

# June 18, 2020, Meeting Minutes

Zoom Kick off Meeting for UUCJ Ministerial Search Team  
Penny Reid, Gary Rhodes, Tessie Bond, Robert Prager, Nancy Murrey

Penny reviewed process for hiring new part time minister.

**Establish Team:** Underway. Need to approve the team charter and team covenant. Tessie drafted charter, we reviewed it Robert will make some changes to limit scope so we are not operating under board charter and Robert will also work on team covenant. \

**50% Contract minister:** Less than 75 required to be contract, not called.

**Contract:** Temporary and Time Limited. Hopefully start in September 2020. First contract would run through June 2021. Could continue. Ususally contract is 2-4 years.

**Expectations:** Team would also work realistic expectations. Every other week? Two weeks on 2 off?

## **Advertise on the UUA Website:**

Create the Congregational Record (CR)that includes salary range and some general expectations as well as description of the UUCJ congregation. See previous documents.

Penny and Robert will take first attempts at the CR before it goes live. Penny will send team members links to access this website. General login ink then create own password login.

**Candidates:** Resumes and other supporting docs will come in. We review, set up interviews, likely by Zoom. For candidates under consideration require 3 or 4 references. There are standard list of question available for both interviews and reference checks. Care should be taken to adhere appropriate questions.

**Selection:** Team recommends selection to board. Board makes off, does hiring. Contract ministers are hired by board, not called by congregation. There is congregational approval of the process, but not of the selection decision.

**Salary:** We are a midsize 1. Fulltime salary is 76,100 according to UUA guidelines. Includes Salary and Housing costs which are paid separately so housing in not taxable.

**General wrap up;** Robert mentioned the need to document decisions. We discussed ways to make the search process transparent to the congregation. Nancy offered to set up a basecamp for team members so that all documents, minutes, ect would be easily accessible.

Penny suggested brief congregational survey. Nancy said she would investigate google forms to do quick survey. Robert offered to help with questions. Discussion regarding attributes of a minister which we, or congregants, might be looking for in a new minister.

Mentioned were attention to: Families and children--importance of. Social Justice --importance of. Relationship to committees such as CYREC & AREC (religious education), Supervision of Staff. Clearly, lots of areas for the team to consider moving forward.

**Next Meeting:** Wednesday, 6/24 at 10 am. Zoom.