Charge for Interim Minister Task Force
Spring 2025

Purpose: The purpose of this Task Force is to complete the necessary tasks for hiring an interim minister to start in May of 2025. This does include communication with the Congregation about the Interim Minister selection and hiring process. Before reviewing candidates, this task force will need to determine their method of decision-making (requirement of unanimous decision or majority rules decision), create the Congregational Profile for Ministers to view when applying, and write the interview questions that each candidate will be asked as well as questions for their references. Once Ministers have applied, the Task Force will manage interview scheduling, invitations to board members in interviews and reference calls for candidates. Finally, the Task Force will present their selection of Interim Minister to the Board of the Congregation for approval.

Scope of Work:

1. **Communication with the Congregation.** Work with the Director of Membership, Laira Magnusson, to publish regular updates about the transition process in church communications. These include website, newsletter, eBroadsheet, verbal announcements, and other methods. Laira will assist the Task Force in determining how to get the message out while the Task Force will provide content.
2. **Method of selection- Unanimous? Majority?** Before interviews begin, the Task Force must determine which decision-making method is most appropriate for these types of decisions- both within the Task Force and for the Board's final vote on the presented candidate. Specifically, whether unanimous selection is necessary, or whether majority approval is appropriate.
3. **Congregational Profile** Preparation and submission of the Congregational Profile to be shared with potential candidates.
4. **Interim Ministerial Agreement**. This is a written agreement we will make with the chosen Interim Minister. The agreement is basically a job offer which includes

everything from the job description to the benefits to how we would go about firing the interim minister and everything between. The committee must produce a draft (basically the job offer) before April 18 and make it available to all candidates. Select candidates may need to negotiate the terms of the offer.

5. **Interview Questions, Reference Questions** Develop a standard set of interview questions that each candidate must be asked. Develop another standard set of questions for candidates' references. For fair and balanced evaluation of each candidate, a standard set of questions should be asked.
6. **Scheduling Responsibilities: Interviews** As candidates apply, vet applicants and schedule interviews with appropriate candidates.
7. **Inclusion of Board in Interviews** When an interview date and time is set, send an invitation to other Board members who are not in the Task Force to join the interview. Inform the non-task-force Board Members of their role and responsibilities in the interviews, to reinforce fair and balanced interviews. All attendees of interviews are expected to fully review all applicant's material ahead of time.
8. **Reference Review of Candidates** When considering a candidate for Interim Minister, reach out to references via phone. Ask a standard set of questions to all references that can be reached.
9. **Presents Selection to the Board for Approval** After conducting an appropriate amount of interviews and reference outreach, select a single candidate to present to the Board. Prepare material that describes the candidate's strengths, why they would be a good fit for First Unitarian Church of Albuquerque, and any areas of concern with their application.

Other leadership Involvement

1. Key officers read, agree to and and sign Interim Ministerial Agreement.
2. Key officers will be intimately involved with and approve the actual hiring
3. The board will create a transition team, probably of church members, as a committee of the Board. This requirement comes from the Handbook, section 1.3.1

Transitions Team: In consultation with the Minister, the Board shall appoint a Transitions Team of congregational members who are well-known, respected, and not members or spouses/partners of the current Board. The Transitions Team will help facilitate the work that the Congregation will undertake during this interim period.

4. Review of Compensation: The Interim Minister will consult with the Board and the Ministerial Search Committee on the proposed Settled Minister's salary, housing, and benefits. Such consultation will include trends in ministerial compensation and such other factors as the area's cost of living. This review will also take into consideration how current compensation for the Interim Minister and other staff compares to UUA Compensation Standards. As appropriate, the Interim Minister may request a consultation by a UUA Compensation Consultant to help the Congregation develop the compensation package for the incoming Minister and review salary and benefits for all staff.

Membership:

The Task Force shall consist of 3-5 members of the Board of the Congregation. Members shall be ready to consistently and reliably work on this task from March to May, as it is a time-sensitive, involved, and consequential project.

Timeline:

The Task Force will be active March through May, aligning with the UUA's Interim Minister search window and preceding Rev. Angela's departure.

- **February 15, 2025**: The Interim Minister search profile opens.
  - This is the first day we can see and edit profile entries
- **April 2025**: The search process for the Interim Minister begins.
- **April 4th, 2025: Profile opens for publishing**
  - This is the first day that we are allowed to push the "publish" button
  - Transitions Director Christine Purcell can see what we post in our profile. April 4th is a good "first day" we might wish to request her review but a better, more reasonable date is to have our materials ready

- April 6, 2025: Team's target date for having our first draft of a complete profile uploaded and ready for review
- April 18, 2025: Profile made available to candidates (vaguely)
- **May 6:** List of candidates becomes available
- **Interview Process**
- **May 19th: Decision for candidate selection is due to UUA.**
    - **Ranking is provided.**
- **May 20,21st: Transition Team gets back to the congregation.**
- **May 22nd: Offer day.**
- **May 2025**: The Interim Minister will be selected and hired.
- Rev. Angela's last day is June 1st.
- Interim Minister joins First U's Ministry Team. Typically, August 1st is the start date for Interim Ministry; this may be negotiable
- **May 2027**: The Interim Minister will serve our congregation for two years.

Resources:

The church leadership commits to providing the Task Force with the necessary resources, including communication platforms for engaging the congregation. The Board is ultimately responsible for creating a hiring contract for the Interim Minister. The Director of Finance, Bryan Hackett, will be a resource for providing the financial information for the creation of this contract. The Board will need to plan the approach for the negotiations with the candidate and setting appropriate parameters.

Authority:

The Task Force is authorized to communicate with the Congregation, the UUA, and Ministerial Candidates on behalf of the Board on matters of Interim Minister selection. The Task Force is authorized to present a single selected candidate to the Board of the Congregation. The Board does hold the final decision-making power. Once an Interim Minister is selected and accepts the position, the Board will speak with one voice to introduce this Minister to the Congregation.