

Dear Council Directors,

The CVUUF Ministerial Search Committee (MSC) needs your help! We are working on a search process which will result in our congregation calling a new settled minister to start in August of 2011 after completing our up coming year with Rev. Helen Carroll, our interim minister.

An important part of the search process is a series of “cottage conversations” with members of the congregation. These will be a part of a broad effort to ensure that everyone has input and a voice in the search process. These conversations will also help us create a clear picture of our CVUUF community and what we want in our settled minister. We want to hear from everyone!

With your help, we would like to arrange conversations with members of your Directorship in small groups of 8-12 people. Your role will be to plan the gatherings for your committee chair persons and any vital contributors to your work. This will involve sending invitations, collecting the RSVPs, coordinating food contributions if you desire, and sending out thank you notes. The MSC would like to spend about an hour with each group. We will provide two facilitators, an agenda and a sign-in sheet. If possible, we would like to have access to a computer with internet connection that can be used to show people how to connect to our online survey. The online survey is another important part of the minister search process and not a replacement to attending cottage conversations.

Our conversations will be guided by a couple of key questions followed by directions towards completion of the online survey. From these inputs, we expect to get a broad and more accurate view of “who we are as a congregation” and “what priorities are most important for our next Minister”. Both components are vital to provide good information to potential candidates and to provide the committee an overview of what will enable our next minister to help the congregation thrive in the future, which we will use in interviewing potential candidates. Our Dream is 100% participation both in conversation and in the online surveys!

Our timeline is important; we hope to get your prospective dates for your cottage conversation by August 1<sup>st</sup> so we can start assigning facilitators. Please schedule these events to occur between August 19<sup>th</sup> & September 2<sup>nd</sup>. If the meetings are to be held at the church, we can reserve the meeting room spaces.

The Neighborhood Network cottage conversations will be between Sept 1<sup>st</sup> and the 22<sup>nd</sup> and are open to any committee chairs unable to attend a Council cottage conversations, have them check with their Neighborhood leader.

The online Survey will be available between August 20<sup>th</sup> and September 30<sup>th</sup>.

Thank you in advance for helping us make this happen.

In Faith,

The Ministerial Search Committee (MSC) of CVUUF

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