## Steps to Completing the Ministerial Record

This process basically mirrors the steps to completing and publishing a congregational record.

All sections of your ministerial record need to be complete for the red "Finalize Record" button to be visible on your dashboard. This button needs to be pressed so that congregations may read your record; otherwise, they will just see your name when it is released to them by the Transitions Office and the Search Committee will not be able to move forward with contacting you.

Below is the screen you will see when you have populated all fields in your ministerial record:
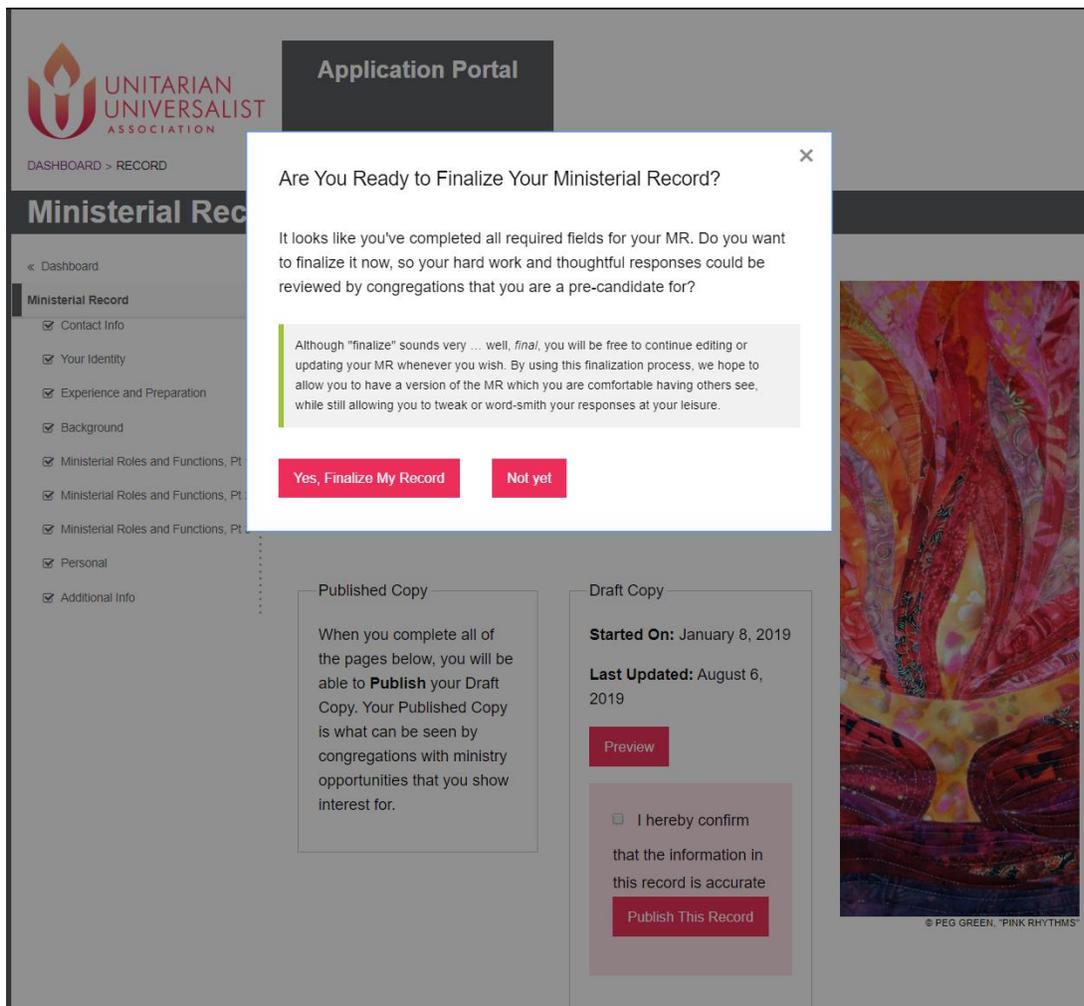
By clicking, "Yes, Finalize My Record," you will successfully publish your record. By clicking, "Not yet," you will be taken to your dashboard and will receive a prompt to publish your record again in 24 hours.

Here is what your dashboard will look like as you continue to work on your record. If you have previously published a copy of your record, that will also appear here. You may edit your ministerial record at any time after publishing (this is called a draft copy until you finalize it again).

Ministerial Record

The Ministerial Record is required to be completed prior to showing interest in open Minister positions. The Record represents your history as a Minister, and will be visible to the search teams of positions you are interested it (with the exception of the Demographic Info page). You may be asked every six months or so to confirm that your Ministerial Record is still accurate.

You can complete the individual pages in any order you choose, but the Record is not considered "done" until each individual page is considered "done" by the system.

Published Copy

Published On: August 6, 2019

[View]

Draft Copy

Started On: August 6, 2019

Last Updated: August 6, 2019

[Preview] [Cancel This Draft]

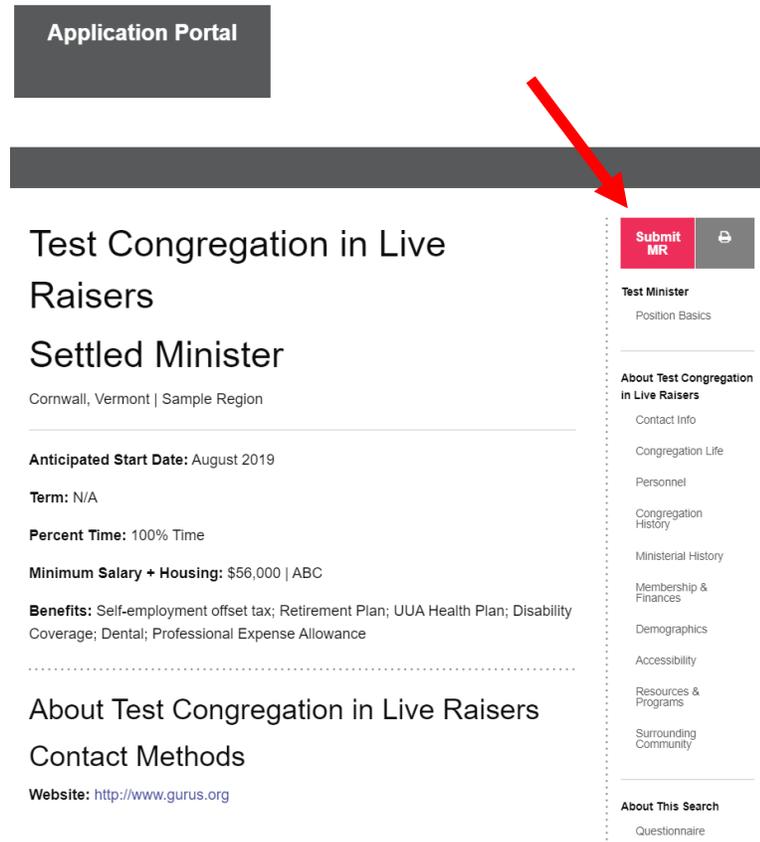☐ I hereby confirm that the information in this record is accurate

[Publish This Record]

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Page	Status	Last Updated	Action
Contact Info	Finished	August 6, 2019	» Go
Your Identity	Finished	August 6, 2019	» Go
Experience and Preparation	Finished	August 6, 2019	» Go
Background	Finished	August 6, 2019	» Go
Ministerial Roles and Functions			
Part 1	Finished	August 6, 2019	» Go
Part 2	Finished	August 6, 2019	» Go
Part 3	Finished	August 6, 2019	» Go
Personal	Finished	August 6, 2019	» Go
Additional Info	Finished	August 6, 2019	» Go

Expressing Interest in Congregations

In order for Search Committees to be able to read the ministerial record you worked hard to complete, you will need to express interest in their congregations directly.

First, visit the Jobs Board and click "View CR" on the right side of the congregation's listing (see p. 8 of this guide for a screenshot example). Next, click the "Submit MR" button in the top right corner:

You will receive automatic emails from MinistrySearch after submitting your ministerial record and also after the Transitions Office actually releases your name to the congregation. Once your name is submitted to a congregation, you may withdraw it at any time. You will see the option to "Withdraw MR" in the same spot on the congregational record as the button to submit was.

Q: *Can I use formatted text in my ministerial record?*
A: Yes! Our developers have included options for incorporating bold, italics, and bulleted lists along with some special symbols. Embedding images will not work. Feel free to link to a Dropbox or external site if you would like to share other formatted text and graphics.

Q: *Why aren't my changes to my ministerial record showing up in the live listing?*
A: Each time you make a change to your ministerial record after it has been published, you must go back to your dashboard and click "Publish This Record" button in order for the changes to save and display publicly.

Q: *My ordination and/or fellowship date is missing. What do I do?*
A: Email transitions@uua.org to request your record be resynced with our database; you should be able to see your resynced information within 1-3 business days.

Q: *Why are there exclamation marks in my Experience & Preparation section?*
A: When MinistrySearch was initially built in 2018, developers wanted to make sure ministers' employment history could be verified. Employment verification is now done in a different way, so this feature is not used and should be disregarded. Exclamation marks do not appear in finalized versions of ministerial records.