Initiating a Search & Logging into the MinistrySearch System

To initiate your congregation’s ministerial search, please email transitions@uua.org with the following information: full name of congregation (no abbreviations), title of the position, percent time, start date (month and year), designated name and email address of a Search Committee/Board member.

When the Transitions Office initiates your search, you will receive an automatic email inviting you to log in and create a password. Here is what you will see in that email and when you click the link within to visit the MinistrySearch homepage:

The above image is an auto-email invitation to log into MinistrySearch; below is the homepage.
If you have a Gmail account, you may press the button to log in with Google. If not, you may fill in your credentials in the spaces below the blue Google button. Each individual making an account on MinistrySearch, whether they are a minister, Transitions Coach, Search Committee, Board member, or UUA Regional Staff, will need to create their own unique password to log in. This means that using joint email accounts for a group, such as abcsearchcommittee@example.com as the single log in email for a Search Committee will not work; there are multiple reasons for this, the prime one being its security implications.

Once you are logged in, you will be able to add and/or remove other members of your Search Committee using the blue link below the committee table on the Application Portal/dashboard. This will trigger an automatic email letting the person know that they have either gained or lost access to your congregation’s search.
Q: When I log in, I see a message that my email address cannot be linked to a congregation. What’s going on?

A: There are two possible scenarios. First, it may be too early for your congregation’s search to be initiated. Please consult the Settlement Handbook to determine the appropriate timeline for your congregation’s search.

The second scenario is that you may be logging in with a different email address than the one the Transitions Office has on file for you. If this is the case, please email transitions@uua.org so that we can link your email addresses in the system. This way, the system will recognize multiple email addresses as belonging to the same person, and that person may use either address (with the same password they originally chose) to log in.
This is what the congregational search Application Portal/dashboard will look like. Each section in blue is a hyperlink that can be clicked and will take you to a section of questions. When the section is complete, you will see a checkmark in the box next to the blue text.
Some sections (Personnel, Ministerial History, and Membership & Finances) will be auto-completed from information in the UUA database. Please contacting transitions@uua.org if you need to make adjustments to auto-filled sections, as you will not be able to do so via MinistrySearch.