

## **Search Process Timeline for Conference Minister Wisconsin Conference United Church of Christ**

### **Summer of 2013**

#### **Contact Minister for Conference Relations (MCR), Office of General Ministries**

Susan Towner-Larsen begins guiding the process.

### **Summer of 2013**

#### **Appoint Search Committee (SC) Chair and Members**

Jane Anderson agrees to Chair Search Committee. Julia Hollister, Eric Olgi, Erik Kirkegaard, Steve Ware, Mary Gafner, Carol Merriman, Bill Kapp agree to serve on Search Committee.

### **September 2013 at Moon Beach**

#### **Schedule Joint Meeting with Wisconsin Conference Board of Directors (BOD) and SC and MCR**

Conduct overview of the Conference Minister (CM) search process, discernment and orientation of the SC.

### **November 2013**

#### **Set meeting Dates and Communication**

Search Committee schedules monthly meeting dates to be held at the Trost Conference Center in DeForest. Julia Hollister agrees to provide the communications link for the process.

### **November 2013**

#### **Develop the Application Form and Application Process**

Susan Towner-Larsen informs SC of the appropriate application forms/process

### **December 2013, February 2014 and March 2014**

#### **Job Description for Conference Minister**

The Wisconsin Conference BOD is responsible for drafting the job description for the CM. The BOD meets in December 2013 and March 2014. The BOD and SC conduct a web-based survey to share the visioning work of the BOD in reference to the CM job description in February 2014.

### **November 2013–April 2014**

#### **Create the Conference Profile**

The Profile Sub-Committee (Jane Anderson, Erik Kirkegaard, Eric Olig and Bill Kapp) review sample copies from other Conferences and begin to draft a Wisconsin Conference profile. Set application deadline. List position on the UCC Opportunity Page.

### **April–May 2014**

#### **Preparation for Interviews**

Develop criteria for evaluating ministerial profiles. Determine interview questions for telephone/Skype interviews as well as face-to-face interviews. Determine process and create questions for reference checks.

### **Summer 2014**

#### **Interviews**

Receive profiles from candidates through MESA office (Ministerial Excellence, Support and Authorization). Plan the interview schedule, location, hospitality arrangements. Conduct telephone and face-to-face interviews. Discern final candidate.

#### **Recommendation**

Make a recommendation to the Wisconsin Conference BOD.

#### **Ongoing Support for the New Conference Minister**

Plan to welcome and support the new Wisconsin Conference Minister. Form a transition team to assist new CM with start-up strategies, support and installation.