

UUCLV Ministerial Search Committee

Meeting minutes

Meeting date: Thursday, December 19, 2019

Meeting Time: 5:00 pm

Location: Zoom Online Meeting

Attendees: Rick Bleyle, Jim Brustman, Karin Metcalf, Larry McAllister

Key Discussion Points & Decisions

Christine Purcell from the UUA Transitions Office joined our meeting to explain next steps in the search process. The current deliverable is the UUCLV documents packet, which is about half finished, according to Karin. Karin is waiting for some remaining documents from Erma and will follow up with her.

The handbook lists a video tour of our facility as an optional element in the documents packet. Christine confirmed that this is discretionary, and the committee agreed that we will not include this.

Rough summary of the timeline ahead:

Initial applicants will become visible through the Ministry Search portal on the afternoon of January 2, with the last applicants expected to be received by January 15. We should begin phone interviews in Mid-January.

Christine suggested that we conduct a mock interview in preparation for live interviews. The committee will schedule one with Rev. Rachel after the holidays and will meet on Dec. 29 to plan the list of interview questions, using the UUA Settled Handbook list as a guide.

Christine asked that we keep her and the Transitions Office informed promptly as we generate our pre-candidate list.

Christine advised that we check each candidate's references (after the video interview), and also that we "dismiss" candidates promptly as they are ruled out - each minister is allowed to apply to up to 15 congregations at a time, but once dismissed, can reach out to more. Dismissal should be done through the portal (per the handbook).

MSC members should individually review candidate profiles and generate their own "yes/no/maybe" list before meeting together to review and reach agreement. This should be done within 1-2 weeks after the names become visible in the portal (mid-January) per the handbook.

Also according to the handbook, pre-candidates should be notified by the 3rd or 4th week of January (no later than early February). Because each candidate is allowed only three pre-candidating weekends, which they must choose, being late on this milestone could mean that our preferred candidates have already filled their dockets. This is a case where the early bird gets the worm and we should put a high

priority on moving quickly on our selections (I'm not sure if Christine actually said this, but that is the implication in the handbook).

During pre-candidating weekends, the MSC should review the ministerial agreement with the candidates and identify any deal killers.

Christine requests a ranked list of "yesses", "nos" and "maybes" by March 31, after the last of the pre-candidating weekends. The Transitions Office will use this list to provide feedback, match-maker style, to the ministers and search committees on their mutual rankings (e.g. if our top candidate ranks us last on their list, it might influence our decision to make an offer).

April 2 is "Offer Day" where we make our official offer to or selected candidate. If the offer is accepted, the candidate is then referred to the Negotiating Team for final contract negotiation.

During this time (or following negotiations) the committee should perform a criminal and sex offender background check on the candidate (requires agreement to perform the background check signed by the candidate).

Only after these actions are complete and the candidate has notified their current congregations (if applicable) can we announce the candidate to our congregation. The candidate should be consulted prior to the announcement and agree on what information is to be shared with the congregation.

NO INFORMATION ABOUT THE CANDIDATES SHOULD BE SHARED OUTSIDE OF OUR COMMITTEE BEFORE THIS POINT!

If we fail to hire a minister during the first round, the second round begins on April 5 and may add new candidates who just received their full fellowship in February.

Christine noted that currently about 32 congregations are searching (typical is 45-50) and that typically about 80 ministers search each year. This is good news.

Christine then dropped off the meeting and we continued with other topics.

We agreed to notify the Worship Committee that candidate week will fall on April 26 to May 3 so that they can factor it into their calendar (Charlie, would you be willing to take on this task?).

The MSC approved the meeting minutes from Dec. 5.

Next meeting was set for Sunday, Dec. 29 at 9am at UUCLV.

We discussed the need for a more formal and proactive process for updating the uuclv.org website in general (for ex. Upcoming Services is not kept current, etc. and this reflects poorly on us). Rick mentioned that Rev. Rachel asked Erma to schedule a meeting of website stakeholders to discuss.

We decided to craft a welcome message for the Search page of the website, to make it more descriptive of the search process and mission, using more conversational and less formal language. We also decided to ask Steve Winkel to add a notice in the Sunrise that the search web page is now live.

Summary

Decisions made:

- We will not provide a video tour of our building as part of the documents packet.

Action Items

All- If you haven't done so recently, this would be a good time to review pages 66 through 79 of the Settled [Handbook](#) in order to refresh and reinforce the minister selection process. Review example interview [questions](#) and reflect on what specific questions are needed in order to capture the primary concerns of our congregation.

Karin – Work with Erma to assemble the documents packet, due mid-December.

Charlie –Notify Worship Committee of Candidating Week April 26s through May 3.

Larry – Schedule mock interview with Rev. Rachel. Craft more personal language for our search web page. Announce search web page in The Sunrise.

Jim – Support Karin on the documents packet as required.

Rick – Continue to support the web page and follow up with Erma and/or Rachel on scheduling a meeting with website stakeholders.

Important Dates

Neutral pulpits selected	Dec. 31? (internal target)
Documents Packet to Transitions Office	Mid-December
Begin reviewing candidates	January 2
Meet to review and select pre-candidates	January 15-22
Notify pre-candidates and begin scheduling pre-candidate weekends important)	January 31 (soft date but important)
Final list of yes/no/maybes to Christine	March 31
Offer Day	April 2