



Procedures to dissolve a ministry

If you have not already done so, contact your Regional Representative and/or home office staff, especially the Director of Member Services, to discuss options other than dissolution that might be possible.

If dissolution is the decision that must be made:

- The Board of Trustees votes to bring the question of dissolution of the ministry to the membership. This can happen at the annual membership meeting or at a special membership meeting with written notice of the meeting to members at least 10 days notice, or notice as specified by your bylaws.
- If the church owns real property, a motion to sell the property would be voted on in conjunction with the motion to dissolve the ministry. Since sale of real property requires a 2/3 or ¾ vote for approval (your bylaws specify) you would need the same to approve dissolution.
- If the church does not own real property, a majority vote would approve a motion to dissolve the ministry, unless otherwise stipulated in the bylaws.

Other steps:

- File articles of dissolution or equivalent in your State
- Prepare and send end of year donation letter to donors who have contributed more than \$250
- Prepare and send W-2s and/or 1099s
- Close bank accounts
- Close out with US Postal Service
- Close out contracts with vendors, websites, social media, etc.

Send a letter to Unity Worldwide Ministries, Attn. Director of Member Services, stating that the ministry has dissolved, and that the above six steps have been completed.

Please include with your letter:

- A copy of the board minutes from the meeting when the decision to put the question of dissolution before the membership was made
- Minutes of the membership meeting when the motion to dissolve was approved
- A cashier's check made out to Unity Worldwide Ministries, Attn: Chief Financial Officer, for the amount remaining after debts have been discharged. [Note: Unity Worldwide Ministries earmarks funds from dissolved ministries for use by our HUG fund (Help Unity Grow) <http://www.unityworldwideministries.org/help-unity-grow-hug-fund>.