

## **UUCI Ministerial Search Committee**

### **Charter 2016-17**

Members: Ann Beattie, Dick Boyce, Jim Farless, Malorie Farrington, Judy Jasper, Kathleen Leason, and Liz Nolan Greven.

Goal/timeline: Call a Ministerial Candidate by early May 2017.

Liaison to Board, Transitions Office, District Executive, and Ministerial Search Representative: Kathleen Leason, MSC Chair

“No choice is more important to the future of a UU congregation than its call of a minister.” This is the opening sentence in the introduction portion of the UUA Ministerial Settlement Handbook and sets the tone for the MSC understanding of the gravity of our work. With this in mind the MSC pledges the following:

- To follow guidelines outlined in the UUA Ministerial Settlement Handbook and Resources Guide
- Maintain confidentiality of all meeting discussions and candidates
- Actively seek the congregation’s desired attributes in a new minister, listening well and representing the whole congregation
- Engage with candidates in thoughtful, mutual exploration, seeking a felt “call” as a match with the congregation’s expressed needs and hopes in their new minister
- Proceed in a fair, nondiscriminatory manner
- Honestly convey a complete picture of the congregation to candidates while shining a positive light on all aspects of the congregation’s activities and accomplishments
- Verify, to the best of our ability, the representations made by candidates, mindful of the congregation’s trust and safety.
- Maintain a budget within the allocated search funds

#### **Relationship to the Board:**

The MSC Chair will send a progress report, focusing on our process, prior to the board meeting each month. Details of the search will remain confidential and we ask the BOT to respect the need for confidentiality.

The MSC will coordinate dates for the “Beyond Categorical Thinking” workshop, submit the application in a timely manner, and host the workshop.

We ask the BOT to actively participate in the BCT workshop.

The MSC will nominate one MSC member to serve on the Negotiating Team.

We ask the BOT to elect the Negotiating Team as soon as possible, but no later than the recommended September deadline. The MSC Negotiating Team member promises to represent the agreement fairly.

We ask the BOT to meet with a UUA Compensation Consultant, develop the Minister's compensation/benefit package, and seek necessary approvals, as soon as possible but no later than October 2016 (must be reviewed by the Transitions Director). Congregational record should be reviewed by the MSR no later than Nov. 15, 2016, and submitted no later than Nov. 30, 2016.

**Relationship to the Interim Minister:**

We promise to listen to congregational concerns brought to us by the Interim Minister, accept coaching on communication, and her reflection on the proposed Congregational Record.

We ask the Interim to prepare a "Letter from the Interim Minister" by Nov. 30<sup>th</sup> and participate in "mock" interviews prior to January 2017.

**Relationship to Staff:**

We promise to listen carefully to staff needs, hopes, and concerns and to fairly represent their role in congregational life.

We ask staff to provide information to the MSC in a thorough and timely manner.

**Relationship to the Transition Team:**

We ask the Transition Team to be in communication with the MSC Chair over projects and activities that may affect the way the congregation is represented in the Congregational Record and/or interviews with pre-candidates. This would include materials that could be part of the packets sent to interested Ministers such as history, pictures, etc.

We hope to get support from the TT for hosting a few events such as "Survey Sundae (sundaes for those who complete the survey in a one day focused blitz)"

We promise to communicate deadlines and give ample notice for materials we require.

**Relationship to Congregation:**

We ask the Congregation to actively participate in all information gathering sessions, pay attention to newsletter, bulletin board, and website communication, and assist with event preparation.

Please respect the MSC's need to maintain confidentiality and avoid prying for information, recognizing the MSC members also seek to maintain a pleasant experience and positive attitude within their church community.

We promise to listen carefully to your needs and concerns and keep you regularly informed through normal channels.

**Committee Norms:**

The MSC agrees to work cooperatively, sharing all information, testing assumptions, discussing the undiscussable, focus on the interests (needs, hopes, concerns) not single answer positions of each member, and to achieve consensus by the 80% rule. We encourage specific examples and explanations of reasoning and intent to understand another's point of view.