

Release of Ministers' Names

When ministers apply to your congregation, everyone on the Search Committee will receive an automatic email notification. You will then see the following when you log into MinistrySearch:

Application Portal

Search

Test Minister

Search Committee members

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

[+ Manage Search Committee Members](#)

Candidate names have been released

Below are the Candidates who have been released to your Search. Click on the name of a minister in this list to view their Ministerial Record.

Name	Ministerial Record (MR)
Emily Cherry	🔍 View MR ✕ Dismiss

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

[🗨️ Provide Feedback](#)

Application

- Position Basics
- Benefits & Compensation
- Questionnaire

Pressing "View MR" will take you to their ministerial record. There will be contact information at the top of the page and search committee members are free to reach out directly to ministers from there.

Dismissing Ministers

Pressing the dismiss button will allow you to send a dismissal template email to a minister you are no longer considering for your position. This button will also allow you to write your own dismissal letter before sending.



View Ministerial

Dashboard

View Jobs Board

Update Your Minister Record

Site Admin

Admin Dashboard

Job Postings

Ministerial Searches

Position Types

Search Cycles

Questionnaires

Ministers

Regional Staff

Site Permissions

User Logins

Site Logs

Are You Sure?

You are about to dismiss a minister's application. This will send an automatic email to the minister, informing them about the dismissal. Afterwards, you will no longer have access to the minister's MR.

Custom Message to Minister (optional):

Default message: Thanks you for your interest in our congregation. We have determined that we will not be pursuing ministry with you at this time. We wish you well in your search.

Are you sure you want to dismiss this MR?

Minister: Emily Cherry

Yes No

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