Steps to Completing the Congregational Record

We recommend no more than one person be logged in at a time to edit the congregational record. If more than one person is logged in, they run the risk of saving over each other's information. If you would like to fill in the congregational record together as a committee, we recommend using a cloud-based service such as Google Documents to draft answers so one person may copy and paste them into the congregational record later. Alternatively, questions may be divided up between committee members to work on on their own, still with one person collecting all information to copy and paste into the CR later.

All blue hyperlinked sections on the MinistrySearch dashboard need to be complete with a checkmark in each box in order for the red "Complete Record" button to be visible at the bottom of the page.

Some sections (Personnel, Ministerial History, and Membership & Finances) will be auto-completed using information from other UUA databases and will not be editable by search committees. Please contact transitions@uua.org with details of any adjustments you need to make to these sections.

Submitting for Approval

After pressing the red "Complete Record" button on the bottom of your dashboard, press the "Submit for Approval" button in the yellow box on the middle of the dashboard so your Transitions Coach (or, if this is a contract search, the Transitions Office) may approve your record. After you have done so, you will see this screen:

Your coach and the Transitions Office will get automatic emails prompting them to log in and review your record. Once they push the approve button on MinistrySearch, your congregational record will be ready to go live on the jobs board. Not that your record will not be visible on the jobs board until the Transitions Office manually releases it. For settled searches, this day is always December 1.

Notice that you may retract your submission to your coach at any time in order to make edits to your CR. We recommend search committees try to avoid major edits during the month of December, as ministers will have already been reading them and may not go over them again after changes have been made.

How to Know Your Record is Live

First, you should see this screen with an "Unpublish" option in the yellow box in the middle of your dashboard:

The above screenshot indicates that you've completed all steps and your congregational record will go live when the Transitions Office releases it for public viewing. The schedule for that is as follows:

Settled Searches: **December 1**

Interim Searches: **First week in April** (see interim search calendar on the Transitions website for the specific date depending on the year of the search)

Contract Searches: **Immediately**

The settled and interim search processes are on a specific schedule, so the Transitions Office will hold these congregational records for release at a specific time. For contract searches, as soon as the congregational record is finished, the Transitions Office will release it to the jobs board. The publicly viewable listing will appear as follows:

Settled Ministry

Region	Location	Position	Percent Time	Start Date	Link
	Cornwall, VT	Test Minister	100%	August 2019	**View CR**
Pacific Western Region	Anchorage, AK	Settled Minister	100%	August 2020	**Learn More**
Southern Region	Huntsville, AL	Settled Minister	100%	August 2020	**Learn More**

When your listing is posted to the jobs board, it is officially live and visible to anyone with the link to the website. However, ministers must log into MinistrySearch in order to see the button to express interest in congregations. Once they have expressed interest, the Transitions Office ensures they are in good standing with the UUA and releases their names on a scheduled based on the type of search.

For more information on the timing of minister name release to congregations, please see the search calendars or the Settlement Handbook on the Transitions website.

Printing Your Congregational Record

Click "Preview" on your dashboard once you've completed your congregational record. There are two buttons to print:

work / social justice / social action

ABC

Expectations the congregation has for a minister(s) around interfaith / community work

ABC

Expectations the congregation has for a minister(s) around denominational activities

ABC

Expectations the congregation has for a minister(s) around other areas not already addressed above

ABC

How trust is built between the congregation and the minister

ABC

Why people leave the congregation, and why new visitors do not return

ABC

Any expectations there might be about a minister's family and personal life

ABC

One mistake a minister could make that would seriously affect the ministry

ABC

Questions the congregation would have liked to have been asked which were not included here

ABC

Test Minister
Position Basics

About Test Congregation in Live Raisers
Contact Info
Congregation Life
Personnel
Congregation History
Ministerial History
Membership & Finances
Demographics
Accessibility
Resources & Programs
Surrounding Community

About This Search
Questionnaire

Either of these buttons will also give you the option to save your congregational record as a PDF.

Q: *Can we use formatted text in our congregational 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: *Can we upload files like our documents packet to our congregational record?*
A: The system is not built to accommodate uploaded files. However, you may link to a separate application such as Dropbox or Google Drive to share additional files.

Q: *Why aren't our edits to our congregational record showing up in the live listing?*
A: To edit your congregational record after it goes live, you must first press the yellow button in the middle of the dashboard to unpublish the record (see p. 9 for screenshot). Next, edit the section you desire to change and press the red "Save" button at the bottom of the page. Then return to the dashboard and press the red "Complete Record" button at the bottom of the page. Finally, press the "Publish" button in the middle of your dashboard to ensure your record with the incorporated changes is live.