

Checklist—search for a called minister

	Task	Fall Minister Start	Winter Minister Start	Actual Date
<i>Direction-Finding</i>				
1.	Board arranges for visits of <ul style="list-style-type: none"> • District Executive (DE) • Ministerial Settlement Representative (MSR) • District Compensation Consultant 	Jan-Jun	Jul-Dec	
2.	Provide requested information to the MSR (first consultation)	Jan-Jun	Jul-Dec	
3.	Board plan search committee process	Jan-Jun	Jul-Dec	
4.	Board adopt search committee budget	Jan-Jun	Jul-Dec	
5.	Board conduct congregation's selection of search committee	Jan-Jun	Jul-Dec	
<i>Self-Study</i>				
6.	Search committee (SC) provide requested information to MSR.	Jun-Sep	Dec-Mar	
7.	Meet with MSR (second consultation)	Jun-Sep	Dec-Mar	
8.	Search committee familiarize itself with Transitions Website and the Ministerial Settlement System	Jun-Sep	Dec-Mar	
9.	SC read/print out a copy of the <i>Settlement Handbook</i> and the <i>Resource Guide</i> for every member	Jun-Sep	Dec-Mar	
10.	SC go on facilitated overnight retreat	Jun-Sep	Dec-Mar	
11.	Board select negotiating team to recommend ministerial compensation package and draft agreement	Jun-Sep	Dec-Mar	
12.	SC select chair (and Transitions Office Contact), allocate tasks, establish timeline	Jun-Sep	Dec-Mar	
13.	SC gather information by cottage meeting, survey, interviews	Jun-Sep	Dec-Mar	
14.	SC schedule Beyond Categorical Thinking (BCT) workshop for congregation and SC	Jun-Sep	Dec-Mar	
15.	SC compose congregational record (CR)	Jun-Oct	Jan-Apr	
16.	SC begin compilation of informational packet for exchange with interested ministers	Jun-Oct	Jan-Apr	
17.	Negotiating team present recommended compensation package and draft agreement to Board	Jun-Oct	Jan-Apr	
18.	SC Sponsors Beyond Categorical Thinking Workshop	Aug-Nov	Mar-Apr	
<i>Framing the Search</i>				

19.	SC set up neutral pulpit arrangements with nearby congregations	Jul-Oct	Jan-Apr	
20.	SC create, distribute, and analyze results of congregational survey and other information-gathering	Jul-Nov	Jan-May	
21.	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)	Jul-Nov	Jan-May	
22.	SC prepare information packet, including draft agreement and survey results. Make copies for potential candidates. Send copy to MSR for review	Jul-Nov	Jan-May	
23.	SC complete online Application for Minister	Nov 30	May 31	
24.	SC complete online CR	Nov 30	May 31	
<i>Open for Business</i>				
25.	SC request MSR to give go-ahead for Transitions to unveil CR; follow up to make sure the unveiling occurs by	Nov 30	May 31	
26.	SC meet with MSR for third consultancy (often by conference call) and no later than	Jan 2	Jul 1	
27.	SC can request access to Ministerial Records (MRs) when the following are in order, ideally no later than <ul style="list-style-type: none"> • Survey results, draft agreement, compensation package reviewed by Transitions Office • Informational packet reviewed by MSR • MSR's third consultancy is imminent 	Jan 3	Jul 2	
28.	SC call interested ministers, exchange packets with those whose interest it reciprocates	Jan-Early Feb	Jul-Aug	
29.	SC receive, circulate, and evaluate ministers' packets, conduct group phone interviews, interview named references	Jan-Early Feb	Jul-Aug	
30.	Transitions make available MRs of additional interested ministers as manifested	Jan-Early Feb	Jul-Aug	
31.	SC select and schedule three of four pre-candidates for pre-candidating weekends including neutral pulpits	Jan-Early Feb	Jul-Aug	
32.	SC request interpretive file summaries for pre-candidates from Transitions	Feb	Aug	

33.	SC, with the precandidates' acknowledgement, interview developed references in congregations in which the precandidates have <i>previously</i> serve and with previous employers and named references in current congregation	Feb-Mar	Aug-Sep	
<i>Pre-Candidating</i>				
34.	Pre-candidating weekends!	Feb-Mar	Aug-Sep	
<i>Selection</i>				
35.	SC make offer to first choice for candidate contingent on satisfactory criminal background check and interviews of developed references in current congregation/employment no earlier than noon Eastern time	First Thurs. of Apr	First Thurs. of Oct	
36.	SC with the proposed candidate's acknowledgement interview developed references in current congregation or employment	Apr	Oct	
37.	SC conduct criminal background check on proposed candidate	Apr	Oct	
38.	Negotiating team conclude ministerial agreement with candidate, including compensation matters, subject if necessary to contingencies in step 35	Apr	Oct	
39.	SC conclude background check and reference interviews	Apr	Oct	
40.	Board and candidate execute ministry agreement subject to extension of call by congregation and acceptance by candidate	Apr	Oct	
41.	Board announces candidacy	Apr	Oct	
<i>Candidating Week</i>				
42.	Congregation extends call and ministers accepts	Apr-May	Oct-Nov	
43.	SC submits Notice of Call to Transitions	Apr-May	Oct-Nov	
<i>Minister Arrives</i>				
44.	Minister Arrives	Aug-Sep	Jan-Feb	