

NORTHWOODS UNITARIAN UNIVERSALIST CHURCH	TITLE: Selection of Settled Ministerial Search Committee	
	DOCUMENT No.	P055
	ORIGINATOR	Betsy Daubenspeck
	COMMITTEE	Board of Trustees
		REVISION: B
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		APPROVED DATE: 9/12/14

1. POLICY: The Board of Trustees shall form a Settled Ministerial Search Committee for the purpose of calling a Settled Minister for the Congregation.

- A. The SMSC shall be composed of seven (7) Voting Members. Committee members should be representative of the congregation, considering differences in church experience, age, theological and program interests, gender, family composition, and other appropriate considerations such as previous experience on a UU Ministerial Search Committee. BOT members may not simultaneously serve on the SMSC.
- B. When a vacancy exists which is to be filled by a Settled Minister, the The Leadership Development Committee shall prepare a slate of at least five (5) Voting Members. Five Voting Members will be elected by the Congregation at a Special Congregational Meeting. The BOT will appoint two (2) committee members with an eye on forming a reasonably balanced committee that will pursue its charge with necessary diligence.

2. REFERENCED DOCUMENTS:

- NUUC Bylaws: Article IX; Section 3.B
- NUUC Bylaws: Article VI; Section 1 and Section 3
- NUUC Bylaws: Article X; Section 1.A
- NUUC P&P: Floor Nominations in Congregational Meetings – P013

3. DEFINITIONS:

- BOT: Board of Trustees
- SMSC: Settled Ministerial Search Committee
- UU: Unitarian Universalist
- NUUC: Northwoods Unitarian Universalist Church
- P&P: Policy and Procedure

4. PROCEDURE STEPS:

Step	Activity	Responsibility
A	The The Leadership Development Committee will be asked to submit a list of Voting Members willing to serve on the Settled Ministerial Search Committee.	The Leadership Development Committee
B	The slate of nominees for the SMSC will be presented to the congregation at a meeting called especially for that purpose.	BOT, Secretary, Parliamentarian and The Leadership Development Committee

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Step	Activity	Responsibility
C	The Congregation will elect five (5) individuals by written ballot. The policy for Floor Nominations in Congregational Meetings applies. P013	Voting Members
D	The BOT will appoint two (2) Voting Members who will be officially named by the conclusion of the monthly BOT meeting following the Special Congregational Meeting. The SMSC will then be composed of seven (7) Voting Members.	Board of Trustees

5. OTHER INFORMATION - (Attachments, records, other comments as needed):