

2020 UUCJ MINISTERIAL SEARCH TEAM CHARTER

PORTFOLIO: Board

APPROVED: June 25, 2020

GROUP TITLE: Ministerial Search Team

UUCJ VISION: UUCJ is a welcoming community. We encourage religious freedom, nurture individual spiritual and ethical growth, celebrate diversity and promote a just and sustainable world.

UUCJ MISSION: By serving compassionately and connecting authentically, we change the world.

GROUP FUNCTION: The team is charged by the Board as an extension of its Personnel Committee to establish a process and the necessary procedures to search for minister that will establish cooperatively with the Board a shared ministry that meets the needs of the UUCJ congregation, and recommend a candidate to the Board.

GROUP COVENANT: Team members will:

- agree to enter this covenant, promising one another our mutual trust and support to carry out our responsibilities.
- make decisions to carry out the goals and objectives of our Church with concern for its overall vitality.
- be guided by long range planning, balancing the needs and challenges of our members, programs, staff, facilities, and finances.
- treat each other, paid staff, and Congregant with respect.
- respect freedom of speech and the responsibility of our positions.
- actively look for all points of view on important issues.
- work with the other members of the Team to express our point of view in a constructive way when we feel we cannot support a Team decision.
- maintain confidentiality of information discussed in meetings.

RECORDS/REPORTS: Submit weekly reports of meetings and activities to the UUCJ board. The Board will regularly report to the congregation.

MEMBERSHIP: At least two Board members, the Board President or Personnel Committee designee, and no more than two additional UUCJ members.

2020 GOALS/TASKS:

1. Review the UUCJ Congregational Record from 2019 as an example of the first step in the search process.
2. Review UUA Transitions Handbook.
3. Review and update congregation profile.
4. Review the UUCJ By-laws section on contract ministers.
5. Identify congregational priorities relative to ministry.
6. Used paired comparison analysis to rank and weigh congregational priorities.
7. Review UUA "Ministerial Compensation 101".

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8. Review Salary Recommendations for July 2019 to June 2020, and July 2020 to June 2021 for Geographical Index 2, and a Midsize I church.
9. Determine financial status related to ministerial hiring.
10. Agree on contract conditions (1/4, 1/2 time?) and length (Sept. 2020 through June 2021? One full year? Renewals?); salary; benefits; based on financial status and discussion with the Finance Committee and UUA Salary Recommendations.
11. Establish search process.
 - a. first round – screen available candidate applications relative to congregational priorities
 - b. check references
 - c. create interview questions
 - d. second round Zoom interviews by Team
 - e. third round if necessary
 - f. Select using Choosing By Advantages methodology based on congregations weighted priorities.
 - g. presentation to Board for approval
12. Announcement to the congregation
13. Assignments.

LEADERSHIP:

CHAIR: Board President

MEMBERS:

Tessie Bond, Board Member
Nancy Murrey-Settle, UUCJ Member
Robert Prager, UUCJ Member
Penny Reid, Board President and Personnel Committee
Gary Rhodes, Board Member