

Interim Ministry Search Calendar for August 2026 Start Dates

April 2, 2026

Dates	Task	Whose Is This?	Notes & Links
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	Notice of Ministerial Transition
Feb – Apr	Board consults with regional Congregational Life staff and/or Congregational Transitions Director, CPurcell@uua.org , and Review Ministry Handbook	Board	Ministry Search Handbook
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 Transformational Interim Ministries Director, Rev. Patrice Curtis, and/or UUA regional staff to learn more about interim ministry opportunities	Potential applicant ministers	PCurtis@uua.org
15 Feb 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 2025	Exit Interviews	Board/outgoing minister/UUA regional staff	Board works with UU regional staff primary contact to arrange
Through mid-April 2026	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. List of required and suggested documents is in Ministry Search Handbook	Search team, board	Ministry Search Handbook
3-Apr	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
22-Apr	Interim ministry search profile due date/publication date	Search team	
20 Apr -24 Apr	Transition Ministry Seminar (UUMA Transitional Ministers Chapter meeting), on-site and virtual	Ministers	PCurtis@uua.org
4-May	Applicant ministers' deadline to submit rankings to UUA Transitions Team and to submit their ministerial records to search teams	Ministers	Initial Ranking Form
6-May	Applicant names are released to search teams	Search teams, ministers	Search teams acknowledge each application with an email, including a link to their document packet. Use sharing settings to make material accessible to anyone with the link
6 – 17 May	Search teams review applicant material, 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	
18-May	Ministers submit ranking of congregations using Post-Interview Ranking of Congregations	Ministers	Post-Interview Ranking of Congregations Form
18-May	Search teams submit rankings of applicant ministers using form	Search teams	Search Committee Ranking of Interim Applicants
19 – 20 May	UUA Transitions Team staff connect applicants and search teams by their rankings. They will let everyone know what has aligned as soon as they have all the information	UUA Transitions Team Staff	
21-May, noon Eastern	Offer day! Search teams reach out to the minister with who they were connected to extend a verbal offer	Search team, minister	
21 May and later	Negotiation of employment agreement	Board, minister	UUA staff and/or a UUMA Negotiations Good Officer can offer support. (New ministers are encouraged to consider a UUMA GO Employment Agreements)
After 21 May	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
After 21 May	Interim ministers without a match may consider congregations without a match, meeting with the Transformational Interim Ministries Director for support	Minister	PCurtis@uua.org
1-Aug – 1-Sep	Interim ministry begins	Board, congregation, and interim minister	