



April 4, 2018

Dear Prospective Candidate,

It is good to know that you are interested in our congregation and might see yourself as our future minister. There is much to consider by both parties as we explore how we fit each other, so we hope to make the discovery and learning process as simple, yet thorough, as possible. This letter is intended primarily to inform you of our review schedule, specify information we need to receive from you, identify information resources available to you and let you know how to contact us in confidence.

The Unitarian Universalist Congregation of Whidbey Island (UUCWI) search committee will begin reviewing applications for our opening for a half-time contract minister on May 1 and will be in touch with you soon thereafter if we have questions or a decision regarding your application. More than one candidate will be asked to participate in face-to-face or video interview. We hope to hear all finalists deliver a sermon. By June 24, we hope to have selected a single finalist to invite to a Candidating Weekend on July 21-22. You are encouraged to keep that date free of other commitments, if possible. We have some flexibility regarding the start date for our new minister; we hope you might begin by early September.

UUCWI sincerely welcomes applications from persons without regard to their race, gender, or sexual orientation.

In preparation for our evaluation, we would appreciate your providing the following information to us as part of your application:

- A cover letter asking to be considered, discussing the relationship between the position and your career objectives, and including the story of your call to ministry;
- A résumé with your personal background, education, and significant accomplishments;
- Your ministerial record (history of training and service) if not covered in your résumé;
- A list of references whom we may contact, with email and phone contact information;
- Explicit written permission to perform a criminal background check;
- Samples of sermons and other work (audio or video files or links are welcome); and
- Any questions you would like us to respond to when we contact you.

A downloadable information packet accompanies this letter on our website, [www.uucwi.org](http://www.uucwi.org), under the ministry tab. The packet includes:

- [Seeking: New Minister](#)
- [Minister's Job Description](#)
- [UUA Job Posting](#)
- [UUCWI History](#)
- [UUCWI Covenant](#)
- [Worship Collaboration](#)
- [Worship Calendar](#)
- [Art and Music at UUCWI](#)
- [Religious Exploration](#)
- [Whidbey Island: A Sense of Place](#)
- [Finance Data](#)
- [Draft Long Range Plan](#)
- [Search Committee Biographies](#)
- Survey Data

Our website offers abundant additional information about UUCWI, including a description of current and upcoming services, shared ministry programs, our recent [newsletter](#), and congregational committees. In addition, our Facebook page offers an interesting window into our community.

You may also wish to browse websites about Whidbey Island to get better acquainted with our island paradise. Whidbey Life magazine [whidbeylifemagazine.org](http://whidbeylifemagazine.org) celebrates the island culture with beautiful pictures; one of our members is its graphic designer and her wife is one of its photographers.

The Search Committee is a committee of seven congregation members. Brief biographies are in the packet. A member of our committee, Denise McIntyre-Workman, serves as our contact person. Please feel free to contact Denise in confidence by phone at (301) 524-3353 or email her at [webreathetogether@yahoo.com](mailto:webreathetogether@yahoo.com) with questions or comments or to add to the information you have provided about yourself.

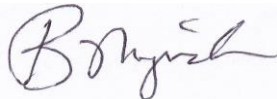
We will endeavor to keep your candidacy confidential prior to your selection as our final candidate; for this reason, communications about the opening will be from members of this committee or the UUA. If you receive communications from any other congregation member, it is unrelated to your candidacy, and you need not (and should not, if you prefer confidentiality) reveal or discuss your interest in our position with them.

At least two members of our Committee will be attending the Pacific Western Regional Assembly 2018 in Portland April 26-29. If you plan to be there, we would be interested in meeting with you at that time. If your travel brings you near us at another time, please communicate with us regarding the possibility of meeting face-to-face.

We look forward to reviewing the materials you have submitted and getting to know you better.

Sincerely,

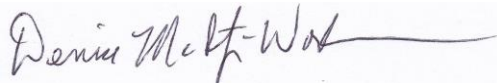
The UUCWI Ministerial Search Committee:



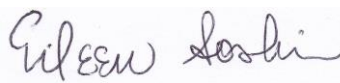
Becky Myrick



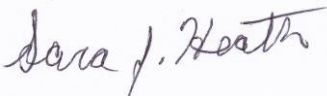
Dave Cauffman



Denise McIntyre-Workman



Eileen Soskin



Sara Heath



Suzi Pengilly



Tom Buxton

The UUCWI Ministerial Search Committee



(left to right)

Tom Buxton, Denise McIntyre-Workman, Eileen Soskin, Becky Myrick, Suzi Pengilly,  
Sara Heath, Dave Cauffman