

SEARCH COMMITTEE PROCESS

FCC UCC Pasadena, Spring 2026

*These are quick bullet points sketched out by Rev. Dr. Sandy Tice. Please refer to the UCC online booklet referenced below which has much more detail about 'how -to'. There is, obviously, room for a committee to make some choices about **how** they will do the work (e.g. Online interviews? In-person only? How frequently will you meet? When should meetings be?). This page is intended to sketch out some of **what** search committees do - to give you an idea as you consider if this invitation is from the Spirit.*

- In the case of FCC, a writing team has begun the work of writing a **Local Congregational Profile** using ideas and words generated by the congregation in history forums and elsewhere. Once approved by the congregation, this will serve as a roadmap for the Search Committee and a 'resume' for the church as it seeks a pastor.

The Search Team will:

- **Make the Profile visible:** Post on the UCC search website, advertise, refer to ministers you know and trust asking them for help finding your 'match', etc.
- **Review information from candidates:** Read *their* profiles, contact their references.
- **Screen candidates:** Check with Conference leaders (yours and theirs). Be sure they are in good standing and there are no surprises. Make sure you check *before* interviewing.
- **Select candidates to interview.**
- **Create interview questions you wish to ask all candidates.** (Other questions may arise naturally in conversation.) Decide how you will conduct your interviews.
- **Interview selected candidates.** You may wish to have a zoom interview, or face-to-face.
- **Perhaps have second interviews or become further acquainted.**
- **Communicate to congregation regularly:** They will need to hear from you, this will likely take longer than we think. Touchstone, announcements in worship, email blasts - there are a number of ways to keep them praying for and with you, and to help them avoid being anxious.
- **Select a candidate:** hopefully unanimously.
- **Invite that person to a weekend:** (Plan what should happen on the weekend.) to meet the congregation, preach in worship, etc. The congregation will meet to vote on that candidate.
- **A key feature will be confidentiality:** This is to protect candidates who are not selected, to protect those who ARE chosen from comparison, to protect the congregation from unnecessary drama.

I am told that many congregations in the Southern California & Nevada Conference are in Search right now, and there is a lot going on. You may be largely on your own in terms of Conference presence or support, but we can reach out to coaches or consultants if you feel you need them.

I am praying that you will receive this invitation as evidence of how much you are trusted, respected, and appreciated as a leader in this congregation. I am hoping the Spirit will confirm that this is yours to do, but if it is not, do not fear. We will find the right team.

Official info available here <https://www.ucc.org/search-and-call/>