

## **MINISTER SEARCH TEAM**

### ***Duties and Expected Time Commitment***

#### **Process - How things get started:**

Your Board of Trustees will submit an application packet to Unity Worldwide Ministries for them to begin taking resumes on our behalf. These resumes will be forwarded to us and given to the Minister Search Team. It is impossible to tell how many resumes we can expect to receive, but it *could* be 12 – 15 (or more).

#### **Timing:**

Training and support will be provided for the Minister Search Team.

Once the Minister Search Team receives resumes, the Team will review each application and determine the strength and viability of the applicant, including phone/online interviews with strong candidates. If the Team believes a candidate is a strong match for our ministry, the Team will recommend the applicant as a finalist and submit to the Board for review.

Once the Board of Trustees has approved the Team's recommendation, we will begin scheduling speaking engagements, face-to-face interviews and church chats of the recommended candidates.

Once the formal position posting is closed and finalists have been vetted, the Team will compile and review all feedback and applications to put forth final recommendations to the Board.

Once the Board has the Team's final recommendations, we will schedule final round interviews and speaking engagements.

#### **Search Team Duties:**

- ❖ **Attend Minister Search Team Training**
- ❖ **Meet as a Team and Determine Internal Team Structure and Operating Process**
- ❖ **Review Resumes**
- ❖ **Schedule Phone interviews**
- ❖ **Conduct Phone interviews (at least 30-45 minutes each)**
- ❖ **Contact references (who may direct you to more references)**
- ❖ **Team will likely recommend 3 – 4 candidates to the Board of Trustees**

#### **Expected Time Commitment:**

- ❖ **Team should expect to meet at least weekly for 1 – 2 hours**
- ❖ **Phone, email and other communications needs could be an additional 1 – 3 hours/week**