

Organizing Phone Canvas Planning Doc # 3. 4/13/20

A. Vision

A well-organized telephone canvas of members, conducted by a team of current leaders, results in a list of names of members who should receive further consideration for search committee membership.

B. Search Committee Selection Process from Pages 32 > 34 of the Settlement Handbook (quoted verbatim)

The process described below can be time intensive. However, experience has shown that it produces good results and a high degree of respect and trust for both the new Search Committee and the board.

1. The board and probably the Leadership Development (a.k.a. Nominating) Committee divide up all the households in the congregation and place a call to every single household (some larger congregations use staff and other congregational leaders to spread out the calls).
2. Each household should be engaged in a conversation around these questions:
 - (a) What are the good qualities needed for someone to serve on a Ministerial Search Committee?
 - (b) Who in the congregation works well with others?
 - (c) Who can represent and serve the whole congregation well (including looking out for the needs of children) and not just a piece or "faction" of the congregation? Who would have "no ax to grind?"
 - (d) Who knows (or can learn) the history and culture of the congregation, whether a member of long standing or relatively new? Who can use this history proactively instead of reactively on behalf of the congregation?
 - (e) Who has been and/or is active in the congregation and has demonstrated both responsible participation and responsible leadership?
 - (f) After a high salary, the most attractive quality a congregation can have is self-awareness -- awareness of strengths and weaknesses, what the congregation is like at its best and at its worst, as well as on an average day. Who would be able to know and relate all this to potential candidates?
 - (g) After thinking about all of these questions, who would you trust to serve on the Search Committee on behalf of the congregation?

(h) The board or Nominating Committee caller should take down the names listed in response to the last question.

3. Someone in leadership, perhaps the Interim Minister, needs to act as the "nag" who lovingly reminds the callers to get the calls made.

4. Someone on the board, a good data manager, collects all the suggested names from the callers and makes a spreadsheet, noting how many times every person suggested has been named. The whole board need not see all these data.

5. The data manager reports to the board the top 12-14 names. It's best, if possible, to make a ballot list, taking into account any natural break in the numbers. For example, the top 13 people get mentioned more than 20 times. Person #14 is mentioned 16 times. The next three are mentioned 14 times. The natural break is after person #13.

6. Board members call this short list to see if these people are interested in running and if they agree to give up any other leadership position they hold if chosen for the Search Committee. They should also check on their availability and commitment in the fall and winter (survey/cottage meetings through pre-candidating) of the search cycle. All Search Committee members should be available for all pre-candidating weekends.

7. It is helpful to have everyone on the ballot fill out an information sheet or prepare a short biographical statement that includes information about why they are interested in serving on the Search Committee. These forms or biographical statements together with pictures should be posted in a prominent location for at least a few days before the election. This is especially helpful in a large congregation where not everyone is readily identified by name alone.

8. A written ballot is prepared with the names listed alphabetically. The voting happens at a congregational meeting. Neither self-nomination nor nominations from the floor are considered.

9. At the end of the meeting the board meets in executive session and counts ballots. The top four are elected. The board then appoints three others from the remaining names on the ballot. The appointments are important. This part of the process improves the odds of diversity on the Search Committee instead of a Search Committee composed of just the seven beloved elders of the congregation. The broader the demographic the better, especially with regard to age, gender, race/ethnicity, and sexual orientation.

10. The board announces the Search Committee, never telling anyone — including the selected Search Committee members themselves — who was elected and who was appointed.

11. The next Sunday, the Search Committee should be introduced with some fanfare. There might be a commissioning moment during the service when the committee members are given a charge and they vow publicly to serve and take the charge seriously.

C. Planning Elements

Managing the process

Organize callers

Confirm commitment

Review mission

Explain task

Monitor execution

Collect and manage data

List of names, weighted by number of times mentioned

Identify % of responses

Report-out

To congregation

Beginning, middle & end of canvas

That it is occurring

That it was a major step in the selection process

To board

Weighted list of names

Timeline

1 week out, firm up caller list, distribute materials, host orientation sessions

Canvas runs for two weeks, beginning on a Wednesday

One week for team to review, compile & report results

Human assets needed

Overall management

Prepare materials—Tom Darnton

Organize callers—John Hoffmann

Prepare training conference call—Tom Darnton

Manage data—Susan Lio

Documents Required:

Instructions for callers—Tom has prepared

Phone list Spreadsheet for each caller—Excel Spreadsheet given to John

Master Spreadsheet to manage process--Excel Spreadsheet given to John

Final weighted list report to board—prepared after process is completed

Communication to congregation through Beacon and Flash

D. Instructions for callers

1. Background

The process of selecting a search committee is described beginning on page 32 of the UUA Settlement Handbook. A key element of the process is a telephone canvas of the congregation; a process and set of questions are described in the handbook and are a part of these materials. At UUCGT, we anticipate that the canvassers will be members of the Board of Trustees, the Transition Team and the Leadership Development Committee.

Additional materials about the search process are organized in a PowerPoint which can be found at https://drive.google.com/file/d/1YG_3AXZHdtL8oFwGaPMjCfVou_GolwFe/view

2. Caller Assignment

(a) Make telephone contact with each member on your list.

Please make 2 attempts to reach each member

Leave messages after each attempt

When two or more members live in the same household, try to talk to each member

(b). Engage in conversation seeking their ideas for potential candidates

(c). Record names or other comments and return

3. Suggested outline for telephone call

(a). Identify yourself and purpose of the call

(b). Ask for a name on your list

(c). Check-in

How are you holding up?

Things in general

Do you have needs? [If yes, take down needs and pass to Congregational Care Team]

(d). *Ask if this is a good time to talk about search committee?*

(e). Short conversation about how this call fits into the search process.

Make clear you are asking for ideas, not nominations

(f). Ask for names of people who deserve serious consideration for the search committee

(g) Confirm name or names and record separately.

(h). Express thanks for conversation and for being a part of our congregation.

4. Collecting and forwarding feedback

- (a). Make a list of the names you receive, not associated with name of person canvassed.
- (b). Keep track of how many times a name is mentioned
- (c). Send that list to Susan Lio

5. Use phone list SS to tell us

- (a). Whether you reached each member on your list and
- (b). Whether you received a name or names

E. Confirmed Canvas callers

Mike McDonald

Tom Darnton

Karl Keinath

Pat Light

Mary Ann Rivers

Judy Myers

Barb Termaat

Susan Lio

John Hoffmann

Mary Grover

Judith Halsted

Joy Platteborze

Haven't Heard from

Sandra McDonald

Lauren Keinath

Prepared by Tom Darnton

4/12/20

231.675.9787

tdarnton@me.com