**UUA Transitions Office**

**2021 Settled Search**

**Form to Record Changes from UUA/UUMA Recommended Ministerial Agreements**

**Background:** The UUA and the UU Ministers’ Association (UUMA) [crafted joint recommendations on ministerial agreements.](https://www.uua.org/sites/live-new.uua.org/files/uua.uuma_recommended_ministerial_agreement_for_full_time_lead.senior.solo_ministries.pdf) Agreements are sometimes altered without the awareness of prospective ministers and even of Search Committee members with negative consequences for both congregation and minister once the ministry is underway. In an effort to provide transparency and encourage good decision making during the negotiating process, we ask that you list any differences between your congregation’s proposed contract and the recommended contract.

**Instructions:** A member of the Search Committee or Negotiating Team should complete this form, share it with the Board, and send it as an email attachment to the Transitions Office (transitions@uua.org) with a copy of the congregation’s draft ministerial agreement. If you prefer, you can just send a copy of the agreement with changes noted within the document.

***The Transitions Office will need to receive the draft ministerial agreement with changes noted or the draft agreement with this form; the congregational survey; and your Regional Transitions Coach’s approval of your congregational record (CR) before we can release your CR for viewing by ministers in search. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Congregation (full name):

City and State/Province:

Expected Ministerial Start Date:

Percentage of Time [ ]  100% [ ]  75% [ ]  50% [ ]  Other, (please specify)

Name of person submitting form:       email:

Role of person submitting form:

Search committee chair:       email:

Search committee co-chair:       email:

Board chair:       email:

Date form completed:

**Are you making changes to any part of the ministerial agreement recommended jointly by the UUA and the UUMA?**

**[ ]  We are not making changes to any part of the recommended UUA/UUMA Contract.**

**[ ]  We have made changes to the recommended UUA/UUMA Contract. The Board and the search committee have reviewed the draft contract and are aware of these changes.**

If changes have been made, please describe them in the correct section below. Each section corresponds to a section in the recommended ministerial agreement.

 **Section 1: Intention**

[ ]  We have not made changes to this section.

[ ]  Yes, we have made changes to this section.

Changes are listed here:

**Section 2: Responsibilities**

*(Shared Leadership, Leadership Goals, Pulpit and Worship Services, Services to Persons, Services to the Board and Committees, Community Activities, Relationship to Church Staff, Office Hours and Days Off, Committee on Ministry/Transition Team, Evaluation of the Ministry, Minister’s and Congregation’s Conduct)*

[ ]  We have not made changes to this section.

[ ]  Yes, we have made changes to this section.

Changes are listed here:

**Section 3: Compensation, Professional Expenses, and Benefits**

*(Salary plus Housing Allowance, Other Benefits and Expenses, Reallocation, Annual Review of Compensation, Annual Leave, Denomination Service and Continuing Education, Sick/Medical/Disability/Birth Adoption/Family Leave, Sabbatical Leave, Relocation Expenses, Intellectual Property)*

[ ]  We have not made changes to this section.

[ ]  Yes, we have made changes to this section.

Changes are listed here:

**Section 4: Work Weeks and Leave Provisions**

[ ]  We have not made changes to this section.

[ ]  Yes, we have made changes to this section.

Changes are listed here:

**Section 5: Employment Term and Termination**

[ ]  We have not made changes to this section.

[ ]  Yes, we have made changes to this section.

Changes are listed here:

**Section 6: Dispute Resolution**

[ ]  We have not made changes to this section.

[ ]  Yes, we have made changes to this section.

Changes are listed here:

**Section 7: Amendment and Choice of Law**

[ ]  We have not made changes to this section.

[ ]  Yes, we have made changes to this section.

Changes are listed here:

**Additional Comments:**