



Ministerial Search Orientation

*Presented by the UUA Transitions Team
and the Office of Church Staff Finances*

Approximate date ranges are used in this slide deck.

*Please check for specific dates and deadlines in Transitions Office newsletter emails, in
the calendar on our UUA transitions web page, or with the UUA Transitions Team*



Phase 1: Concluding a Ministry Well



Calendar Year 1

Minister announces departure and plans good ending with leadership

February-March

President submits notice of ministerial transition to UUA Transitions Team

February-March

Board consults with UUA staff about search options, timeline, and process

February-March

Board chooses interim selection task force

February-March

Board reviews through phase two of Settlement Handbook

February-March

Exit interviews with minister and leadership

March-August

Interim ministry application and search

March-May

Interim ministry begins

01 August

Phase 2: Education & Preparation for Search



Calendar Year 1-2

Board reviews congregational by-laws

Winter

UUA staff reviews search timeline with new board

February-April

Board consults compensation consultants

February-April

Board approves budget for search committee

Spring

Church website update

Spring

Search team selection process

April-June

Board signs up for UUA search support

By 01 June

Search team reviews Settlement Handbook and schedules retreat

June

Annual, optional search overview with UUA Transitions Team

Mid-June

Phase 3: Building the Search Structure



	Calendar Year 2
New settled search cycle begins!	Mid-June
Search team retreat	June-August
Negotiating team selected	August-September
Congregational survey	August-September
Cottage meetings/interviews	September-November
Beyond Categorical Thinking (BCT) or Breaking Barriers, Building Beliefs (B4) workshop	September-December
Create document packet (by-laws, policies)	September-December
Negotiating team recommends draft contract and compensation to board	October-November
Copy of approved contract to UUA	October-November
Neutral pulpits selected for pre-candidates	Fall
Congregational Record completed	mid-November

Phase 4: Opening Up the Search



Calendar Year 2

Congregational Record review by regional staff/primary contact and interim minister

mid-late November

Congregational record published for searching ministers' review

01 December

Documents packet completed and submitted to UUA for review

December (no later than 01 January)

Required search team consultation with Transitions Program Manager and approval to receive applicants

mid December-first week of January

Phase 5: Discernment/Mutual Selection



Calendar Year 3

Search team receives initial list of applicants	02 January
Video interviews of top applicants	By mid-January
Last realistic time to expect additional applicants (search team may extend)	10-15 January
Initial reference checks and website reviews	Mid-January
Search team invites applicants to pre-candidate	23 January
Applicants respond to search team invitations	24 January or later
Pre-candidate visits	01 February- 24 March
Developed references (including research calls to UUA staff)	01 February- 24 March
Rankings to Transitions Office (yes, maybe, no)	Last week of March
Offer date	End of March/early April (See calendar for exact date/time)

Phase 6: Finalizing the Offer



Calendar Year 3

Contract negotiations

Late March-early April

Initiate criminal background check

Late March-early April

**Verify that candidate is ready to have their
candidacy announced**

Early April

**Announcement of the candidate to the
congregation!**

Early April

Phase 7: Beginning a New Ministry



Calendar Year 3

Candidating

Late April-early May

Congregation submits notice of call to UUA

May-June

Preparation for the new ministry start

May-July

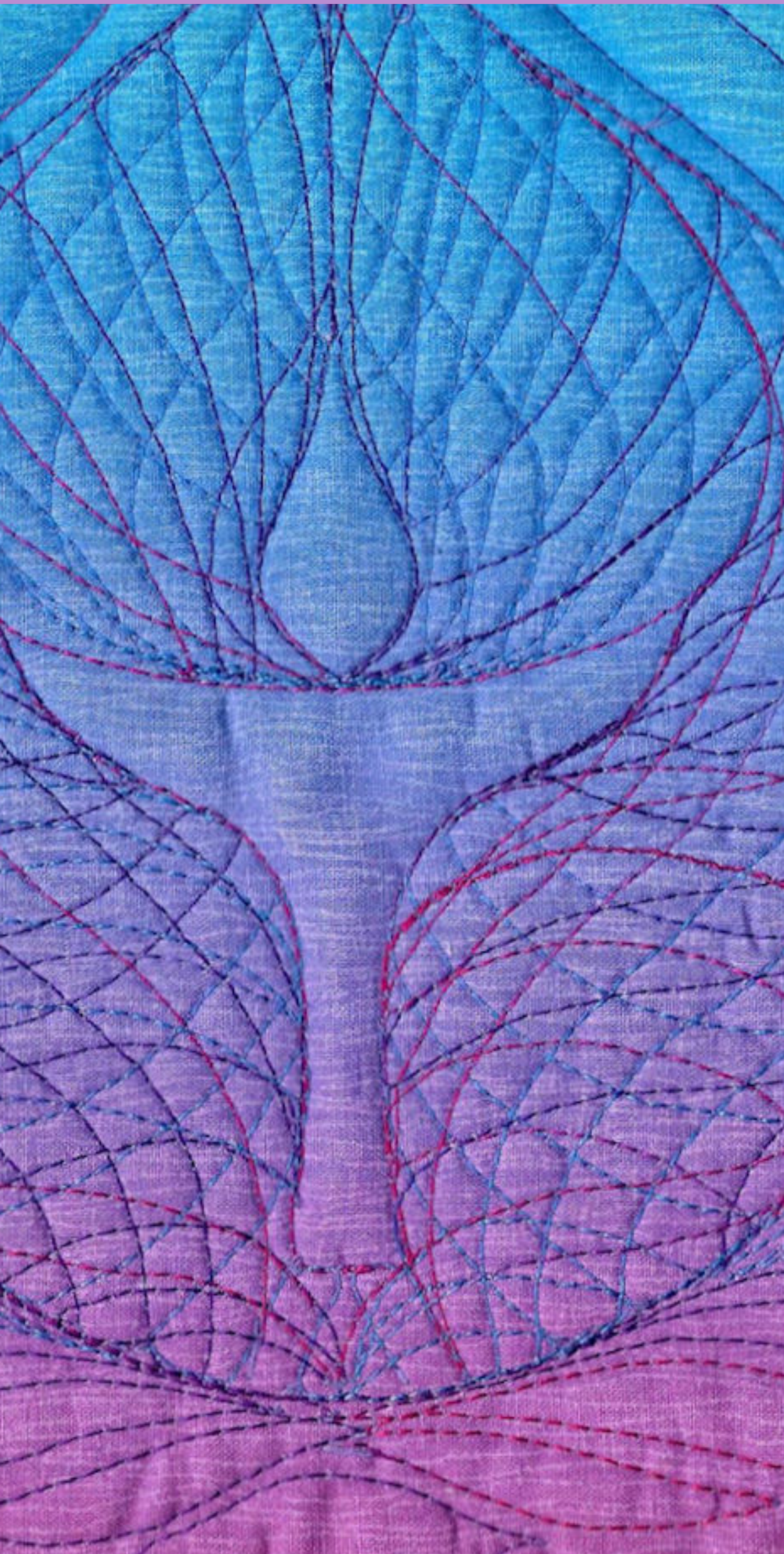
New settled ministry begins

01 August

Start-up workshop with regional UUA staff

August-January

If No Match Occurs by the First Offer Date



Calendar Year 3

Board and search team decide whether and how to continue the search this cycle

First week of April

If the settled search continues, ministers apply for consideration

Second week of April

Search teams receive names of applicants

Second-third week of April

Interviews, reference checks, discernment

Mid-late April

Pre-candidating weekend (only one)

Late April-May

Candidating

Late May-June