

**What the Transitions Office will do to assist congregations who seek ministers for part time positions (defined as less than ¾ time or with a pay equivalent of less than ¾ time):**

We'll list your position on our public Opportunities for Ministry page at [http://h5.uua.org/ministry\\_opps.asp](http://h5.uua.org/ministry_opps.asp).

To post on “Opps” we’ll need the name of your church as well as the city and state in which it is located. We’ll also need to know the title of the position offered, the hoped-for start-date with month/year at least, and the % of time you expect the minister to work. Any minister who sees this listing will be instructed to contact your District Executive to learn more.

We'll post your Congregational Record on our records posted page for UU ministers to login and see.

To create your CR go to our website at <http://www.uua.org/transitions> and seek out the “Going online,” “Interim and Consulting Ministries Handbook,” and “Resource Guide.” The first will walk you through the online system, the second gives an overview of the search process itself, and the third provides a template of the CR you will be completing online. You need to inform us when your record is ready to be posted publicly. **You do not have to complete this step to be posted on Opps, though if you complete this step you will be automatically listed on Opps.**

Through your CR any minister will be able to express specific interest in your position. You can contact us at any time to request any/all names that have come through for you to be sent to your Settlement System website. They will appear under your “list of interested ministers” link (menu item #4). We cannot guarantee that your names will be sent unless you ask for them—particularly during the off-season— though we may send names through without hearing from you, so keep an eye on your list.

*\*\*Also, please note:*

1. Your District Executive is the go-to person for you to talk to about any questions about your search, or with assistance in finding a local minister to fill the slot.
2. When you do find your minister please let us know as soon as it is official so we can take down your listing.
3. **Finally, please, please, identify yourself as from your congregation’s city and state whenever you contact us, this is how we stay out of the alphabet soup (UUF, UUCDC, etc.) and the difficulty of remembering exactly where “First Unitarian” is, as there are many of you out there.**

Good luck!

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