

Settled Minister Search Committee



Job Description

The objective of the Settled Minister Search Committee is to accurately and positively represent the congregation to potential applicants, review applicants and narrow selections following the UUA process, and present the congregation with a single candidate that they believe meets the needs of the congregation in advance of the vote at the Annual Meeting.

Overview

The overarching goal of the search committee is to identify the best candidate for the new Settled Minister and bring them to the congregation for approval. There are many stages of this process:

- **Congregational input:** Develop and maintain the trust of the congregation. Conduct surveys and small group discussions to get input from the congregation on who we are, reflect on our ministries now and in the past, and explore how we see our future. (May - Oct.)
- **Create the Search Profile and Documents Packet:** These materials provide applicant ministers concrete information about the congregation, not just the contractual terms and congregational documents (covenant, minutes from congregational and governing board meetings), but a clear view of who we are. (Sept - Nov.)
- **Work with the Parish Committee** to establish the terms of the offer: compensation range, benefits and other contractual elements. (Sept - Oct.)
- **Reviewing candidates:** Depending upon the number of applicants, review applications, with interviews where appropriate with the goal of identifying the top 3 “Pre-candidates” and then conduct intensive weekend long interviews of those candidates.
- **Selection:** Determine the top candidate and participate in negotiations.
- **Presentation and Welcoming:** Coordinate events over a week to introduce the candidate to the congregation and if there is a strong positive vote at the Annual Meeting, welcoming our new Settled Minister to the congregation.

While 7 members will contribute in some way to all of the tasks, different people will take the lead on specific tasks with some other members supporting the work. Throughout, different individuals will also take on key roles: leading the overall process, communicating with the Parish Committee and congregation, compiling data, managing the documents representing First Parish to candidates (including the website), and managing the finances (particularly during the interviewing stage).

Not all searches have successful results, despite best efforts of the search committee. If a candidate that fits our needs isn't found or isn't accepted, there will be additional efforts, including hiring a contract minister or continuing the Transition.

The Search Committee reports to the Parish Committee and will provide regular updates at the Parish Committee meetings. They will be coordinating with the Transition Team and Interim Lead Minister.