

MINISTERIAL OVERSIGHT

Date

The Board will oversee the processes of calling, hiring, evaluating and dismissing Ministers, as described below.

Calling a Settled Minister

The Board will appoint a Search Committee of five (5) to ten (10) members who represent a trusted and diverse cross-section of the membership to seek suitable candidates. The Search Committee will agree upon and recommend a candidate to the Board. Search Committee members must not be concurrent members of the Board, although short term exceptions, where in terms overlap for no more than three months may be granted by the Board.

- Once the Search Committee is formally created by Board vote, it will proceed as an independent body until the conclusion of its work. The Search Committee will follow the UUA guidelines for the search process. The Search Committee will utilize national and regional support from the UUA to guide its process, as appropriate.
- Once the Ministerial Search Committee has decided on a Candidate, that person will come to the Congregation for a week of interaction with the congregation as outlined in the Candidating Manual of the UUA. Immediately after the second Sunday service led by the Candidate, the members of the congregation will vote on accepting the Candidate as the new Settled Minister. Voting requirements are specified in the bylaws
- The Board, with assistance from the Search Committee, will appoint a special group to draft and negotiate a contract, known as the Call Letter. The contract includes general responsibilities of the Minister, the Minister's employment package, and guidelines for supervision of ministerial staff. The Minister's package includes provisions for compensation, vacation, pulpit leave, termination and other negotiable benefits. The Call Letter should be detailed, thorough, specific, and in keeping with our bylaws.

Calling an Interim, Developmental, or Contract Minister

The process to hire an interim, developmental or contract minister are similar to those listed above, except:

- The board may choose to serve as the Search Committee
- There is no "candidate week"
- The Interim, Developmental, or Contract minister is called by the Board and a congregational vote is not needed.

Evaluating the Senior Minister

The Board will evaluate the Senior Minister annually. The process for evaluating the Senior Minister is maintained in the Board Charter.

Dismissing the Senior Minister

Dismissing a Settled Minister is extremely rare and may only be accomplished by a vote of the congregation, as outlined in the bylaws. Procedures for dismissing interim, developmental or contract ministers will be spelled out in their contract and do not require a congregational vote.

Resignation of the Senior Minister

The terms for resignation are included in the Minister’s contract. Subject to the terms of that contract, the President has the authority to represent the Congregation in cases where a Minister chooses to resign.

Departure of a Minister

If a Minister resigns or departs for any reason, the Board will hold a special meeting of the congregation within two weeks to explain the next steps they will be taking to address the leadership needs of the congregation.

Adoption of the Policy

This policy by vote of the board is hereby adopted.

_____ by _____
UUCDC [Name of Congregation] Marylin Huff
Board President

and _____
Abby Houston
Board Vice President

Dated this 15 day of April, 2024.