

Search Calendar (for searches starting in 2014 and beyond)

	Task (for searches starting in 2014 and beyond)	Fall Minister Start	Winter Minister Start
<i>Direction-Finding</i>			
1.	Board arranges for visits of - District Executive (DE)/Regional Staff Liaison - Ministerial Settlement Representative (MSR) - District Compensation Consultant	Jan-Apr	Jul-Dec
2.	Provide requested information to the MSR (first consultation)	Jan-Jun	Jul-Dec
2a.	Meet with MSR (first consultation)	Jan-Jun	Jul-Dec
3.	Board plan search committee process	Jan-Jun	Jul-Dec
4.	Board adopt search committee budget	Jan-Jun	Jul-Dec
5.	Board conduct congregation's selection of search committee	Jan-Jun	Jul-Dec
5a.	Search Committee formed	May-Aug	Nov-Feb
<i>Self-Study</i>			
6.	Search committee familiarize itself with Transitions Website and the Ministerial Settlement System	Jun-Sep	Dec-Mar
7.	SC read/print out a copy of the <i>Settlement Handbook</i> and the <i>Resource Guide</i> for every member	Jun-Sep	Dec-Mar
8.	Search committee (SC) provide requested info to MSR on MSR 1 form.	Jun-Sep	Dec-Mar
9.	Meet with MSR (second consultation)	Jun-Sep	Dec-Mar
10.	SC go on facilitated overnight retreat	Jun-Sep	Dec-Mar
11.	SC select chair (and Transitions Office Contact), allocate tasks, establish timeline	Jun-Sep	Dec-Mar
12.	Board select negotiating team to recommend ministerial compensation package and draft agreement	Jun-Sep	Dec-Mar
13.	SC gather information by cottage meeting, survey, interviews	Jun-Sep	Dec-Mar
14.	SC schedule Beyond Categorical Thinking (BCT) workshop for cong. and SC	Jun-Sep	Dec-Mar
15.	SC compose congregational record (CR)	Jun-Oct	Jan-Apr
16.	SC begin compilation of search website or electronic informational packet for exchange with interested ministers	Jun-Oct	Jan-Apr
17.	Negotiating team present recommended compensation package and draft agreement to Board	Jun-Oct	Jan-Apr
18.	SC Sponsors Beyond Categorical Thinking Workshop	Aug-Dec	Mar-Jun
<i>Framing the Search</i>			
19.	SC set up neutral pulpit arrangements with nearby congregations	Jul-Oct	Jan-Apr
20.	SC create, distribute, and analyze results of congregational survey and other information-gathering	Jul-Nov	Jan-May
21.	Board tender approved compensation package and draft agreement to search committee (if a vote by the Cong. is required, allow time for it)	Jul-Nov	Jan-May
22.	SC prepare information packet, including draft agreement and survey results. Make copies for potential candidates. Send copy to MSR for review	Jul-Nov	Jan-May
23.	SC complete online Application for Minister (Option 3 in Settlement System - includes compensation figures)	Nov 30	May 31
24.	SC complete online CR (Option 1 in Settlement System)	Nov 30	May 31

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<i>Open for Business</i>			
25.	SC request MSR to give go-ahead for Transitions to unveil CR; follow up to make sure the unveiling occurs by	Nov 30	May 31
26.	SC meet with MSR- third consultancy (often by conference call) and no later than	Jan 2	Jul 1
27.	SC requests access to Ministerial Records (MRs) when the following are in order, ideally no later than - Electronic copies of survey results, draft agreement, compensation calculator form received by Transitions Office (see website for form) - Informational website or electronic packet reviewed by MSR - MSR's third consultancy is imminent	Jan 3	Jul 2
28.	SC call interested ministers, exchange packets with those whose interest it reciprocates	Jan- Early Feb	Jul-Aug
29.	SC receive, circulate, and evaluate ministers' packets, conduct group phone interviews, interview named references	Jan- Early Feb	Jul-Aug
30.	Transitions make available MRs of additional interested ministers as manifested	Jan- Early Feb	Jul-Aug
31.	SC select and schedule three of four pre-candidates for pre-candidating weekends including neutral pulpits	Jan- Early Feb	Jul-Aug
32.	SC informs Transitions Office of pre-candidates and requests interpretive file summaries (2 week turnaround)	Feb	Aug
33.	SC, <i>with the precandidates' acknowledgement</i> , interview developed references in congregations in which the pre-candidates have <i>previously</i> serve and with previous employers and named references in current congregation	Feb-Mar	Aug-Sep
<i>Pre-Candidating</i>			
34.	Pre-candidating weekends!	Feb-Mar	Aug-Sep
<i>Selection</i>			
35.	SC make offer to first choice for candidate contingent on satisfactory criminal background check and interviews of developed references in current congregation/employment no earlier than noon Eastern time	First Thurs. of Apr	First Thurs. of Oct
36.	SC <i>with the proposed candidate's acknowledgement</i> interview developed references in current congregation or employment	Apr	Oct
37.	SC conduct criminal background check on proposed candidate	Apr	Oct
38.	Negotiating team conclude ministerial agreement with candidate, including compensation matters, subject if necessary to contingencies in step 35	Apr	Oct
39.	SC conclude background check and reference interviews	Apr	Oct
40.	Board and candidate execute ministry agreement subject to extension of call by congregation and acceptance by candidate	Apr	Oct
41.	Board announces candidacy (only after completion of background check and contract negotiations)	Apr	Oct
<i>Candidating Week</i>			
42.	Congregation extends call and ministers accepts	Apr-May	Oct-Nov
43.	SC submits Notice of Call to Transitions	Apr-May	Oct-Nov
<i>Minister Arrives</i>			
44.	Minister Arrives	Aug-Sep	Jan-Feb