

Changes from 2018-2019 to 2019-2020 Settlement Handbook Iterations

Additions:

- Table of Contents and page numbers
- Appendix with links to important forms and resources mentioned throughout the handbook
- Link to video version of the handbook (p. 5)
- A section on the MinistrySearch system at the end of each phase to describe how it comes into play for searching ministers and congregations
- Entire section on Inside Candidates (contract-to-call process) added (p. 12)
- Re: Professional Appearance Rule, “It is highly recommended that any potential minister applicant not provide service to the congregation once the information is public that the congregation will be in ministerial search” (p. 12)
- Re: Covenants, explanation of new covenant checkbox on congregational and ministerial records and promise that the Transitions Office abides by the covenant outlined in the handbook. Covenants also expanded upon (p. 14-15)
- Re: Second Ministry Searches, handbook linked and added explanation that the Transitions Coach is the Transitions Director (p. 16)
- Re: How Search Hasn’t Changed, explanation of covenanting between minister and congregation to build mutual trust (p. 18).
- In the FAQ section, statistics updated to include the 2019 cycle’s numbers of ministers and congregations in search (p.20)
- Re: Saying Goodbye Well, paragraph on abrupt transitions (p. 22)
- Re: UUA Regional Staff Support, table updated to reflect Christine Purcell as Regional Transitions Program Manager for four out of five of the U.S. regions (p. 23)
- Re: Timing (of forming a Search Committee), “That said, extending the metaphor: sometimes a hidden and slight fracture is often ignored, there is a rush to do too much too soon, and a reinjury is more likely to occur” (p. 25)
- Re: Board Overview of the Ministerial Search Process, “In some cases, the Regional Transitions Program Manager may offer this overview” (p. 29)
- Re: Selecting a Search Committee: “(some larger congregations use staff and other congregational leaders to spread out the calls)” (p. 30)
- Re: Ministerial Websites, “Reverend Linda Berez has created a [template for UU ministerial websites](#) and is available for consultation” (p. 34).
- Re: Calendar for Phase Two: “Consultation with compensation consultants (review Employer’s Participation Agreement on file with the UU Retirement Plan)”; timeline of Search Committees reviewing settlement handbook extended; searches not initiated until after June 15th (p. 36)
- Re: Search Committee Roles and Tasks (Chair): “Often, the Search Committee chair is the contact person with the UUA, though they may appoint the member in charge of communications to be the point person” (p. 41)
- Re: Congregational Survey, new survey template and updated information about how Regional Transitions Program Managers can help Search Committees set up their surveys (p. 41-42)

- Beyond Categorical Thinking Workshop should be requested *after* June 1 (p. 45)
- Steps for Completing and Publishing the Congregational Record (p. 47)
- Re: Required Documents for Packet, staff covenant and reflections from BCT workshop now included (p. 48)
- Initial reference checks of ministers should happen *after* first interview (p. 55)
- Re: Developed References: “Every searching minister should be able to provide one Regional Staff member as a reference” (p. 56)
- Re: FAQ for Phase Three: “The Transitions Office recommends the following website for moving clergy developed by colleague Maj-Britt Johnson: <https://www.alightinthewindow.org/>” (p. 61)
- Re: Calendar for Phase Three: added information about Negotiating Team selection and deadline for proposed contract and change form submission to Transitions Office (November 30). Link to change form also included (p. 62)
- Re: Review of Ministerial Record, Transitions Office will not release MRs that are not finalized (p. 67)
- Re: FAQ for Phase Five, question about not finding a match and next steps (p. 79)
- Re: Calendar for Phase Five, initial video interviews recommended from January 2-15 and developed references recommended February 1-March 24 (p. 79)
- Re: FAQ for Phase Six, Search Committee chair makes motion to vote to call candidate at the conclusion of candidating week (p. 88)
- Re: second round search, embedded search calendar has more generic dates. Calendars for 2020-2025 Settled Searches added to the Transitions website (p. 91)