

## **Senior Minister Search Committee Members**

Danyelle Ackall, co-chair

H. Lee Nelson, co-chair

Jared Cline

Kristie Gibson

Sandi Kennedy

Tim Lee

Will McLaughlin

Bill Shelton

Carol Wilkerson

Jeanne Duke, BOS Chair (until June 30, 2017) and Alternate

Ken Hubbell, Alternate (until June 30, 2017) and BOS Chair

Bill Pardue, Alternate

## **Email Sent to Congregation 2-1-2017**

It is our distinct pleasure to serve as the co-chairs for the senior minister search committee. We know the months ahead hold a lot of work, some difficult discussions, and the scrutiny of the congregation. This task is something the committee is taking seriously. Therefore, we have put together a plan/process to do our best to find a minister who can lead our church and take us forward in to the next chapter of our church.

Our process is based on best practices in executive search, recruiting, and interviewing. Our first step is information gathering and analysis. For several months we will be reviewing the needs of the congregation. Our goal is to know what we need before we speak to a single candidate. This step will include inventories from the Board of Stewards and the congregation at large. As we comb through the needs of each church group and respondent, we will be listing our priorities and objectives. While the committee is gathering this information, we will be working hand in hand with the Board of Stewards, the UCC Marketing Director, and an outside church consultant. We all want to ensure our message is consistent with our purpose and values. This step will be completed prior to opening the call for papers, or what would commonly be called the request for resumes.

The next step is to create interview and screening questions based on these values and objectives discovered in our process. These questions will be designed by a subject matter expert that will allow us to create scoring rubrics to identify the candidates that best represent the skills, beliefs, and characteristics we are seeking. This process may run concurrently with acceptance of resumes. From here, we can move on to screening resumes and speaking with candidates.

We anticipate the screening process will take a month or two. We will consider every single applicant who expresses interest and every name forward by the congregation. Although we appreciate receiving names, it is helpful if you contact the minister to verify he/she is interested, assuming you know the minister personally. Each interested party must register with the domination and request their papers be forwarded to the church in order to move forward in our process.

The screening process will help us identify a handful of candidates that will move into the next stage of in-person interviews. Although the process allows us flexibility in virtual and in-person interviews, we hope to do both for each viable candidate, resources permitting.

Our final two or three candidates will receive a visit from the committee so that we may assess the relationship he/she has with their current church, their presence in the pulpit, and simple observation.

The final candidate will be invited to come to Fort Worth with his/her family. If this visit goes well, we will extend a call, or job offer. Assuming the call is accepted, our hope is to have a new minister named and installed by the beginning of Advent.

Although the timeline seems lengthy, we have purposely created time for reflection and assistance from our church consultant. Again, our goal is to have a new senior minister installed by Advent which is timely from a church calendar perspective, allows our new minister to give a 60-day notice with his/her current church, and coincides with our interim minister's contract date.

During this period there are three ways to help the committee. The first thing you can do is pray for the committee, the church, and our new minister. The committee asks for prayers of wisdom, discernment, and harmony. As our church moves through this transition, we ask for prayers of unity, cooperation, and understanding. Our new minister might be struggling with leaving his/her current congregation and moving a family to a new city. Please keep all of us in your prayers!

The second thing we ask of the congregation is understanding of the need for confidentiality. As the committee starts reviewing names and papers, we will not be discussing or releasing that information. With respect to those who express interest, we do not want anyone to accidentally inform a minister's current congregation that they have applied or asked to be considered for the role of UCC's senior minister. Therefore, we ask for understanding if there are few details shared during the period of screening and interviews.

Lastly, we ask that you participate. Within the next month or two you will be asked for feedback and information. Please reply! The information we are gathering is for the search and for projects within the church. If you don't express your opinion and provide information, it puts the committee at a disadvantage in filling this role.

If you have any questions about the process, please do not hesitate to contact either H. Lee Nelson or Danyelle Ackall. We are happy to discuss the process of our search.

God bless!  
Lee and Danyelle

### **Senior Minister Search Timeline**

January-March 2017	Identify values, mission, and key elements of UCC Complete congregational profile with detailed demographics
April 2017	Submit congregation profile to Search & Call (open job search)
April - May 2017	Receive and screen candidate papers
June - July 2017	Screen\Interview candidates by phone and by video call
August - September 2017	Final 2 or 3 candidates church visit
September 2017	Final candidate and family visit to Fort Worth
October 2017	Publicity regarding new minister to congregation
<b>GOAL: December 3, 2017</b>	<b>Senior Minister Installation Service</b>