



UPDATE #4 - 03/14/2023

## Steps in The Coming Months

As members of the Call Committee, we want to express our gratitude for the trust you have placed in us. The purpose of this letter is to share with you a summary of the Search and Call process we will follow in the coming months.

1. We will seek your perspectives on our church and its ministry through a questionnaire and a series of small group meetings lead by the Listening Sub-Committee in April; as a result of this listening process, we will incorporate your ideas into the “Local Church Profile” that we will develop.
2. Our open position will be posted in “UCC Employment Opportunities” and other relevant job sites.
3. Persons who have been authorized to complete a UCC Ministerial Profile will submit profiles for our committee through the Conference/Association office. The Ministerial Profile includes some or all information about the candidate’s educational background, experience, a detailed faith statement, written references, a background check form, and a criminal background check. Also, applications received through other pathways (for example, Divinity School Alumni position opening pages) will be reviewed and considered.
4. While the work on the Local Church Profile requires the input of many in the congregation, the names of candidates are held in strict confidence within our Call Committee. We ask you to respect the essential confidentiality of this process. We will make every effort to keep you informed—on a regular basis—about our progress.
5. We will share our Local Church Profile with candidates, and we will begin to follow up with persons in whom we have particular interest. The follow up will include telephone reference checks, telephone interviews, and requests for sermon recordings. While pursuing these steps, we will also continue to evaluate new Ministerial Profiles.
6. We will select a small number of candidates for personal interviews, following which we will make arrangements for our Call Committee members to worship with them, most often in a church setting when feasible.
7. We will invite candidates back for second interviews, following which we will seek God’s guidance and prayerfully make a decision on a candidate.
8. If the candidate we recommend chooses to accept, compensation arrangements will be clarified, and a date for a “Candidating Sunday” will be established.
9. You will have an opportunity to meet the candidate (and family) that weekend in an informal setting as well as the formal worship service where the candidate will preach. A congregational meeting will follow and offer members an opportunity to ask questions of the Call Committee, and to vote on the Call to our new pastor.

As a reminder, Call Committee members will be in the Parlor following Worship on March 19 and March 26. There is no agenda or gathering during this time. This is time for individual conversation with a committee member. If you wish to contact the Committee via email, please use the following:  
[searchcallcucc@gmail.com](mailto:searchcallcucc@gmail.com).

*Robin Long*