

Ministerial Transitions Timeline

OVERVIEW

The major players in the ministerial transitions process are the congregation, the departing minister(s), regional Congregational Life staff, Transitions Program Manager and Regional Transitions Coaches working with the UUA Transitions Office. The timeline below shows the “typical” timeline for the transitions process and indicates who will serve what purposes during that time. *[We at First Unitarian Church of Oakland have abridged the timeline to eliminate the first year of the “Interim” period].* Of course, we recognize that very few congregations will follow the “typical” plan, and so this should be regarded as a template that can be (and should be) changed depending on local needs and conditions. Regional Congregational Life staff members are available for consultation with congregations, and Regional Transitions Coaches throughout the process.

Two notes: First, the [Settlement Handbook](#) contains a much more detailed timeline of the search process than what is offered below. It is the primary resource for congregations going through ministerial searches. Second, the “years” mentioned below are calendar years rather than church years.

TIMELINE

Winter (2018)

The Regional Transitions Coach conducts the “Preparing for the Ministerial Search” workshop with the congregational leadership and to inform them about the settled search process. The congregation arranges for a “Beyond Categorical Thinking” workshop to explore intercultural awareness and openness.

Spring (2018)

The congregation selects a search committee and begins the settled search process. The Regional Transitions Coach facilitates the search committee retreat.

Fall (2018)-Spring (2019)

The congregation continues its search work with ongoing support from the Regional Transitions Coach and/or consultations with other congregations.

Winter/Spring (2019)

The search committee conducts pre-candidating visits, selects a candidate for the congregation’s approval to call this new minister.

Summer (2019)

The Regional Transitions Coach contacts the incoming settled minister and congregational leadership to schedule a startup workshop.

Fall (2019) The Regional Transitions Coach conducts the startup workshop.