

- The UUA Transitions Office—Emily Schwab, Transitions Administrator
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**What the Transitions Office can do to assist congregations who seek ministers for part time positions (defined as less than ¾ time or with a pay equivalent of less than ¾ time):**

1. *We'll list your position on our public Opportunities for Ministry page at [http://h5.uua.org/ministry\\_opps.asp](http://h5.uua.org/ministry_opps.asp).*

To post on “Opps” we’ll need the name of your church as well as the city and state in which it is located. We’ll also need to know the title of the position available, the hoped-for start-date (month/year), and the % of time you expect the minister to work. Any minister who sees this listing will be instructed to contact your District Executive to learn more.

***And if you want further assistance:***

2a. ***Either...*** *We'll post your Congregational Record on our records posted page for UU ministers to login and see.*

To create your CR go to our website at <http://www.uua.org/transitions> and seek out the *Going online*, *Transitional Ministry Handbook*, and *Resource Guide* links. The first will walk you through the online *Settlement System*, the second gives an overview of the search process itself, and the third provides a template of the CR you will be completing online. **You need to inform us when your record is ready to be posted publicly; it is not automatically published.** Through your CR any minister will be able to express specific interest in your position. They will appear under your “list of interested ministers” link (menu item #4) so keep an eye out for them.

2b. ***Or...*** *We'll directly assist you through our interim/consulting ministry process (Annually from April to July).*

To apply for a minister in this manner go to our website at <http://www.uua.org/transitions> and seek out the *Going online* and *Transitional Ministry Handbook* links. The first will walk you through the online *Settlement System* and the second gives an overview of the search process itself. Use the *Settlement System* to apply for a minister (menu item #5). Complete the application (selecting either consulting or interim) and submit. You will receive an email from us with next steps.

***\*\*Also, please note:***

1. Your District Executive (or if you have one, your Consulting Ministerial Settlement Representative) is the go-to person for you to talk to about any questions about your search, or with assistance in finding a local minister to fill the slot.
2. When you do find your minister please let us know as soon as it is official so we can take down your listing.
3. Finally, please identify yourself as from *your congregation's city and state* whenever you contact us.