

UUA Transitions Office
Part-time Ministry (less than 3/4 time)

Congregations seeking a ministry of less than ¾ time should request support from their regional or district staff, although the Transitions Office can offer limited assistance.

Opportunities for Ministry listing

We will list your ministerial position on our [Opportunities for Ministry](#) list. We will need:

- congregation's full name, city, and state
- position title
- % of time requested
- expected start date
- contact person's name and email address – sometimes this may be a district or regional staff person

Use of the Settlement System

You may also use the Settlement System to complete either the one-page application for an interim or contract minister or the longer congregational record. **Please check with your regional or district staff** to determine if they have a preference and consult with them to determine what type of ministry may best serve your congregation. When your application or congregational record is complete and has been reviewed by your district staff, please send an email to transitions@uua.org to let us know. If you complete the interim or contract application, we will send a copy to you to pass along to interested ministers. If you complete the congregational record, we will make that visible to ministers who log into the Settlement System.

Often a part-time position will best be filled by a minister who lives nearby, especially for a geographically-isolated congregation. Your regional or district staff are often aware of local ministers who may be a good fit for your congregation.

Once you have hired your minister, please let us know so we can add your new minister's name to your congregation's record in the UUA database and the online directory and remove your listing from the Opportunities for Ministry list.

Please read through the rest of the information on settled searches and interim ministry for additional information that may be of help to you.

Important links

[UUA Districts and Regions](#) – links to the regions and districts of the UUA

[UUA Transitions Office](#) – contains links to all transitions-related material

[The Settlement Handbook](#) - The comprehensive guide to the process to call a minister for both congregations and ministers

[The Transitional Ministry Handbook](#) – guidance for interim and contract ministry; includes sample contracts for both interim and contract ministries

[Joint Recommendations Concerning Ministerial Agreements](#) – contains guidance around ministerial compensation and agreements with a sample notice of call and model letter of agreement for settled ministry

[The Ministerial Settlement System](#) – online system for congregations searching for a minister and ministers searching for a congregation

[How to go Online](#) – how to use the Settlement System

[Opportunities for Ministry](#) – listing of all open ministry positions

[UUA Office of Church Staff Finances](#) – resources related to compensation and benefits for ministers and other congregational staff

[Compensation Calculator](#) – this is the PDF version. Find the excel version on the [Transitions Office](#) website

[Oxford Document Management Company](#) – for background checks