

First Unitarian Universalist Church of Austin  
**Recruiting and Nominating Process**

*Please note that this process is being used as it is being developed and may be updated without notice as we (the Nominating Committee) learn more about best practices and appropriate transparency.*

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## **Recruiting Process**

Recruitment is the process of identifying and interviewing potential leaders and cultivating them until there is a good fit between the organization's needs and the potential leader's interests and skills. Ideally, the recruitment process happens throughout the year. The nominating committee will use personal contact when possible, and phone is better than email.

1. Solicit names.
  - a. Ask committee chairs, staff, board members, etc for names.
  - b. Use leadership training attendance sheets.
2. As names come into the nominating committee, assign a committee member to do an Interest Interview. This is so we can learn about them, not to overwhelm them with expectations that they serve! The interview can be informal.
  - c. Fill out an Interest Interview / Recruitment Form (see below).
  - d. Explain the various paths of service within FUU (going from one committee to another; possibly serving on the board and going back again to committee work).
  - e. Encourage them to attend committee meetings, Harvest the Power, All Council meetings, board meeting
  - f. Guide them toward the committee or church activity that most closely matches their area of interest. If possible, introduce them to the relevant person.
3. At the next Nominating Committee meeting, the person and their interest and level of desired service is reviewed.

### ***Interest Interview / Recruitment Form***

Member:

Interviewer:

Date:

1. How long have you been at FUUCA?
2. How long have you been a UU?
3. Past service at FUUCA and elsewhere
4. What specific skills/experience/education/occupation do you have that you would be willing to share with FUUCA?
5. Current areas of interest
6. Currently desired level of service
7. What questions do you have?

## **Nominating Process**

It is an honor to serve at FUUCA. The nominating process honors those who have served and those who step up to serve. There are four significant areas of the process.

1. interviewing current committee chairs
2. identifying new committee chairs
3. identifying new board members
4. ensuring that all these new leaders are ready to serve.

### ***Interview Current Committee Chairs***

It is the goal of the nominating committee to interview every committee chair in order to learn how best to support the committee chair and to determine which committees will need a new chair.

### ***Identifying New Committee Chairs***

For each open committee chair position, the following steps will be taken to ensure a good match between the candidate and the position.

1. Interested person will submit an Application / Statement of Intent to a current Nominating Committee member (Appendix A) in person or via email or in the Nominating Committee mailbox.
2. Nominating committee shall acknowledge receipt of the Statement of Intent via email.
3. Nominating committee shall go over names submitted and select those to be interviewed for each position.
4. Confirm candidates to be interviewed meet the bylaw requirement (voting member & have consented to serve).
5. Interview each person interested in a given position with as many members of the Nominating Committee present as possible.
6. Nominating Committee shall meet to discuss each candidate for a given position and determine the best fit. As per the bylaws, meetings of the nominating committee are closed.
7. Nominating Committee asks that person to serve.
8. That person accepts and the other candidates are informed that someone has accepted the nomination.
9. As per the bylaws, the name is submitted to the board for approval.

### ***Identifying New Board Members***

To create a balanced board, the following steps will be taken.

1. Interested person will submit a written Statement of Intent to a current Nominating Committee member (Appendix A).
2. Nominating committee shall acknowledge receipt of the Statement of Intent via email.
3. Nominating committee shall go over names submitted and select those to be interviewed for each position.
4. Confirm candidates to be interviewed meet the bylaw requirement (voting member & have consented to serve).
5. Interview each person interested in a given position with as many members of the Nominating Committee present as possible.

6. Nominating Committee shall meet to discuss the candidates to create a balanced board. As per the bylaws, meetings of the nominating committee are closed.
7. Nominating Committee asks that person to serve.
8. That person accepts and the other candidates are informed that someone has accepted the nomination.
9. As per the bylaws, submit slate of names to board secretary to submit to congregation for approval at the spring meeting

***Preparing New Leaders to Serve***

- The nominating committee recommends that all leaders (board members and committee chairs) attend the Harvest the Power training, attend governance training when it becomes available, and attend the quarterly All Council meetings.
- The nominating committee will deliver a course in May for all committee chairs.
- The nominating committee has not focused on the orientation and training for incoming board members due to the changing nature and function of the board (i.e., moving towards governance).

**Appendix A – Application / Statement of Intent**

By submitting this Application / Statement of Intent, I confirm that I meet the bylaw requirements of being a voting member of the congregation and consent to serve if appointed.

Please submit via paper or email to a current Nominating Committee member: Tyler Anderson, Jenny Loehlin, Mike Leburkien, Sandra Ries (chair) or Jeanette Swenson. You may also leave the application in the Nominating Committee mailbox.

Position:

Signature:

Date:

For Nominating Committee Use Only: Acknowledgement sent by _____ on date _____.
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**Appendix B – Orientation, Training and Preparation**

***Committee Chair Orientation & Training***

- Harvest the Power training
- Governance training when available
- Attend the April All Council meeting
- Training for all committee chairs (in the spring or summer)

***Board Member Recommended Preparation***

- Attend several board meetings
- Attend Harvest the Power training
- Attend the April All Council meeting
- Attend the governance training in February

## **Appendix C – Evaluation Criteria**

### ***Committee Chair Evaluation Criteria***

Criteria used for evaluation include the following.

- Skillset that fills committee needs
- Able to fulfill the time commitment

### ***Board Member Evaluation Criteria***

Criteria used for evaluation include the following.

- Able to fulfill the time commitment
- Experience with church activities, committees, procedures
- Able to get along with people of different viewpoints
- Good listener
- Open to different perspectives
- Demonstrated ability for constructive engagement
- Special expertise as needed, e.g., legal, financial, pastoral
- Familiarity with board structures and/or previous board experience
- Demonstrated past financial support
- Current pledge is generous within personal means
- Commitment to being a mission, vision, and purpose driven church.
- Forward thinking (not of the mind that the only way to do things is the way we've always done them)
- Big picture over micro-managing (ability to support the BoT's transition from managing to governing)
- Able to put the good of the church over special interests (fiefdoms, islands)
- Involved with congregation
- Collaborative / non-confrontational problem solving

## **Appendix D – Current Committee Chair Interview**

*Print the entry from the [P&P manual](#) and take it with you!*

Committee:

Chair:

Interviewer:

Date:

1. What does the chair do? Job description
2. How much time does it take? Realistically?
3. Is the P&P accurate?
4. Who on your committee do you recommend for leadership at FUUCA?
5. Will you continue next year? If so:
  - a. What would help you?
6. If not (exit interview):
  - b. Who do you recommend for next chair?
  - c. Will you be able to support the incoming chair?
  - d. Will you remain on the committee?
  - e. How do you see your involvement with FUUCA in the next few years? Time off? Committee member instead of chair? New committee?
  - f. Do you have any recommendations for what the next chair should do?

7. Attend Harvest the Power training and encourage committee members as well. Also governance training when it is available.
8. What questions do you have?

## **Appendix E – Committee Chair Candidate Interview**

Candidate:

Interviewers:

Date:

It's an honor to be asked to serve.

Use personal contact when possible, and phone is better than email.

*Provide a copy of the [policy & procedure entry](#) for this committee before the meeting!*

1. After reading the policy and procedure entry is this still an area of interest?
2. Explain job description, requirements of committee chair, time required.  
Let candidates know how the job has been done in the past, and that they don't have to do it that way.
3. Is this upcoming year a good time for you to make this commitment?
4. What is your experience on church committees (including chair)?
5. How well do you know the current committee members?
6. What knowledge or experience do you have (inside or outside the church) in regards to this committee's area of responsibility?
7. How do you envision doing this job?
8. How do you see this committee relating to the rest of the church?
9. How do you envision participating in the ongoing training and implementation as church governance changes?
10. What goals will you set with the committee?
11. What experience/training have you had in leadership?
12. What do you need to feel confident?

## Appendix F – Board Member Candidate Interview

Candidate:

Interviewers:

Date:

- Share the job description, requirements of board. Is this still an area of interest?
- *Do you have the time and energy to responsibly fulfill a commitment as a Trustee?*
- Have you attended a board meeting recently?

### General

- What specific skills/experience do you bring to this position?
- What would be one thing you want to accomplish on the board?
- How do you envision doing this job?
- How do you see the future of FUUCA? The future of the UUA? Liberal religion?
- If you could wave a magic wand, what one thing would you change?
- If you could wave a magic wand, what one thing would you keep the same?
- Why are you interested in serving on the FUUCA Board of Trustees?
- What do you think are the most pressing issues facing the BOT?
- There are two trustee vacancies, and six applicants. What will you do if you are not recommended and elected to serve as a Trustee?

### Reconciliation

- What role do you believe Board members should play in the continuing reconciliation efforts following the dismissal of the minister?
- How have you supported the current transformation? (Bridgebuilders, transition team, etc)
- How do you envision the search process (for a settled minister) unfolding?

### Finance

- What role do you believe Board members should play in the financial stewardship of the church? (Possible answers might include donor, substantial donor, fundraising event organizer, host/co-host stewardship events, actively encourage others to pledge/increase pledge ... of course there is a whole fiscal monitoring/saving side)
- Which of these roles do you see yourself helping to fulfill?
- How important do you believe financial stewardship is to maintaining the vitality of the church?

### Leadership

- What is your preferred method of conflict resolution?
- What experience/training have you had in leadership?
- How do you envision participating in the ongoing training and implementation as church governance changes?

### Other

- Do you have any questions for us?

## Appendix G – Participant Flowchart

