

**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</i> timetable for the committee's search	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* \_\_\_\_\_