Nominating Process to Select a Search Committee

Once the Search Nominating Team is in place, we will follow this basic process

The process is a bit time intensive. It does seem to produce good results and a high degree of respect and trust for both the new search committee and the board.

1. The Nominating Team, with help from the Board, divides up all the members in the congregation and places a call to every single member. A date will be set for completing calls.

2. Each member will be told that it is critical to have input from everyone in the congregation in order to put together an effective Ministerial Search Committee. Questions to consider when selecting Search Committee members are:

   *Who can represent the whole congregation well (which would include looking out for the needs of children) and not just a piece or "faction" of the church?

   *Who would have "no axe to grind" and who can serve the entire congregation?

   *Who in the congregation works well with others?

   *Who knows the history and culture of the church, whether old or newer to the congregation, and is grounded in our faith tradition?

   *Who can speak to a potential minister about our congregation on its best and worst days, about its strengths and weaknesses?

   After thinking about these questions, who in the congregation would have your trust in working on our common behalf on our Search Committee?

The nominating committee (or board) member should take down the names of the persons listed for the last question.

[Note: If the caller reaches voice mail or an answering device, a message with those questions will be left and the member will be invited to call back with their response. No follow-up phone calls need be made; if you want to weigh in, you have the opportunity to do so by phoning back.]

3. Someone else on the board, a **good data manager**, collects all the suggested names from the callers and makes a spread sheet, noting how many times every person suggested has been named. (The whole Nominating Team and Board need not see all this data).

4. The data manager reports to the Board the top 12-15 names.
    (It is best to do the list where there is a natural break in the numbers.
    For example, if the top 13 people got mentioned more than 20 times. Person number 14 on the list was mentioned 16 times. The next three were mentioned 14 times. The natural break is after person number 13.)

5. The Nominating Team, with the help of the Board if necessary, will vet the names on the short list (e. g., to be sure they are current members)

6. Nominating Team and Board members call this short list to see if these people are interested in running and agree to give up any other leadership position they hold if chosen for the Search Committee.

7. Written statements from all candidates stating why they want to be on the committee should be compiled and posted along with pictures, if possible.

8. A written ballot is prepared with names listed in a randomly chosen order. The voting happens at a congregational meeting.

9. The vote happens. At the end of the meeting, the Board meets in executive session and counts ballots. The top 4 are elected. The board then appoints 3 others from the names on the ballot. *(The appointments are important. This improves the odds of diversity on the search committee. The broader the demographic the better, especially in regards to age, gender, race/ethnicity, sexual orientation, areas of participation in the congregation).*

10. The Board announces the search committee, never telling anyone who was elected and who was appointed (including to the search committee.)

This process comes from UU interim minister, Rev. David Keyes, and is an update to the process in the Settlement Handbook. To date, congregations that have followed this process with deliberateness and integrity have reported having a search committee that is respected, trusted, and representative by and to the congregation.

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