

# UUCLV Ministerial Search Committee

## Meeting minutes

Meeting date: Sunday, December 29, 2019

Meeting Time: 9:00 am

Location: UUCLV

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

### **Key Discussion Points & Decisions**

Jim, Rick, Karin and Larry met before and during service and reviewed and prioritized the list of interview questions recommended by the UUA Transitions Office.

We also discussed how we want to ask the questions and agreed that we would divvy up the questions between us and go in order, round robin style, in order to avoid awkward silences or multiple people launching into questions at the same time.

We also agreed that, in addition to the UUA-recommended questions, each member of the MSC would submit their personal question recommendations to Rick who will compile them into a list, removing the names of the originators, and distribute the list to the team, who will rate each question with an importance of 1 to 5, with 5 being the most important, and return the list to Rick, who will compile once again and present for final review at our next meeting on Friday, Jan. 3. At 5pm (this seems convoluted, but the more we can accomplish offline the faster our next meeting will go). The goal is to create a complete, prioritized list of questions comprised of UUA questions as well as questions that we tailor to the unique needs of UUCLV. Prioritization will allow us to put the most important ones first since we may not get to all the questions during the interview.

We agreed that each member of the MSC should review all candidates individually through the MinistrySearch website as soon as they are released (starting Thursday), and rank them individually before meeting as a group to discuss. In this way, we hope to bring everyone's unique perspective to light for discussion and avoid "group think" (the tendency for people to disregard their own thoughts and go with the majority). It is in our best interest to review these candidates quickly since our aim is to complete all interviews and sign our pre-candidates by the end of January. It will be a busy month.

Jim agreed to create and distribute a pre-screening rubric to aid us in our individual review of the candidates. For example, we should judge the candidates based on the short list of attributes that Karin collected during the Town Hall in order to capture the will of the congregation, plus any additional criteria that we want to include, such as governance techniques that might not have been considered by the congregation (for example).

Karin agreed to schedule a mock interview with Rev. Rachel, aiming for either Tuesday Jan. 7 or Wednesday, Jan 8 in the evening.

Rick agreed to create an interview template document which will include the agreed upon questions (in order of priority), plus space for us each to rate each response, and space for us to write comments.

### Summary

Decisions made:

- We will sort the list of interview questions with highest priority first, and pre-assign them to each member of the MSC to ask in sequence during the interviews. The same questions and format should be used for each interview, keeping variation to a minimum.
- We agreed that each MSC member will individually review and rank each minister candidate that is passed to us and be prepared to argue their case as a group.

### Action Items

In addition to those covered in the Dec. 19 meeting minutes:

Karin – Schedule a mock interview with Rev. Rachel; schedule Zoom meeting for Friday, Jan. 3 at 5pm.

Jim – Create and distribute a pre-screening rubric

Rick – Obtain additional question suggestions from the group along with rankings for discussion at the next meeting; Create template for interviews.

### Important Dates

Next MSC meeting	Friday, January 3, 5pm (Zoom)
Neutral pulpits selected	Dec. 31? (internal target)
Documents Packet to Transitions Office	Dec 31 (new goal)
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