

## Changes to Settlement Handbook for 2020-2021

- Page 11, addition: “Ministerial candidates, who have a scheduled MFC appointment, may access the MinistrySearch system to begin a Ministerial Record Sheet. Candidates may not apply for any position prior to being cleared for search by the MFC. The Ministerial Credential Director, in consultation with the Transitions Director, can approve specific requests of candidates for contract ministries only.”
- Page 18, addition: “Search Committee members needing help understanding issues of supremacy and fragility who are not from historically marginalized groups should contact their transitions coach (who will refer them to a UUA staff member).”
- Page 20, addition: “The COVID-19 pandemic of 2020 has greatly impacted the search process. Please see our document for ideas and best practices [If Your Settled Search Needs to be Virtual](#).”
- Page 21, addition: information about international search
- Page 21, addition: instructions for ministers in search on how to sign up for search cycle newsletters
- Page 22, the answer to the question, “How many ministers and congregations are in search every year?” was updated with statistics from the 2019-2020 search year.
- Page 26, Christine Purcell is now Transitions Program Manager in all five U.S. regions of the UUA
- Page 26: added exit/transition interview questions to the section on those
- Page 27: the timing for assembling a search committee is no longer tied to coach assignment. It is tied to the interim ministry and the settled search year.
- Page 28, addition to FAQ: “Our minister has asked us to make them minister emeritus/a. What does that mean and how do we consider it?” With link embedded in answer and in appendix
- Page 28: timing of coach assignment moved later in the process
- Page 28, addition of Board of Trustees checklist for search process (also added to appendix)
- Page 30-31: board and congregational overview shifts to the Transitional Program Manager from coaches
- Page 31, addition: boards discuss bylaws with Transitions Program Manager Christine Purcell, not coaches
- Page 32, addition re: selecting a Search Committee: “Most of our congregations are not diverse. ‘Representative’ is not defined here as based on congregational identity statistics. It does not mean check certain boxes: one of this type of person; more of these (because there are more of them in the congregation); and one of this type of person (because we think we should). Nor is it the role of a Search Committee member who identifies themselves as part of a marginalized community to advocate for a candidate minister from a marginalized community simply based on a (perceived) shared identity. See the section on Beyond Categorical Thinking.”
- Page 35, re: budget for search: added standardized fee structure for 2022 search year
- Page 36, addition: “Search committees have repeatedly wanted access to view and experience ministers’ sermons more than any other information.”

- Page 39, addition re: settled searches initiating their congregational records in the MinistrySearch system: “This will coincide with the June 15th updated release of the Settlement Handbook for each year.”
- Page 41, addition: “Speaking with a single voice does not mean reducing your congregation to a single story. Indeed, the search committee that is able to share with one voice the multiple and sometimes conflicting stories of the congregation will represent them well and improve the odds of a better ministry.”
- Page 43, added language about possibility for virtual Search Committee retreat
- Page 48, Beyond Categorical Thinking: Added historical context and significance of the program; clarified costs are for 2020 only
- Page 51, addition: [Visual Guide: Steps to Completing the Congregational Record](#)
- Page 51, addition: details about Survey Monkey and Google Forms as they pertain to the congregational survey: [Visual Guide: Sharing Files Confidentially via Google Docs and Dropbox](#)
- Page 51, 52, and 66: compensation worksheet is now also due along with draft ministerial agreement and change form to Transitions Office by November 30
- Page 58, addition: recommendation that initial reference checks take place before first round of interviews and not after.
- Page 68: “Multiple Search Committee members can view the congregational record simultaneously, but we caution folks against editing simultaneously as you run the risk of saving over each other’s edits.”
- Page 81, addition: “Initial pre-candidating invitations may be extended (but not before) as earlier as January 23rd, which is 3 weeks after name release. They can also be extended after the 23rd, if a search committee simply needs more time. Search committees would do well to let all applicants know a prospective timeline if they are going to extend invitations after the 23rd. Applicants may respond at any time on the 24th.”
- Page 88, addition: “Departing ministers should talk with the Transitions Director about facilitating next steps for their congregation.”
- Page 92, addition: “The newly called candidate, congregational leadership, and interim minister, should proceed knowing that there is a current minister under contract. Any involvement of the new minister must go through the current interim minister, and the candidate should not act as minister of the congregation until their contract actually begins. “
- Page 93 re: voting, addition: “It may also be possible to conduct a vote electronically.”