The Work of the Search Committee

The Search Committee works independently but accountable to the Board. The Search Committee will begin its work in June 2022 and finish when the new minister arrives in August 2023.

The committee operates as a collective team:

- To earn and maintain the trust of the congregation
- To engage the congregation in the search process
- To represent the congregation to the wider world of Unitarian Universalism

Search Committee members will take on roles or provide oversight for a variety of tasks, including:

**Lead the Committee** – guide and support the committee while following the vision of the Search Committee. The leader convenes meetings and is the primary communicator with the Board and the UUA Transitions Office.

**Survey the Congregation** – design survey instruments, lead Cottage Meetings and Focus Groups to comprehensively determine the attributes every member of the MLUC congregation seeks in a new minister. Analyze the results of the survey(s) and identify similarities and differences in what various groups at MLUC seek in a new minister.

**Prepare Document Packets** – prepare the collection of documents that give a ministerial candidate concrete information about the congregation.

**Interview Pre-Candidates and Referrals** – conduct interview calls, by phone or by Zoom, to obtain information about each candidate; record and communicate these findings within the committee.

**Coordinate Pre-Candidate Visits** – arrange and host weekends (requires most weekends in February and March) to meet with pre-candidates at MLUC; Set up and attend preaching dates for pre-candidates at area churches. Arrange and manage all-inclusive hospitality for pre-candidates and the final candidate during the visits.

**Record and Communicate** – regularly record minutes of committee meetings and generate reports to keep the congregation and all pre-candidates informed about the committee’s progress.

**Manage Finances** – create a budget, track expenses, and manage reimbursements. Report to the Finance Committee of the Church.