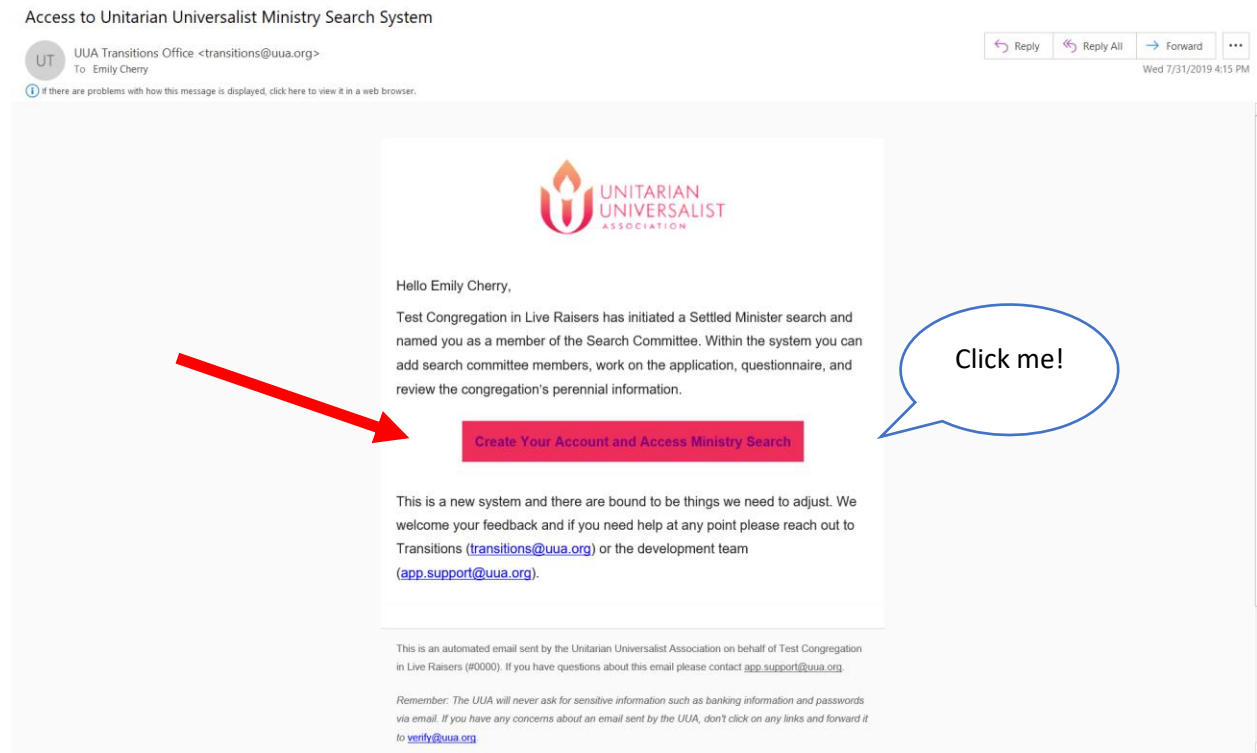


Initiating a Search & Logging into the MinistrySearch System

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.




LOGIN

Application Portal

Ministry Search & Jobs Board



Application Log In

 LOG IN WITH GOOGLE

or

LOG IN >

[Don't remember your log in?](#)

[Sign Up for an Account](#)

First Time Here?

To begin a ministerial search, post a job, or manage your ministerial record you will need to [Sign Up](#) for an account. This includes users who have accounts in the old settlement system.

An account is not required if you want to [browse the job postings](#).

Trying to log into a different application?

- Log in to your [UUA.org](#) account for commenting and posting on UUA.org
- Log in to [My UUA](#) for congregational data services, certification, & GA credentialing

We know having multiple accounts can get confusing and we are working to unify these system. Thank you for your patience!

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.



View Ministerial Search

Dashboard

View Jobs Board

Site Admin

Admin Dashboard

Job Postings

Ministerial Searches

Position Types

Search Cycles

Questionnaires

Ministers

Regional Staff

Site Permissions

User Logins

Site Logs

Test Minister

Search Committee members

Emily Cherry Search Committee Chair echerry@uua.org

[Manage Search Committee Members](#)

How to Publish Your Record

After all the sections within "Application" and "Congregational Information" are complete, the "Publish" button will be enabled. Use this button to publish your ministerial opportunity to the [jobs board page](#).

Note that completed sections are marked with a

[Publish](#) [Preview](#)

Welcome

View the [Welcome Message](#) from the UUA Transitions Office

Resources

[The Settlement Handbook](#)

[The Transitional Ministry Handbook \(2019\)](#)

[Notice of Ministerial Transition Form](#)

Get Help

Transitions Office
transitions@uua.org
617 948-6408


Technical Support
app.support@uua.org

Q: When I log in, I see a message that my email address cannot to 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.

The Congregational Record



**UNITARIAN
UNIVERSALIST
ASSOCIATION**

DASHBOARD > VIEW SEARCH

Application Portal

View Ministerial Search

- Dashboard
- View Jobs Board
- Site Admin**
- Admin Dashboard
- Job Postings
- Ministerial Searches
- Position Types
- Search Cycles
- Questionnaires
- Ministers
- Regional Staff
- Site Permissions
- User Logins
- Site Logs

Test Minister

Search Committee members

Emily Cherry [✉ echerry@uua.org](mailto:echerry@uua.org)

[Manage Search Committee Members](#)

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[Provide Feedback](#)

Application

- Position Basics
- Benefits & Compensation
- Questionnaire

Congregational Information

Your Congregational Information provides prospective ministers information they need to evaluate and make decisions on who they want to serve. In return ministers also complete and provide a detailed record of themselves.

Click on any section below to begin updating your information.

Test Congregation in Live Raisers

- Congregation Profile
- Congregation Life
- Personnel
- Congregation History
- Ministerial History
- Membership & Finances
- Demographics
- Accessibility
- Resources & Programs
- Surrounding Community

[Preview](#)

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.