hours</b>
IS5913 Ethics and Boundaries (previously IS5923)	20 hours
<b>IS5914 Self Awareness I (Required) (previously IS5940)</b>	<b>30 hours</b>
<b>IS5915 Self Awareness II (pre-requisite IS5914) (Required) (previously IS5941)</b>	<b>30 hours</b>

### **Ministry Management Skills**

MM1001 Media/Technology for Faith Based Organizations	30 hours
<b>MM1002 Planning &amp; Strategies for Urban Ministry (Required) (previously MM3003)</b>	<b>30 hours</b>
MM1003 Financial Management for Faith Based Initiatives (previously MM3004)	30 hours
MM1004 Church Administration (previously MM3005)	20 hours
MM1005 Evolving Ministries & New Church Planting (previously MM4205)	20 hours

### **Social Justice**

SJ1001 Unitive Justice (previously CU2001)	20 hours
SJ1002 Unitive Leadership Skills (previously CU4308)	20 hours

### **Internship Year Classes**

IY1001 Creation of Sunday and Special Services (previously CM4004)	30 hours
IY1002 Credo: Nature of God/Relationship to Man (previously IS5922)	40 hours
IY 1003 Fourth Year Internship/Project (previously UUM5000)	30 hours



**F1104            Meditation Practices**

**10 hours**

This course focuses on the practice and the experience of various forms of meditation. Benefits of the various forms of meditation will be explored as well as methods to deal with resistance to it. Practicing the Silence, Unity’s meditation practice, is fundamental and foundational to Unity teachings. **(Previously F1044)**

**F1105            Self-Awareness**

**10 hours**

Students will explore the dimensions of self by studying several systems and techniques for self-awareness. Self-awareness is necessary for optimal balance and functioning in life. They will become more conscious of their attitudes, beliefs and ways of being, symptoms of stress and imbalance; healthy responses to stress and imbalance; and how to integrate spiritual principles to maintain balance and honor all facets of their being. **(Previously F1045)**

**F1106            Prosperity**

**10 hours**

This class is a combined study of Unity’s two most important texts on the core subject of prosperity: Charles Fillmore’s classic Prosperity and Eric Butterworth’s Spiritual Economics. Students will compare these books on the key subjects of substance, mind, faith, visualization, and a giving consciousness. **(Previously F1042)**

**F1107            Development of New Thought and Unity Movement    10 hours**

Development of the Unity movement explores Unity's origins as well as its evolution from a small group of spiritual seekers into the worldwide spiritual movement Unity is today. Topics explored include the events that inspired Charles and Myrtle Fillmore to share their spiritual insights, Unity's three-part ministry of prayer, publishing, and education; major events (including controversies) in Unity's history, and Unity's relationship with the larger New Thought movement. **(Previously F1003)**

**F1111            Metaphysics 1**

**10 hours**

The first phase for becoming a “metaphysician/practitioner” is learning the fundamental Principles. Assimilating and practicing those Principles helps awaken awareness and understanding of spiritual Truth. This “first phase” course encourages students to enter into that awakening and understanding so that they can apply the principles in their everyday lives and experience the “first fruits” of spiritual understanding. **(Previously F1036)**

**F1112            Metaphysics 2**

**10 hours**

**(Prerequisite F1111)** This class is designed to continue deepening the student’s awareness of basic metaphysical principles and to help them work on the ability to articulate major Unity concepts. Practical application is emphasized as a primary goal. **(Previously F1037)**

**F1113            Metaphysics 3**

**10 hours**

**(Prerequisite F1111 and F1112)** This advanced class is designed to continue deepening the student’s awareness of basic metaphysical principles and the ability to articulate major Unity concepts. To that end, students will be encouraged to investigate, analyze, and use basic metaphysical tools for living. By developing dominion over the ego/personality, the way is opened for greater expression of the student’s innate Divine Potential. **(Previously F1039)**





**MINISTERIAL STUDIES PROGRAM  
(SECOND/THIRD YEAR) COURSE DESCRIPTIONS**

**Bible Studies**

**BI5011, 5012,5013,5021,5022 & 5023, Biblical Studies, and Skills 40 hours Required**

These classes are a systematic study of the historical and metaphysical interpretation of the Old and New Testaments. They explore how history, and especially the memory of the history, shaped the Hebrew community. They include the way the biblical writers understood the God/person relationship, our inheritance of that understanding, and the likeness and differences of our understanding today.

**BI 5011 Biblical Studies Old Testament (Genesis - I Chronicles) 40 hours**

**BI 5012 Biblical Studies Old Testament (Chronicles II – Ezekiel) 40 hours**

**BI 5013 Biblical Studies Old Testament (Daniel – Malachi) 40 hours**

**BI 5021 Biblical Studies New Testament (The Gospels) 40 hours**

**BI 5022 Biblical Studies New Testament (Hebrews-Revelations) 40 hours**

**BI 5023 Biblical Studies New Testament (Acts - Philemon) 40 hours**

**BI6005 Search for the Historical Jesus 20 hours**

Students will have the opportunity to review the historical facts that are available concerning the life and death of Jesus with a view toward developing one's own theology. (Previously HI1005)

**Communication Skills**

**CM1000 Conversation Skills 20 hours Required**

Conversation Skills is a 10-week ministerial course that enhances effective communication skills to include the ability to stay in dialogue when emotions are driving us to “shout out” or “shut down.” This course provides knowledge and tools for listening, connecting, and facilitating dialogue in tough, emotional situations. The principles and models taught are aligned with spiritual practices. The class is based on the model of Nonviolent Communication (NVC), which includes taking responsibility for our own experience; commitment to increasing our awareness of our own feelings and needs as well as those of the people with whom we interact; and having the capacity to be authentic and compassionate in all circumstances.

**CM2000 Teaching Methods 20 hours**

This course provides the foundations of teaching adult learners and how to lay the groundwork for creating a captivating class. (Previously IS5950)

**CM2011 Introduction to Youth and Family Ministry 30 hours**

This class addresses communication to children, Uniteens, Youth of Unity, Young Adults of Unity and Next Generation Unity. Students will explore how to nurture the spiritual development of children and teens and gain insights into how to effectively work with and support YFM leadership. A ministerial perspective on fundamentals of YFM program administration is presented.

**CM 2022 Board of Trustees**

**20 hours**

Students completing Board of Trustees will be able to assist in the application of the principles taught in this course. Students will be able to demonstrate how these principles will help to serve large and small churches to have successful boards of trustees operating in a church community.

**CM3003 The Art of Storytelling in Ministry**

**20 hours**

As speakers, we want to use all the communication skills available to engage listeners and hold their attention. Storytelling is an art form that can be developed and enhanced. As ministers, we might say, “let me tell you a story” and observe as listeners move to the front of their seats. Weaving an interesting story is an invaluable skill.

**CM3004 Talks on Truth**

**30 hours**

**Required**

This course is an opportunity to develop and improve Sunday talks, sermons or messages by studying talks given by the co-founder of the Unity movement, Charles Fillmore. Using his talks as a springboard, students will find their own individual styles by using basic guidelines.

**CM4001 Homiletics I**

**40 hours**

**Required**

Through an understanding of the communication process, students will be prepared in this class to use communication principles in formal talks, group meetings, individual relationships, and media presentations. Students will be encouraged to integrate communication principles into their understanding of themselves and their belief structure.

**CM4002 Homiletics II**

**40 hours**

**Required**

**(Prerequisite Homiletics I)** Through an understanding of the communication process, students will be prepared in this class to use communication principles in formal talks, group meetings, individual relationships, and media presentations. Students will continue developing deeper communication skills as polished speakers. **(Previously CM4003)**

**Counseling**

**CS2001 Counseling (Unity Methodology)**

**30 hours**

This class will summarize and compare the basic premise of the Strategic Pastoral Counseling Model. Students will observe fundamental skills in counseling that assist in understanding overall strategies used by individuals under stress. They will learn the differences between spiritual counseling and psychological counseling, identify the ethical and legal requirements of ministers regarding spiritual counseling.

**CS2002 Counseling Skills – Grief and Loss Support**

**30 hours**

This class helps students understand the basics of grief and the stages of the grief process. This comprehensive course of study equips ministerial students to counsel congregants through the grief process. **(Previously CS2003)**

**CS2003 Ministry at End of Life**

**20 hours**

During our human experience, everyone faces the existential issue of death and the desire to find comfort or comfort others. Ministers especially are called upon to help congregants cope with aging, dying, death, grief, and bereavement issues. This course focuses on the function of





interwoven. The course culminates in the invitation to personal commitment to the lifelong process of psycho-spiritual maturity and to utilizing resources that support this growth. **(Previously IS5941)**

### **Ministry Management Skills**

#### **MM1001 Media/Technology for Faith Based Organizations 30 hours**

Students will learn about and engage with uses of technology in ministry. They will explore how their vision of ministry can best be achieved through judicious use of the ever-expanding field of technological innovation.

#### **MM1002 Planning & Strategies for Urban Ministry 30 hours Required**

This class focuses on the development, evolution, and theories of urban planning. It considers the major concepts and procedures used by city planners and focuses on the analytical tools and methods available in addressing the social, economic, and environmental problems of urban areas. **(Previously MM3003)**

#### **MM1003 Financial Management for Faith-Based Initiatives 30 hours**

This class is designed to provide the student with an overview and understanding of theories, policies, procedures, and skills relevant to financial management. Emphasis will be placed on budgeting, accounting, revenue generation, income tax and debt management. **(Previously MM3004)**

#### **MM1004 Church Administration 20 hours**

There are many facets to church administration. This course looks at legal, financial, pitfalls of mishandling, relationships with boards and lay leadership and variations in sizes and conditions of churches. The examples given in the lectures are actual experiences and events. There are opportunities for you to examine and resolve problems that can arise. The course is designed to be organic as well as academic. **(Previously MM3005)**

#### **MM 1005 Evolving Ministries & New Church Planting 20 hours**

A structured experience of planning and pioneering new centers/churches. Students will explore the strategies for starting or renewing a ministry, study-group, satellite, or alternative ministry. It will include the experience of creating a business plan and the study of successful practices of research and marketing to a pioneer market. **(Previously MM4205)**

### **Social Justice**

#### **SJ2001 Unitive Justice 20 hours**

This class provides an in-depth study of healing principles as set forth by Charles Fillmore interpreted by "The Detroit Eight" (the first graduating class of the Unity Urban Ministerial School, 1982). This course explores Charles Fillmore's materials coupled with the unique challenges of the prison ministries & family. The course explores themes of Healing, such as "Goodbye Daddy, Carrying the Load, Heartbreak, Separating the Twins, Changing Rules, College Choices, Rape, Murder, and a whole host of the challenges of letting the "Christ" do the Healing. This class is an experiential course in which the student reviews the book Jesus Christ Heals and seeks to employ the tenets of the book as a tool for prison outreach. **(Previously CU2001)**





Tuition for Second/Third/Fourth Year Ministerial Studies Courses:

One Class:	\$300
Two Classes:	\$600
Three to Five Classes:	\$900

**NOTE:** For more than five classes, tuition is \$300 per each additional class.

### **Payments**

Unless other arrangements are made and approved by the UUMS Executive Director, all accounts must be paid before the end of the first week of class.

### **Refund Policy**

The one-time, \$25 application fee is non-refundable. All other tuition and fees paid by the applicant/student shall be refunded if requested before the end of the first week of class. Payments will be refunded within 30 days.

### **Complaints**

It is recommended that issues be taken up with the Executive Director at [director@uums.org](mailto:director@uums.org). Students wishing to make a formal complaint may contact the State of Michigan at [www.michiganps.net](http://www.michiganps.net).

### **Academic Records**

All permanent academic records are maintained by UUMS. These records include credits transferred from other schools that apply toward the student's certification requirements at UUMS. Transcripts are updated at the end of each term. Students are also encouraged to maintain copies of their records.

### **Appeals Process**

Appeals regarding student's status in the program, and exceptions to academic policies and regulations are to be submitted in writing, with supporting documentation, to the student's Academic Advisor. The final decision rests with the UUMS Executive Director.

### **Information regarding credit allowed for previous education and training.**

Students who have taken ministerial courses through UWSI may receive up to 400 transfer credits for courses equivalent to Second/Third Year courses at UUMS.

Students who have advanced degrees from other accredited Institutions may receive up to 100 transfer credits for courses equivalent to Second/Third Year courses at UUMS.

### **Evaluations and Accountability**

#### Overall Accountability

Students admitted to UUMS are considered adult learners. The faculty assumes that students are self-motivated, have the desire and maturity to receive meaningful information about



their progress, and will take responsibility for their own growth in relation to course work.

### **Recording of Academic Evaluation**

Evaluation of assignments within each term will be for the purpose of giving students regular, accurate progress information to maximize the process of self-evaluation. The method of recording academic evaluation for assignments within each term will be:

<u>Evaluation</u>	<u>Points</u>	<u>Grade</u>
Excellent	500	A
Above Average	400	B
Acceptable/Passing	300	C
Incomplete	299	I

### **Incomplete (I)**

Faculty has the option of assigning the grade “I” (Incomplete) where the assignments have not been completed. Students may contact the instructor to complete assignments as soon as possible. All Incomplete assignments must be made up within five (5) weeks following the end of the term. An additional five weeks may be requested in the event of extenuating circumstances on an individual basis.

### **Scholarships**

The Unity Urban Ministerial School offers two scholarships to qualifying students. The Revs. Charles and Myrtle Fillmore Scholarship and the Rev. Dr. Ruth M. Mosley.

#### **Rev. Charles and Myrtle Fillmore Scholarship**

The Charles and Myrtle Fillmore was established in 2010 by Revs. Dr. Glenn and Martha Moseley support students' spiritual growth and development to become ordained Unity ministers.

#### **I. ELIGIBILITY:**

1. Successful completion of all first-year requirements. See UUMS Student Handbook.
2. Must have at least a 3.0-grade point average or a "B" at the time of application.

#### **II. APPLICATION PROCESS:**

1. **Letter of Application:** A letter containing the applicant's biography, photo, introduction, commitment to Unity, and ministerial career goals.
2. **Letters of Recommendations:** Three (3) letters of recommendation from individuals with knowledge of the applicant's character, experience, or community involvement. These may include ministers, teachers, business associates, and friends of the applicant. One letter of recommendation must be from the applicant's minister.
3. **Essay:** 350-500 words on a spiritual direction topic selected by the Scholarship Committee.

## **Rev. Dr. Ruth M. Mosley Scholarship**

The Unity Urban Ministerial School Rev. Ruth Mosley Scholarship was established in 2020 in honor of our beloved founder, Dr. Ruth M. Mosley to provide financial assistance to students entering their second year of spiritual studies.

### **I. ELIGIBILITY:**

1. Successful completion of one term with UUMS.
2. Must have the intention of being a Licensed Unity Teacher (LUT) or a Unity minister.

### **II. APPLICATION PROCESS:**

1. **Letter of Application:** Applicants must submit a letter of introduction, including the applicant's commitment to Unity and the ministerial process. Attach brief biography and photo.
2. **Letters of Recommendations:** Three (3) letters of recommendation: from individuals with knowledge of the applicant's character, experience, or community involvement. These may include teachers, business associates, and persons within the applicant's spiritual community. In addition, one letter must be from the applicant's minister or spiritual leader.
3. **Essay:** 350-500 words on a spiritual direction topic selected by the Scholarship Committee.

Please visit our website at: <https://uums.org> or contact Rev. Carolyn Jean Rhodes for additional information on the scholarships at: [revcarolyne@uums.org](mailto:revcarolyne@uums.org)

### **Registration Information**

Enrollment in a course is not official until the Administration has processed the proper registration forms and all financial obligations have been met or payment arrangements have been approved through the appropriate channels. No credit will be received unless tuition has been paid in full by the last day of the term.

### **Withdrawal**

Students wishing to withdraw from a course must obtain approval from their Advisor and the UUMS Curriculum Coordinator. Students who do not officially withdraw from the term will receive a final grade of I in each enrolled course.

### **Attendance**

All students are required to attend ALL mandatory meetings and licensing and ordination reviews.

### **Re-Entrance**

Upon request and approval of the Executive Director, students may re-enter the UUMS Ministerial Studies Program and complete the required courses within a 10-year period.

### **Transcripts**

Federal law requires that all transcript requests be made by the individual student. Such

requests should include:

- Student's name and, if applicable, maiden name
- Date of last attendance or certificate earned with date of graduation
- Name and address where the transcript should be sent
- A fee may be required for copying and mailing transcripts to non-Unity organizations

### **Accreditation**

The Unity Urban Ministerial School is a accredited member of the Accrediting Commission International, Inc. (ACI), the world's largest non-government-related accrediting association, not connected with the U.S. Department of Education or any State Department of Higher Education. All credits are transferable between more than 200 members of ACI.

Although a high school degree is required for UWM Ordination, a bachelor's degree or higher is needed if a student wants to apply for an advanced degree from another Theological Seminary.

### **Family Education Rights and Privacy Act (FERPA)**

Unity Urban Ministerial School, Inc., complies with the Family Education Rights and Privacy Act (FERPA), which affords students certain rights with respect to academic records. They are:

- The right to inspect and review the student's academic records within 45 days of the day UUMS receives a request for access. Students should submit to the Registrar a written request identifying the record(s) they wish to inspect. The Registrar will arrange for access and notify the student of the time and place where the records may be inspected.

The right to request the amendment of the student's academic record that the student believes is inaccurate or misleading and asks for the record to be changed. If UUMS decides not to amend the record as requested, the student will be notified of the decision and advised of his or her rights to a hearing regarding the request for amendment. Additional information regarding the hearing process will be provided at that time.

- The right to consent to disclosures of personally identifiable information contained in the student's academic records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by UUMS, Inc. to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Ave., SW  
Washington, DC 20202-4605

## **Frequently Asked Questions**

### **What does it cost to attend UUMS? As of April 2023:**

1st Year (Ministerial Preparation Program) Courses:	\$150.00 per course
2nd/3rd Year (Ministerial Studies Program) Courses:	\$300.00 per course
Audit/Continuing Education Courses:	\$ 50.00 per course

NOTE: You may take up to five (5) classes in any given ten-week term. For MPP level, the cost per term is dependent on the number of courses taken. For MSP level, the maximum cost per term is \$900.00 you will pay per course for up to three courses; if you take the maximum number permitted (5), the fourth and fifth course are offered at no additional charge.

### **Can a student receive financial support from UUMS?**

UUMS offers limited scholarships. These scholarships are under the direction of the UUMS Scholarship Committee. Check with your Unity Region. Some may offer scholarships as well.

### **Is it possible to have a new student orientation or interviews before starting class?**

New student orientations are held quarterly or more often as required based on new enrollment.

### **What are the office hours for the Unity Urban Ministerial School?**

Monday - Thursday 10:00 am - 5:00 pm Eastern Standard Time

### **Do all 20-hour classes have the same amount of work required, if not, then what are the guidelines?**

Courses are weighted primarily based on workload requirements. UUMS consistently reviews and makes adjustments as needed.

### **How can a student ensure they are on target for ordination? If not on target what are the steps to getting back on the path?**

Check with UUMS Registrar and/or UWM Credentialing Office

### **What is the role of an advisor? Do they help students choose the classes they need?**

Advisors maintain close contact with students and regularly review their status so that adjustments can be made in course offerings. Students are encouraged to consult their advisor and the UUMS registrar and/or Curriculum Coordinator for assistance.

### **What do I do when I don't get timely feedback from either an instructor or an advisor? Who do I contact if the instructor does not give feedback in class each week or post an assignment?**

First, contact the instructor then your Advisor. If that doesn't work, notify the Curriculum Coordinator and finally the Executive Director

**How do the staff and students of UUMS get timely updates of changes in the program?**

Communication between students and staff is through email, postings on the UUMS website, and/or phone calls.

**How long do I have to make up the work for an “I” grade ?**

Faculty have the option of assigning the grade “I” (Incomplete) where the assignments have not been completed. Students are encouraged to contact the instructor as soon as possible to arrange for the completion of assignments.

Incomplete assignments must be made up within five (5) weeks following the end of the term. An additional five weeks may be requested in the event of extenuating circumstances on an individual basis.

**Are there substantial differences between UUMS and UWSI? What part does UWM play in ordination?**

There are some differences. UUMS classes are asynchronous (Students are not required to be in a classroom setting). They work independently and participate virtually through discussion threads. Weekly deadlines for assignments and other written work (comments, etc.) that directly influence course grades are a key component of the UUMS curriculum.

UWSI requires virtual classroom participation at a specific time each week.

UWM is the credentialing authority for all Unity ministers and licensed Unity teachers. Once students graduate from UUMS or UWSI, it is up to UWM to ordain them.

**What is the time limit for an instructor to give a grade?**

Grades are typically submitted to both students and registrar by the end of the week following course completion.

**What do I do if I have questions about transcripts or grades?**

Contact the registrar.

**How can a student provide additional feedback on course content outside of feedback to the instructor?**

Consult the Registrar or Curriculum Coordinator.

**What is required if a student wants to transfer from UWSI or Field Licensing to UUMS?**

Contact your current school’s Registrar to request that your transcripts be sent to UUMS. Students wishing to transfer from UUMS to either of the other paths should contact the UUMS Registrar for transcripts to be sent to those paths.