

Checklist—search for a called minister

Direction-Finding	<i>Advised Date</i>	<i>Actual Date</i>
1. Board arrange for visits of District Executive (DE), Ministerial Settlement Representative (MSR), and District Compensation Consultant; provide requested information to MSR	Mar-Jun	_____
2. Board plan search committee selection process	Mar-Jun	_____
3. Board adopt search committee budget	Mar-Jun	_____
4. Board conduct congregation's election of search committee	Mar-Jun	_____
Self-Study		
5. Search committee (SC) provide requested information to and meet with MSR (second consultation)	Jun-Sept	_____
6. SC familiarize itself with the Transitions Office website and the Ministerial Settlement System	Jun-Sept	_____
7. SC print out copies of the <i>Settlement Handbook</i> and the <i>Resource Guide</i> for every member	Jun-Sept	_____
8. SC go on facilitated overnight retreat	Jun-Sept	_____
9. SC select chair (and Transitions Office contact), allocate tasks, establish time-line	Jun-Sept	_____
10. Board select negotiating team to recommend ministerial compensation package and draft agreement	Jun-Sept	_____
11. SC gather information by cottage meetings, survey, interviews, etc.	Jun-Sept	_____
12. SC schedule Beyond Categorical Thinking workshop for congregation	Jun-Sept	_____
13. SC compose Congregational Record (CR)	Jun-Sept	_____
14. SC begin compilation of informational packet for exchange with interested ministers	Jun-Sept	_____
15. Negotiating team present recommended compensation package and draft agreement to board	Jun-Sept	_____
Framing the Search		
16. SC set up neutral pulpit arrangements with nearby congregations	Sept-Oct	_____
17. SC create, distribute, and analyze results of congregational survey and other information-gathering	Sept-Oct	_____
18. Board tender approved compensation package and draft agreement to search committee (if a vote by the Congregation is required on the package, allow time for it)	Sept-Oct	_____
19. SC complete online Application for Minister by	Oct. 31	_____
20. SC complete online CR by	Oct. 31	_____
21. SC request MSR to give go-ahead for Transitions to unveil CR; follow up to make sure the unveiling occurs by	Oct. 31	_____
22. SC prepare informational packet, including draft agreement and survey results, and make copies for potential candidates; send copy to MSR for review	Sept-Oct	_____
Open for Business		
23. SC meet with MSR for third consultancy (often by conference call) ideally <i>no later than</i>	Nov. 30	_____

24. SC can request access to Ministerial Records when the following are in order, ideally <i>no later than</i>	Nov. 30	_____
• Survey results, draft agreement, and compensation package reviewed by the Transitions Director		
• Informational packet reviewed by the MSR		
• MSR's third consultancy is imminent		
25. SC call interested ministers, exchange packets with those whose interest it reciprocates	Nov-Jan	_____
26. SC sponsor Beyond Categorical Thinking workshop	Nov-Jan	_____
27. SC receive, circulate, and evaluate ministers' packets, conduct group phone interviews, interview named references	Nov-Jan	_____
28. Transitions make available MRs of additional interested ministers as manifested	Nov-Jan	_____
29. SC select and schedule three or four pre-candidates for pre-candidating weekends including neutral pulpits	Jan 30	_____
30. SC request interpretive file summaries from Transitions	Jan-Feb	_____
31. SC, with the pre-candidates' acknowledgement, interview developed references in congregations in which the pre-candidates have previously served and with previous employers and named references in current congregation	Jan-Feb	_____
Pre-Candidating Weekends		
32. Pre-candidating weekends!	Feb-Mar	_____
Selection		
33. SC decide on proposed candidate and make offer contingent on satisfactory criminal record background check and interviews of developed references in current congregation/employment <i>no earlier than</i>	March 15	_____
34. SC, with the proposed candidate's acknowledgement, interview developed references in current congregation or employment	Mar-Apr	_____
35. SC conduct criminal record background check on proposed candidate	Mar-Apr	_____
36. Negotiating team conclude ministry agreement with candidate, including compensation matters, subject if necessary to contingencies in step 33	Mar-Apr	_____
37. SC conclude background check and reference interviews	Mar-Apr	_____
38. Board and candidate execute ministry agreement subject to extension of call by congregation and acceptance by candidate	Mar-Apr	_____
39. Board announces candidacy	Mar-Apr	_____
Candidating Week		
40. Congregation extends call and minister accepts	Apr-May	_____
41. SC submits Notice of Call to Transitions	Apr-May	_____