

Interim Ministry Search Calendar 2025

Dates	Task	Whose Is This?	Notes
Jan-Mar	Minister announces departure	Outgoing minister	Jan-Mar is the ideal window for announcement, though some announcements happen in April if the departing minister is a candidate for a new settled ministry
Feb-Apr	Congregation submits Notice of Ministerial Transition	Board	https://uua.wufoo.com/forms/notice-of-ministerial-transition/
Feb-Apr	Board consults with regional Congregational Life staff and/or Congregational Transitions Director and reviews Transitional Ministry Handbook	Board	Reach out to UUA regional staff primary contact and/or cpurcell@uua.org
Jan-Apr	Board appoints interim ministry search team	Board	3-5 members, mainly or exclusively board members
Feb-Aug	Potential applicant ministers may reach out to Rev. Patrice Curtis, Transformational Interim Ministries Director, and/or UUA regional staff to learn about interim ministry opportunities	Potential applicant ministers	pcurtis@uua.org
Feb 15 or later	Interim search team requests initiation of and access to congregation's profile in MinistrySearch system	Search team	cpurcell@uua.org
Feb-Aug	Church website update	Staff and/or volunteers	Updated to reflect changes; website becomes a source of information for potential ministerial applicants
Mar-Aug	Exit interviews	Board/outgoing minister/ UUA regional staff	Board works with UUA regional staff primary contact to arrange
Through mid-April	Search team completes search profile in MinistrySearch system and asks primary contact on regional staff to review it and offer feedback on it prior to publication	Search team and regional staff	
Through mid-April	Search team prepares supplemental documents packet, including board-approved draft employment agreement	Search team, board	List of required and suggested documents is in the Transitional Ministry Handbook: https://www.uua.org/sites/live-new.uua.org/files/transitional_ministry_handbook.pdf
04 April	First date interim ministry search profile could be published	Search team	There is no advantage to publishing early, but the search team may do so, if they like
18 April 2025	Interim ministry search profile due date/publication date	Search team	
27 April-2 May 2025	Transitional UU Ministers Association chapter meeting	Ministers	
3 May 2025	Applicant ministers' deadline for submitting rankings to UUA Transitions Team and submitting their ministerial records to search teams	Ministers	
6 May 25	Applicant names are released to search teams	Search teams, ministers	Search teams acknowledge each application with an email including a link to their documents packet. Use sharing settings to make material view only and accessible to anyone with the link.
6 - 19 May	Search teams interview applicants, check references, and do research calls with UUA regional staff. Ministers check in with regional staff and colleagues who have served congregations where they have applied.	Search teams, ministers	
19 May	Search teams submit rankings of applicant ministers using this form . Ministers submit rankings using this form .	Search teams, ministers	
20-21 May	UUA Transitions Team staff match applicants and search teams by their rankings. They will let everyone know what has aligned as soon as they have all of the information to do so.	UUA Transitions Team staff	
22 May, noon Eastern	Offer day! Search teams reach out to the minister with whom they were matched to extend a verbal offer	Search team, minister	
22 May and later	Negotiation of employment agreement	Board, minister	UUA staff or a UU Ministers Association Good Officer can offer support, if needed
22 May and later	Congregations without a match on offer day may pivot to a contract ministry search. The board may meet with the Congregational Transitions Director for support, context, and advice.	Board, UUA staff	cpurcell@uua.org
01 August	Interim ministry begins	Board, congregation, and interim minister	