

MSR REPORT FORM II

Date of MSR consultancy w/ search committee_____

Search Committee Chair/Representative: please complete item 2

Ministerial Settlement Representative: please return this form to the UUA Settlement Office following the second consultancy: 25 Beacon St., Boston, MA 02108

1. Congregation city_____ State/Province_____
Name_____

2. Chair of Ministerial Search Committee_____
E-mail_____ Day phone_____
Mail address_____

Alternate contact (in case chair is unavailable or without e-mail):

Name_____ E-mail_____ Day phone_____

3. *Estimated salary & housing to be offered next minister \$_____*

Will benefits and professional expenses entitle the congregation to Fair Compensation status? (circle one) Yes No

(This information to be entered on "Application for a called Minister")

4. <i>Estimated timetable for the committee's search</i>	Date
Search committee retreat	_____
Survey to be sent out	_____
"Beyond Categorical Thinking" workshop to be held	_____
Ministerial and congregational profiles to be completed	_____
MSR to be asked to review Congregational Record for "unveiling"	_____
Survey tabulation and draft agreement to be sent to Settlement Office	_____
Packet to be completed	_____
Date of third consultancy <i>(no sooner than four weeks after unveiling)</i> :	
Ministerial Records to be made available, MSR to consult on planning and execution of final stages of the process	_____

5. Do you foresee any special problems which make this timetable doubtful?

6. Has this committee gone on retreat? If not, is there any question that they will do so in a timely manner?

7. Do you foresee any particular problems with this Committee?
8. Please give your assessment of or reflections on the congregation (lay leadership strength, sense of purpose and goals, financial support, morale, age, growth potential, adequacy and quality of support staff), board (commitment, breadth of horizons, concept of ministry), and search committee (capacity to choose a minister for the church's future). Use extra space as necessary!
9. Check list for topics to be covered with the Search Committee.
- _____ Role of the MSR (coach, consultant, cheerleader)
 - _____ Roles to be allocated among search committee members and beyond
 - _____ Use of the Settlement website
 - _____ The equal opportunity policies of the UUA
 - _____ The realities affecting the ministers wishing to be considered
 - _____ The need for confidentiality about ministers
 - _____ Etiquette in the search process
 - _____ Recruiting
 - _____ The realism of the timetable for selecting a candidate/settling a new minister
 - _____ How the committee can continue to inform the congregation of its progress (confidentiality about ministers, not secrecy about process)
 - _____ The ministerial and congregational profiles vs. the congregational survey
 - _____ Choosing and arranging neutral pulpits
 - _____ The crucial importance of the search committee retreat
 - _____ Settlement Director's availability for consultation by E-mail (or by telephone, with appointment set by e-mail if possible)
 - _____ Search Committee Luncheon at GA

Please remember to attach your expense voucher for this consultancy.

MSR _____

Date _____