



MINISTERIAL SEARCH STAGES

	STAGE	DATE	DONE
1	Ministerial Search Committee (MSC) Elected at Annual Meeting Charles Harrington & Kristen Leddy Co-chairs, Jim Cooper, Linda Hudson, John Mason, Carrie McEvoy, Catherine Onyemelukwe, Anita Pfluger, Kathy Roberts	June 8, 2014	✓
2	Search Committee meets with UUA Ministerial Settlement Representative (MSR) – Rev. Craig Hirshberg	June 24	✓
3	MSC members attend Transition Workshop at GA Rev. Keith Kron, Director of the UUA Transitions Office, led a very informative workshop designed to help	June 28	✓

	congregations in search		
4	<p>Search Committee holds retreat with MSR</p> <p>MSC developed timetable and chose co-chairs and subcommittees</p>	July 18 – 19	✓
5	<p>Focus Groups held</p>	August 17 - September 21	✓
6	<p>Congregational Survey</p> <p>Distributed Closes</p>	September 22 October 6	✓
7	<p>Congregational Workshop - Beyond Categorical Thinking</p> <p>Rev. Keith Kron, Director of the UUA Transitions Office, leads a workshop for the entire congregation designed to promote inclusive thinking and help prevent unfair discrimination in the ministerial search process.</p>	October 18	✓
8	<p>Congregational Record (CR) completed</p> <p>Our Congregational Record is the document ministers in search will review to see if they are interested in coming to TUCW.</p>	November 30	✓

9	<p>Information Packet completed</p> <p>More comprehensive than the CR, the IP is exchanged with ministers seriously considering TUCW. It describes the history and life of the church, includes factual information about our membership and is our opportunity to show ourselves off.</p>	December 15	✓
10	<p>Search Committee receives names of candidates</p> <p>MSC begins considering candidates, reviewing their profiles and conducting phone interviews and narrows list to 3-4 pre-candidates.</p>	January 2, 2015	✓
11	<p>Search Committee interviews 3-4 pre-candidates</p> <p>Pre-candidates will spend a weekend in Westport with the Search Committee and conduct a worship service at an undisclosed congregation. To ensure confidentiality, only MSC members will meet the pre-candidates and attend these services.</p>	Mid-February through March	✓
12	<p>Search Committee recommends one final ministerial candidate</p> <p>This is the date that all congregations are allowed to make an offer to their top candidate. No offers can be made</p>	April 2, 2015	✓

	before this date.		
13	Candidate week and congregational vote Final candidate will be with us all week and preach on April 26 and May 3. The congregation will vote immediately after the 2 nd service on May 3.	April 25 to May 3, 2015	