



First Parish in Concord  
Ministerial Search Committee

**Timeline**

Updated: Monday, October 31, 2011

**Fall 2011**

- Interim Senior Minister begins.
- Ministerial Search Committee (MSC) participates in one-day retreat with Ministerial Settlement Rep (MSR); assigns roles.
- FP Parish Interim Team (PIT) convened.
- PIT plans and hosts congregational meetings; MSC members attend or review notes.

**Winter 2012**

- PIT plans and hosts congregational meetings; MSC members attend or review notes.
- MSC plans Second Congregational Survey.

**Spring 2012**

- Second Congregational Survey launched.
- MSC studies/publishes results.
- MSC begins preparing information packet for interested ministers.
- MSC hosts *Beyond Categorical Thinking* Workshop for full congregation.
- Standing Committee and MSC determine compensation package for settled minister.

**Summer 2012**

- MSC continues creating information packet and Congregational Record (CR) for interested ministers.

**Fall 2012**

- MSC completes information packet and Congregational Record.
- MSC completes UUA online application and CR by Oct. 31.
- UUA reviews/publishes online application, informational packet and CR to interested ministers.
- MSC meets with MSR before Nov. 30 to discuss selection process.
- MSC receives names of interested ministers and reviews their packets. (Dec 2012)
- MSC conducts telephone interviews with select ministers. (Dec 2012)
- MSC checks references of select ministers. (Dec 2012)

**Winter 2013**

- MSC selects 3-4 top candidates for pre-candidating weekends, including neutral pulpit sermons.
- MSC schedules and attends pre-candidating weekends.
- MSC checks additional references.



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Updated: Monday, October 31, 2011

**Spring 2013**

- MSC conducts criminal record background check.
- MSC selects ministerial candidate, makes offer.
- Final compensation package is negotiated.
- Candidate visits First Parish for candidating week. (April or May)
- FP Congregational vote on whether to call selected minister. (*Vote in favor means we hire a new minister. Vote opposed mean we begin a new search.*)

**Fall 2013**

- New Settled Minister begins.