

Contract Ministry Search 2027

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Primetime Contract Ministry Search			
Dates	Task	Whose Is This?	Notes
<6 months from the end of the current ministry	Congregation submits Notice of Ministerial Transition	Board	
Fall 2026	Board consults with regional Congregational Life staff and/or Congregational Transitions Director cpurcell@uua.org . Board reviews and follows guidance in Guide to Contract Ministry	Board	
01 December 2026 - 15 February 2027	UUA publishes search profile	Search team and UUA	Transitions team, current minister and regional staff provide feedback on profile before publication
04 January, 2027	UUA Transitions Team begins to release applicant names and search material to the search team	UUA Transitions Team	The UUA Transitions Team will release names of applicants every weekday after 02 January
04 January-08 March	Search team reviews applicants' materials, shares link to documents packet with all applicants, receives references from applicants, conducts research calls on top applicants with UUA staff	Search team/applicants	Search team reviews applicant records and shares documents packets with applicants. Team asks applicants for references (of applicants' choosing)
Early January-mid March	Video interviews of applicants	Search team and ministers	If the congregation has the budget to do so, the search team may have in-person visits with top applicants (confidentiality applies)
Monday, 22 March	Ministers submit ranked yes/maybe/no list to Transitions Team	Ministers	Minister's ranking of congregations

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Dates	Task	Whose Is This?	Notes
Monday, 22 March	Search teams submit ranked yes/maybe/no list to Transitions Team	Search team	Search team's ranking of ministers
Tuesday, 23 March	UUA Transitions Team distills matches	UUA Transitions Team	UUA Transitions Team will verify everything but mutual #1 matches (ties, second choices)
Wednesday, 24 March	UUA Transitions Team confirms matches	UUA Transitions Team	UUA Transitions Team contacts both search teams and ministers
Thursday, 25 March	Offers can be made and accepted	Search team/ministers	Noon Eastern/11 am Central/10 am Mountain/9 am Pacific
after 25 March	contract negotiations, criminal background check, announcement to congregation	Board and minister	Note: The newly hired minister will need to announce their departure to their current congregation before their hire can be announced

Open Contract Ministry Search			
Dates	Task	Whose Is This?	Notes
<6 months from the end of the current ministry	Congregation submits Notice of Ministerial Transition	Board	
Winter-Spring 2026-2027	Board consults with regional Congregational Life staff and/or Congregational Transitions Director cpurcell@uua.org . Board reviews and follows guidance in Guide to Contract Ministry	Board	
After 01 April 2027	UUA publishes search profile	Search team and UUA	Transitions team, current minister and regional staff provide feedback on profile before publication

Open Contract Ministry Search

Dates	Task	Whose Is This?	Notes
April 2027 and beyond	UUA Transitions Team begins to release applicant names and search material to the search team	UUA Transitions Team	The UUA Transitions Team will release names of applicants every weekday
April 2027 and beyond	Search team reviews applicants' materials, shares link to documents packet with all applicants, receives references from applicants, conducts research calls on top applicants with UUA staff, conducts video interviews	Search team/applicants	Search team reviews applicant records and shares documents packets with applicants. Team asks applicants for references (of applicants' choosing)
April 2027 and beyond	Search team makes the verbal offer to the top candidate or makes a hiring recommendation to the board, as predetermined by the board	Search team/board, candidate	Offers may be made and accepted at will in the open contract search process
April 2027 and beyond	contract negotiations, criminal background check, announcement to congregation	Board and minister	Note: The newly hired minister will need to announce their departure to their current congregation before their hire can be announced
April 2027 and beyond	Notify UUA Transitions Team when your search is complete. Dismiss any applicants whom you will not hire in the Ministry Search system	Search team and UUA Transitions Team	UUA Transitions Team will archive your search and send you a form to update your and the new minister's records on file with the UUA