

Responsibilities and Tasks of Ministerial Search Committee [MSC] Members

Service on the Ministerial Search Committee includes the following roles and tasks.

Service would begin in June 2020 and end in May 2021.

- **Retreat** - Typically on a weekend shortly after the MSC is formed.
- **Chair** – Oversees the work of the Search Committee, setting and facilitating meetings, and communicating with the board and interim minister.
- **Communications** –Responsible for setting up Zoom calls and recording decisions of the MSC.
- **Treasurer** – Maintains records of finances.
- **Web Specialist** - Responsible for oversight of the congregation’s web presence during search.
- **Survey Coordinator** - Oversees implementation of the survey and compilation of the results.
- **Cottage Meetings/Focus Groups of 1U members** – Plans cottage meetings (open groups of congregants invited to come to a group conversation) and focus groups, which are more specific groups of members.
- **Beyond Categorical Thinking** –Coordinates an optional weekend anti-oppression program designed to help congregations in the ministerial search process. Program and trainers come from UUA.
- **Congregational Record** – Manage the completion and submission of this document, our representation of the congregation to ministers in search.
- **Documents Packet** – Manage the assembly of this collection of congregational documents, including meeting minutes, financial history etc.
- **Interviews** – Manages interviews at two different times, one by video conference call with three precandidates, and one in person with the final candidate.
- **Pre-candidating Weekends** – Organize weekends for the pre-candidates to meet with the Search Committee.
- **Neutral Pulpits** – Arrange for three UU pulpits outside metro Orlando for sermons by three “pre-candidates”.
- **Hospitality** – Arrange for hosting pre-candidates and the candidate during the search process. Travel arrangements, housing, and transportation on-site are all issues to consider.
- **References** – Coordinate reference checks of the candidates.
- **Candidating Week** – Be the guide/host at congregational events during the candidating week, when the congregation meets the ministerial candidate.
- **Negotiating Team** - One MSC member serves on the Negotiating Team, which prepares a draft of the agreement into which the congregation and the called minister will enter.

Please note: Serving on the Ministerial Search Committee is a major commitment for the 2020-2021 church year. Members who agree to serve on the MSC will agree to resign other leadership positions in the church, such as BOT membership or being a committee chair or program team leader. Ministerial Search Committee events often require attendance by all members of the MSC and will take priority over other church activities.