



2016 Annual Ministry Report Form

For Unity Ministries in the U.S.A. and Canada

Due March 31, 2017 for previous calendar year ended.

Alternative Ministries submit a different form: www.UnityWorldwideMinistries.org/alternative-ministry-annual-report-form

Notice: It is critical that all ministries and affiliated groups using Unity Worldwide Ministries (aka Association of Unity Churches Inc.) Group Tax Exemption Number (2062) submit an annual financial report to the UWM central office for confidential filing. **This is an Internal Revenue Service requirement**, and increasingly the IRS is checking for compliance. We regret we are unable to include ministries in the filing do not include their Federal Employer's Identification Number (EIN) on this report.

Please submit the two components of this Annual Ministry Report:

- 1.) This form containing demographic information about the ministry (**please type or neatly print**), and
- 2.) An annual financial report ending 12/31 for the ministry containing **both balance sheet** (a.k.a. statement of financial position) **and profit and loss statement** (a.k.a. statement of financial operation). If the fiscal year ending is different from calendar year ending 12/31, and it is inconvenient to produce a calendar year report, please submit the latest fiscal year ending financial statements. Please do not delay filing until a new fiscal year.

Send this form and financial report to our central office: Unity Worldwide Ministries, PO Box 610, Lees Summit, MO 64063 or by Fax: 816.525.4020 or email diana@unity.org.

Check here if any of the below information has changed since last year's annual report form was submitted.

Ministry Information

Name Ministry goes by (dba): _____

Legal Name of Ministry if different: _____

Employer's Fed Tax ID# (EIN): _____ - _____ Region: _____

Telephone: _____ Email: _____

Website: _____ Office Hours: _____

Complete Mailing Address:

Complete Meeting Address:

Please check one:

Member ministry of Unity Worldwide Ministries (UWM)

Member ministry of the Expansion Program of Unity Worldwide Ministries

Satellite ministry of _____
Church/Center Name City State

Please list the person we may contact if we have questions about this report:

Name: _____ Role in Church: _____

Email: _____ Phone: _____

Date this form was completed: _____



Annual Ministry Report Form

Classes, Programs and Services

How many members does your ministry have? _____

Number of Sunday services held _____ Total average attendance per Sunday _____

Services are offered in which languages? _____

Does your ministry have a youth program? Yes No

Do you livestream your Sunday Service? Yes No

Checkmark any programs that you offer: (Do not need to know attendance.)

- | | |
|--------------------------------|-------------------------------------|
| SEE Classes | Lay Volunteer Training Program |
| Chaplain Program | Next Generation Unity (young adult) |
| Organized Small Group Ministry | Choir/Band |

Minister or Spiritual Leader

Is your ministry between ministers/spiritual leaders at this time? Yes No

If the ministry is served by someone who is not ordained or credentialed, please contact our central office Ministry Services department so we can support your leader in becoming credentialed in Unity. You can also contact our central office to attain information on how to hire a Unity-credentialed leader.

Current Minister/Spiritual Leader Name: _____

Minister/Leader address: _____

Email: _____ **Phone:** _____

Ministry Employment Dates: _____ **Spouse name:** _____

If the Current Minister/Spiritual Leader is not credentialed through Unity, please answer the following:

Levels of Education Completed: _____

Schools attended: _____

Unity Education Experience: _____

How long have they been affiliated with Unity? _____

People Affiliated With Your Ministry

Please complete the information on the following page **for each person affiliated with your ministry**. Include the person listed in the above "Minister or Spiritual Leader" section of this form, as well as a church administrator, board members and board president. If more room is needed, please attach a separate page.

Ministers should only be listed if they are employed by your ministry, and licensed Unity teachers should be listed only if they currently serve your ministry.

For each person, please indicate (using code in parenthesis) if they are:

- Ordained Unity Minister (OUM)
- Spiritual Leader/LUT (SL/LT)
- Spiritual Leader/Other Ordination (SL/OO)
- Spiritual Leader enrolled in the Field Licensing Program (SL/FLP)
- Spiritual Leader/No Ordination (SL/NO)
- Licensed Unity Teacher (LUT)
- Board President (BP)
- Board Member (BM)
- Church Administrator (CA)

Annual Ministry Report Form

Example:

OUM Mary Smith Minister 816-555-1212
 Code Name Title Phone home cell work
xyz@aol.com 123 Any St., Anytown, MO 64065
 Email Mailing Address

1. _____
 Code Name Title Phone **home** **cell** **work**

 Email Mailing Address

2. _____
 Code Name Title Phone **home** **cell** **work**

 Email Mailing Address

3. _____
 Code Name Title Phone **home** **cell** **work**

 Email Mailing Address

4. _____
 Code Name Title Phone **home** **cell** **work**

 Email Mailing Address

5. _____
 Code Name Title Phone **home** **cell** **work**

 Email Mailing Address

6. _____
 Code Name Title Phone **home** **cell** **work**

 Email Mailing Address

7. _____
 Code Name Title Phone **home** **cell** **work**

 Email Mailing Address

8. _____
 Code Name Title Phone **home** **cell** **work**

 Email Mailing Address