

PROPOSED FLOW OF FORMATION OF MINISTERIAL SEARCH COMMITTEE (MSC)
Prepared by Board Subcommittee members, Pier, Dave and Helen, in collaboration with
Beth

PLEASE NOTE: Text in black is taken directly from UUA's
[Settlement Handbook](#), pp. 36-8.
Magenta text is the Board-designed timeline.

4/6: The Board gets update and process timeline from the subcommittee, and makes decisions re: calling process/guidelines when reaching out to members who've not yet responded to electronic poll.

Announcement of poll for candidates is made, and members are encouraged to reach out to church members and groups to spread the word.



4/7: Board and Nominating Committee begin making calls to congregants who've not yet responded to electronic poll. Helen has already sent email to Nominating Committee, requesting their assistance in making calls.



4/10: Rev. Michelle announces poll @ service. Dave makes announcement @ coffee hour.



4/13: Electronic poll and phone calls are completed. Pier compiles names in form, ranking candidates by vote count.



4/14: Pier reports the 20 most frequently-nominated candidates to the Board. Subcommittee sends the Board guidelines when calling candidates to confirm their interest and availability (see 4/16).



4/16: At the 9 am Zoom exec Board meeting, Board confirms guidelines for calls, which include info re: MSC duties and expected commitments. Calling begins. Board members call this short list to see if these people are interested in running and if they agree to give up any other leadership position they hold if chosen for the search committee. They should also check on their availability and commitment in the fall and winter (survey/cottage meetings through pre-candidating) of the search cycle. All search committee members should be available for all pre-candidating weekends. These weekends may happen either in person or virtually.



4/17: A "Stay Tuned" announcement is made @ service, informing members that final electronic voting to elect members of the MSC will to be held starting on 4/26 and closing on 5/2 @ 5 pm. Helen will consult with Rev. Michelle.



4/21: Last day for Board to complete calls to candidates.



4/22 or 4/23: At an exec meeting on Zoom and/or via email, Board will review the final list, rebalancing as necessary to achieve appropriate representation and diversity.

- ...the board may chose how many members may be elected; the board may choose how many members to elect and how many to appoint from the remaining names on the ballot. The appointments are important. This part of the process improves the odds of diversity on the search committee instead of a search committee composed of just the seven beloved elders of the congregation. The broader the demographic the better, especially with regard to age, gender, race/ethnicity, and sexual orientation..
- **The Board requests candidates' bios/very brief statements and pics.** It is helpful to have everyone on the ballot fill out an information sheet or prepare a short biographical statement that includes information about why they are interested in serving on the search committee.
- **Helen**
 - ◆ **coordinates with Charis for publication of bio info, e.g., as email blast, on Discuss List, to Program Council.**

- ◆ requests that bio info and announcement of upcoming final poll be in the 4/29 Week Ahead and sent out in the above formats, as well as be temporarily placed in the website feature spot usually occupied by WTCC (per graciously the WTCC's gracious approval).



4/24: At service, announcement is made that final election voting to elect members of the MSC will to be held, starting on 4/26 and closing on 5/2 @ 5 pm. Helen will have consulted with Rev. Michelle.



4/26: An electronic poll is sent out per Pier's consultation with Charis; members not reachable by email receive poll via means to be determined.

- Neither self-nomination nor nomination from the floor are considered. Board has determined that partners/spouses of Board members are not eligible for nomination.
- Each congregant may vote for up to seven search committee members. If someone who is appointed to the search committee later drops out, the Board may appoint a replacement.



4/29: Reminders to vote sent out (Helen collaborates with Charis).



5/1: At service, announcement is made that final electronic voting to elect members of the MSC closes on 5/2 @ 5 pm. Helen will have consulted with Rev. Michelle.



5/2: Balloting closes @ 5 pm.

- Pier prepares and then sends election results to Board (by 5/3). Up to seven search committee members may be elected; the board may choose how many members to elect and how many to appoint from the remaining names on the ballot.
- Election results will be held in confidence until a formal announcement is made, which means, ...never telling anyone - including the selected search committee members themselves - who was elected and who was appointed.



5/4: At exec meeting, the Board reflects/deliberates on the results of the congregational poll and makes the final selection. On date to be determined, Board notifies those members elected/appointed to the MSC.



5/8: Board formally announces names of MSC members to congregation. ...the search committee should be introduced with some fanfare. There might be a commissioning moment during the service when the committee members are given a charge and they vow publicly to serve and take the charge seriously. **Pier and Dave send list of names for inclusion in Week Ahead (due 5/11) and Beacon (due 5/15).**



SUGGESTED GUIDELINES FOR PHONE CALLS TO MEMBERS WHO'VE NOT YET RESPONDED TO NOMINATION POLL

Suggested format/questions to ask:

To ascertain that the member has received the electronic poll and knows its goal.
Possible questions/information:

- Did you receive the electronic poll for nominating members to the Ministerial Search Committee (MSC)?
- Would you like assistance with this nominating process?
- All nominations are confidential.
- The goal of the poll is to engage the whole congregation and gather nominations for candidates to the MSC. The initial task of the MSC is to explore with the congregation whether to search for a settled minister called by the congregation, a contract minister hired by the Board, and any related considerations. The Board of Trustees will act on this recommendation to guide the focus of the committee's search.

Gathering nominations:

- Have you had a chance to review the questions?

- Do you already have some nominations in mind?
- Would you like me to go over each of the questions with you (questions are at the end of this doc)?
- Here are some of the items to guide your nominations—MSC members should reflect and be trusted by the congregation and know (or can learn) UUCB's history. Who would be in touch with the changing nature of the congregation as well as the events and movements happening in our larger community? MSC members should express UUCB's strong commitment to the Widening the Circle goals of racial justice, equity and anti-oppression. Who has the characteristics of curiosity, creativity and problem-solving in moving the church through complex and uncertain situations?

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General Considerations

- this phone call is only to gather nominations.
- members can make as many nominations as they wish.
- a second electronic-only poll will be sent out to the congregation and is live starting 4/26 and closing on 5/2, 5 pm.
- should the member require assistance with the second poll, please note that.