



# Ministerial Search Orientation

## for Congregants

*All Souls Board of Trustees*



# Concluding a Ministry Well



**2022**

**Reverend Kathleen Rolenz announced her departure for June 2022**

January

**Reverend Bill Sinkford to begin as 1-year Interim Minister**

August

# The Search



**2022**

**Board approves process to assemble the  
the Search Committee**

January

**Church website updated**

February

**Board begins process to identify Search  
Committee; Includes - Calling all Members  
in Good Standing; E-mail updates;  
Listening sessions**

February

# Questions to Select the Search Committee – Congregant Qualities



- Who in the congregation works well with others?
- Who can represent and serve the whole congregation well?
- Who has experience with communities in the church (e.g., parents of young children; young souls; affinity groups) that might be helpful for the search committee?
- Who knows (or can learn) the history and culture of the congregation?
- Who has been or is active in the congregation and has demonstrated both responsible participation and responsible leadership?
- One of the most attractive qualities a congregation can have is self-awareness about its strengths and weaknesses, what the congregation is like at its best and its worst, and what it's like on just an average day. Who would be able to know this and tell this to potential ministerial candidates?

# Nominations for Search Committee Members



- Lay leaders are attempting to individually contact each church member to ask for nominations.
- Any church member can make a nomination at any time prior to March 13, 2022, by visiting the All Souls website, clicking on “About Us,” clicking on “Ministerial Search,” and accessing the nomination form there.

# The Search



**2022**

**Board creates Search Committee ballot,  
based on congregants' responses**

March

**Congregants can vote on who should  
be a member of the Search Committee**

April

**Board finalizes Search Committee  
membership**

April

# Search Committee Responsibilities



- Represent the whole Congregation in their work
- Commit to understanding the impact of the 8<sup>th</sup> Principle on their work
- Be transparent with the Congregation and leadership throughout the search process about the parts of their work which are not confidential
- Seek appropriate advice and input from the Board and Executive Team:
  - Include the Executive Director in the Search Committee Retreat
  - Meaningfully include the Executive Director in the search process, so that potential candidates understand and will succeed in the church's co-equal Executive Team
- Commit to an inclusive search process:
  - Follow/carefully modify the recommended processes and covenant of the UUA search process
  - Recognize the unique gifts and identities of applicants and the members of the Search Committee
  - Fully and fairly consider all applicants
  - Discuss church Goals with potential candidates

# Building the Search Structure



**2022**

**Search Committee consults with UUA;  
Participates in planning retreat; Executive  
Director attends retreat**

May-August

**Search Committee conducts congregational  
survey**

July-September

**Search Committee conducts meetings/  
interviews with congregation and staff**

September-November

**Search Committee completes congregational  
record in Ministry Search system**

mid-November

# Discernment/Mutual Selection



**2023**

**Search Committee receives the initial list of applicants**

January

**Search Committee conducts video interviews, reference checks, and website reviews**

January

**Search Committee selects pre-candidates; Consults with Executive Director about candidates**

January

**Search Committee hosts weekend pre-candidate visits**

February - March

**Offer date**

Last week of March

# Finalizing the Offer



**2023**

**Board/Search Committee enters contract negotiations with the candidate**

Late March-early April

**Search Committee announces the candidate(s) to congregation**

Early April

**Candidate week ends with a congregational vote to call the candidate(s)**

Late April-early May

# Search Committee Time Commitment



- **Summer 2022** – attend a weekend retreat
- **September-November 2022** – considerable availability (~2-3 hours/week) to listen to the Congregation and build the Congregational Record
- **December 2022** – usually no Search Committee commitments
- **January 2023** – significant availability (~5 hours/week) to review applications
- **Spring 2023** – slower pace, interviewing applicants

# For More Information



## Contacts:

- Neil Manzullo - [nmanzullo@allsouls.ws](mailto:nmanzullo@allsouls.ws)
- Cathy Tortorici - [ctortorici@allsouls.ws](mailto:ctortorici@allsouls.ws)
- Justis Tulia - [jtuia@allsouls.ws](mailto:jtuia@allsouls.ws)
- MJ Crom - [mjcrom@allsouls.ws](mailto:mjcrom@allsouls.ws)
- Cait Clarke - [cclarke@allsouls.ws](mailto:cclarke@allsouls.ws)

**Website: <https://all-souls.org/ministerial-search/>**