

# MINISTRY SEARCH PROCESS

for Congregations in Search for August 2020

	Notes	Dates
<b>Phase 1: Concluding a Ministry Well</b>		
Minister Announces Departure	recommended	Feb-Mar
Congregations Submits Notice of Ministerial Transition		Feb-Mar
Consultation with Regional UUA Staff/UUA		Feb-Mar
Church Website Review		Feb-June
Exit Interviews		Mar-Aug
Interim Ministry, application and search		Mar-May
Region Assigns Transition Coach		Spring-Summer
Interim Ministry begins		August 1st
<b>Phase 2: Education and Preparation for Search</b>		
Review congregational By-laws	done by board	Winter 2019
Transitions Coach Visit: Overview of Search	for board and congregation	Feb-Apr 2019
Consultation with Compensation Consultants	recommended	Feb-Apr 2019
Approve Budget for Search Committee		Spring 2019
Church Website Update		Spring 2019
Search Committee Selection		Apr-June 2019
Search Committee Reviews Settlement Handbook		Apr-June 2019
<b>Phase 3: Building the Structure to Search</b>		
Search Committee Retreat with Transitions Coach	tasks also delineated	May-Aug 2019
Covenant & Email List		May-Aug 2019
Congregational Survey		July-Sep 2019
Negotiating Team Selected		Aug-Sep 2019
Cottage Meetings/Interviews		Sep-Nov 2019
Beyond Categorical Thinking	strongly recommended	Sep-Dec 2019
Gather and Create Packet		Sep-Dec 2019
Negotiating Team recommend Contract and compensation to Board		Oct-Nov 2019
Copy of Approved Contract to Coach and Transitions Office		Oct-Nov 2019
Neutral Pulpits selected		Fall 2019
Congregational Record Completed		mid-late Nov 2019
<b>Phase 4: Opening Up the Search</b>		
Congregational Record Review by Coach		mid-late Nov 2019
Congregational Record Approved and Made Visible		Dec 2nd-6th
Packet Approval by Coach		Dec (no later than Jan 1)
Final Consultation with Coach and approval to receive applicants		mid Dec-first week of Jan
<b>Phase 5: Discernment/Mutual Selection</b>		
Receiving the Initial List of applicants		Jan 2nd if approved
Initial References and Websites		Jan 2-15 2020
Video/Phone Interviews of Top Applicants		mid-late Jan 2020
Last realistic date to expect names	search committee can extend	Jan 10-15 2020
Precandidate Selection		Mid Jan-early Feb 2020
Precandidate Visits	Friday-Sunday	Feb 7-Mar 29, 2020
Developed References		Feb 7-Mar 29, 2020
List to Transitions Office	yeses/maybes/nos	by March 30, 2020
Offer Date		April 2, (Noon EDT), 2020
<b>Phase 6: Finalizing the Offer</b>		
Contract Negotiations		April 2nd-early/mid April
Background Checks		April 2nd-early/mid April
Announcing the Candidate		early/mid April

<b>Phase 7: Entering Into a New Ministry</b>		
Candidating Week	recommended	April 26-May 3
Congregation submits Notice of Call		May-June 2020
Preparation for the August Start		May-July 2020
Arrival		August 1st, 2020
Starting Together		Aug-Nov 2020
<b>If No Match Occurs: The Second Round</b>		
Congregation decided to Enter Second Round		by April 10th, 2020
Ministers may express interest in second round congregations		April 13th, 2020
Search Committees receive names for second round		April 17th, 2020
Last day to submit interest in a second round congregation		April 24th, 2020
Interviews	recommended	mid-April to Early May, 2020
Precandidating Weekend	recommended	late April-May 2020
Candidating Weekend	recommended	Late May-June 2020