

MSR REPORT FORM III

DATE OF CONSULTANCY _____

MODE (CIRCLE ONE): BY PHONE IN PERSON

MINISTERIAL SETTLEMENT REPRESENTATIVE: PLEASE RETURN THIS FORM TO THE UUA
SETTLEMENT OFFICE FOLLOWING THE CONSULTANCY: 25 BEACON ST. BOSTON MA 02108

1. Congregation city _____ State/Province _____
Name _____

2. What is the committee's response to the length and makeup of the list?

3. Process review:

- _____ Have the committee decided how it's going to decide
 - _____ with whom it's going to exchange packets?
 - _____ whom to name as a pre-candidate?
 - _____ whom to recommend as its candidate?
- _____ Has it held or scheduled a "Beyond Categorical Thinking" weekend?
- _____ Has it conducted/will it conduct a mock interview?
Who will be the mock candidate? _____
- _____ Has it established "money-laundering" and other maneuvers to avoid publicizing the identities and home churches
 - _____ of prospective candidates' as their packets are circulated and studied?
 - _____ of pre-candidates while they are in transit and in residence in the locale?
 - _____ of pre-candidates in the publicity given out by neutral pulpit congregations?
- _____ Have neutral pulpits been arranged?

4. Packet review: Is each of the following information included in the packet?

- _____ introductory letter from search committee chair, with space for indicating deadline for mutual return of packets
- _____ explicit instructions on how and where to return packet, including express mail account information if desired
- _____ letters from
 - _____ congregation's president
 - _____ interim minister
 - _____ District Executive
 - _____ Ministers Association chapter president
- _____ search committee profile
- _____ results and analysis of survey and other information-gathering tools
- _____ draft ministry agreement
- _____ adequate information on ministerial compensation: salary plus housing *and* Fair Compensation Congregation qualification
- _____ latest annual report
- _____ treasurer's reports/budget data from recent years
- _____ constitution and by-laws
- _____ religious education information
- _____ orders of service, newsletters, etc.
- _____ photographs of church, minister's study, parsonage, etc.
- _____ information on the community
- _____ local real estate and mortgage data

- _____policy for screening your pre-candidates and for conducting a criminal background on your candidate?
5. The Settlement Director asks the search committee to communicate immediately with each minister whose MR it receives, either offering or declining to exchange packets or indicating their schedule for making such an invitation/declination. Does this committee intend to follow this practice?

 6. How will the committee keep the congregation informed of its progress?

 7. Will the committee keep the MSR informed by:
 - _____updating the MSR on the search process?
 - _____contacting the MSR in the case of any problems or concerns?
 - _____notifying the MSR when the candidate has been selected?
 - _____informing the MSR when a minister has been called?

 8. Will the committee use the services offered by the Settlement Office by
 - _____contacting the Settlement Director with any problems, such as a question or concern about a prospective candidate?
 - _____requesting interpretive file summaries (see #10)?
 - _____notifying the office when a candidate has been selected?
 - _____returning the Notice of Call form to the office when a minister has been called?

 9. Will the committee conduct its search responsibly, in order to avoid unnecessary risk to the congregation's children and other vulnerable persons and unnecessary risk of legal liability for the institution by:
 - _____seeking and contacting references from prospective candidates?
 - _____after informing prospective candidates of their intention, seeking and contacting additional references from any previous settlements or employment, both from the prospective candidates and from other sources?
 - _____seeking information about potential pre-candidates from District Executives in districts in which they are serving or have served?
 - _____requesting from the Settlement Director an interpretive file summary on each pre-candidate once the committee's short list has been at least tentatively completed (i.e. in a group, not one-by-one)?
 - _____after informing the ministerial candidate of their intention, seeking and contacting additional references from lay leaders in his/her current settlement?
 - _____requiring of the ministerial candidate
 - _____completion of disclosure statement
 - _____completion of application
 - _____completion of authorization and release
 - _____conducting a criminal background check of the ministerial candidate the results of which are received before candidating week?

 10. How is the committee feeling about the settlement process.?

12. Please remind the committee . . .
_____ to be ready to give themselves a break once the congregation has called its next minister, but
_____ to consider making themselves available to serve on a Committee on Ministry if asked, and
_____ to be sure to encourage the full participation of the minister and leadership in a Start-Up Seminar

MSR: PLEASE REMEMBER TO ATTACH YOUR EXPENSE VOUCHER FOR THIS CONSULTANCY.

MSR _____

DATE _____

2/2005