



Preparing for Part-time Professional Ministry in a Canadian Unitarian Congregation

Congregation/Fellowship President or Designate:

1. Contact the CUC Director of Regional Services (DRS) in the appropriate region to discuss the general process.

CUC Director of Regional Services:

2. Enter into discussion with the congregational contact about the alternatives and recommends processes for reaching a decision.
3. May recommend use of a CUC service consultant or a local consultant to assist with strategic or transitional planning.

Congregation/Fellowship and Board:

4. Determine the direction the congregation or fellowship wishes to take in the next 3-5 years – for example by developing a mission/vision statement. This may include focus groups, written feedback on draft statements, facilitated congregational meetings, survey, etc.
5. Determine what the congregation/fellowship can afford.
6. Identify and evaluate ministerial options for fulfilling the mission/vision within the funding available. Consider lay ministry, a professional minister serving full-time or part-time, a professional minister shared with a neighbouring congregation or employed in your community as a community minister or hospital chaplain, or a contract professional minister.
7. Evaluate these alternatives, taking time to gather more information as necessary.
8. Choose an option for ministerial service – professional minister serving full or part-time, or lay ministry.

Congregation/Fellowship President or Designate:

9. Contact the CUC Director of Regional Services (DRS) or designate supporting congregational transition in your region to discuss next steps.
10. Visit the UUA web site: locate, download and study the most recent version of *The UUA Settlement Handbook*. [Oct 2005 or later.]
11. Locate, download and study the Pacific Northwest Regional District (PNWD) document *The Consulting and Part-time Ministry Handbook*. [Oct 2004 or later.]
12. Prepare questions for the Director of Regional Services based on your study.

CUC Director of Regional Services:

13. For congregations choosing a professional minister to serve part-time, assign a CUC Volunteer Congregational and Ministerial Services Consultant to work with the congregational contact.

See next page for possible support from this consultant.

CUC Volunteer Congregational and Ministerial Transition Services Consultant:

14. Discuss next steps with the Congregational President or designated contact. May do this by telephone, e-mail, personal visit or a combination of these.
15. Clarifies the nature and scope of the relationship between the consultant and the congregation including areas of responsibility, communications, confidentiality and ethical issues.
16. **Prior to selecting a professional minister**, undertake any or all of the following activities:
 - 16.1. Advise on ethical issues related to professional ministerial search and calling
 - 16.2. Advise on developing a congregational profile (and congregational record)
 - 16.3. Advise on posting the ministerial vacancy (application for minister)
 - 16.4. Advise on the creation of a search committee
 - 16.5. Advise on identifying key responsibilities of the professional minister
 - 16.6. Advise on the key competencies the minister should demonstrate
 - 16.7. Advise on development of selection criteria and processes
 - 16.8. Advise on ministerial compensation and contract details
 - 16.9. Advise on normal search process steps
 - 16.10. Advise on innovative search process options to meet needs of small fellowships
 - 16.11. Advise on reference checking procedures
 - 16.12. Review underlying issues in the congregation that may need to be clarified in preparation for calling a new minister. Classic issues include:
 - Sub-cultures represented in the congregation and the relationship amongst these groups (e.g. Humanists, Pagans, Christian-Unitarians, Buddhist-Unitarians, etc.)
 - Demographics of the congregation including age, number of children, income levels, openness to gay, lesbian, bi-sexual and transgendered communities
 - Feelings about including newcomers into the existing community
 - Feelings about the roles of the church in social justice and personal sanctuary
 - Historic patterns of power and influence in the congregation/fellowship. Who has exercised influence? Are they likely to continue to have this influence? Is this consistent with the mission/vision of the church and with CUC principles?
 - 16.13. Lead a board or congregational planning workshop on any of the above issues, or recommend local facilitation of a planning process on existing issues
 - 16.14. Advise on covenants of right relationship and conflict resolution procedures
 - 16.15. Consult with local facilitators regarding organization development processes
 - 16.16. Advise on the role and composition of a Committee on Ministry
 - 16.17. With congregational permission, advise prospective ministers about the congregation
 - 16.18. **Prior to selecting a professional minister**, review what could go wrong and what can be done to minimize the potential negative impacts of the choice.
 - 16.19. **Following selection of a professional minister**, consult with the board and the professional minister regarding the next phase of planning, such as:
 - 16.19.1. Goal-setting workshop for the professional minister's first year,
 - 16.19.2. Review of the role of the Committee on Ministry,
 - 16.19.3. Review and adjustment of the mission/vision or strategic plan.