



Ministerial Search Orientation for Congregants

*Adapted from a presentation by Christine Purcell, Transitions Program Manager,
for governing boards and search committees*



Phase 1: Concluding a Ministry Well



Calendar Year 1

Minister announces departure

February-March

Board consults with UUA transitions program manager about search timeline and process

February-March

Board reviews Settlement Handbook

February-March

Leadership and minister work together to end ministry well

Spring-summer

Interim ministry application and search

March-May

Interim ministry begins

August 1st

Phase 2: Education & Preparation for Search



Calendar Year 1-2

Board approves search budget and implements process for assembling search committee

Spring

Church website update

Spring

Search committee selection

April-June

Search committee reviews Settlement Handbook

April-June

Phase 3: Building the Search Structure



Calendar Year 2

Search committee consults with UUA transitions program manager or coach about search timeline and and process

May-August

Search committee conducts congregational survey

July-September

Search committee conducts cottage meetings/ interviews with congregation and staff

September-November

UUA offers Beyond Categorical Thinking workshop for congregation

September-December

Search committee completes congregational record in MinistrySearch system

mid-November

Phase 4: Opening Up the Search



Calendar Year 2

Searching ministers review congregational records and apply to search committees

December

Search committee has final consultation with transition coach before discernment phase of search

mid December-first week of January

Phase 5: Discernment/Mutual Selection



Calendar Year 3

Search committee receives the initial list of applicants	First week of January
Search committee conducts video interviews, reference checks, and website reviews	January
Search committee selects three pre-candidates	January
Search committee hosts three weekend pre-candidate visits	February 1-March 24
Offer date	Last week of March

Phase 6: Finalizing the Offer

Calendar Year 3

Representatives from the board and search committee finalize contract negotiations with the candidate

Late March-early April

Search committee announces the candidate to congregation

Early April



Phase 7: Beginning a New Ministry



Calendar Year 3

Candidating week ends with a congregational vote to call the candidate	Late April-early May
Preparation for the new ministry start	May-July
Beginning of new ministry	August 1st
Starting together with regional UUA staff support	August-January

If No Match Occurs: the Second Round



Calendar Year 3

Leadership and search committee decide to enter second round	First week of April
Search committee receives names for second round	Second week of April
Interviews	Mid-April
Pre-candidating weekend	Late April-May
Candidating week	Late May-June

CONTACTS



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