

United Church of Christ
General Minister and President Transition Committee

REQUEST FOR QUALIFICATIONS
FOR EXECUTIVE SEARCH CONSULTANT FOR GENERAL MINISTER AND PRESIDENT

SUBMITTAL DUE DATE: Wednesday, February 16, 2022
5:00 P.M. Eastern Standard Time

SUBMITTAL LOCATION: lewisam@UCC.org
Subject Line: Executive Search Request For Qualifications

Questions related to this Request should be sent to: Rev. Emma Brewer-Wallin, Chair, Transition Planning Committee ebrewerw@gmail.com.

Qualifications must be received no later than 5:00 p.m. EST on Wednesday, February 16, 2022. All submissions should be made via electronic mail. All items should be emailed to lewisam@UCC.org. Any qualifications received after this deadline will be rejected.

All responses and any accompanying material will become the property of the United Church of Christ Board (“UCCB”). By submitting a response to this Request for Qualification (“RFQ”), individuals, firms, and organizations accept all the terms and conditions of this RFQ.

BACKGROUND

The United Church of Christ (UCC) is a distinct and diverse community of Christians that come together as one church to join faith and action. With nearly 4800 churches and close to 775,000 members across the U.S., the UCC serves God in the co-creation of a just and sustainable world. The UCC is a church of firsts, a church of extravagant welcome, and a church where “...they may all be one” (John 17:21).

Since 1957, the United Church of Christ has been the [church of firsts](#), weaving God’s message of hope and extravagant welcome with action for justice and peace. Together, we live out our faith in ways that effect change in our communities. The UCC’s many “firsts” mean that we have inherited a tradition of acting upon the demands of our faith. When we read in Galatians: “There is no longer Jew or Greek, there is no longer slave or free, there is no longer male and female; for all of you are one in Christ Jesus” —a demand is made upon us. And so we were the first historically white denomination to ordain an African - American, the first to ordain a woman, the first to ordain an openly gay man, and the first Christian church to affirm the right of same-gender couples to marry. We were in the forefront of the anti-slavery movement and the Civil Rights movement. Our response to the demands of our faith is woven into the history of our country.

Today, we continue to change lives throughout the world. We work alongside more than 200 mission partners. We labor ceaselessly to fight injustice, in the United States and abroad. We instill our vision into our youth and young adults, forging leaders who will imagine new dreams. And we sustain and develop church leaders, pastors, and our local churches to live their faith in exciting new ways. We believe in a [God that is still speaking](#), a God that is all-loving and inclusive. We are a church that welcomes and accepts everyone as they are, where your mind is nourished as much as your soul. We are a church where Jesus the healer meets Jesus the revolutionary, and where together, we grow a just and peaceful world.

More information about the United Church of Christ (UCC) can be found on its website at <https://www.ucc.org>.

SCOPE OF SERVICES

The Executive Search Firm will assist the UCCB in identifying talented potential General Minister and President candidates, attracting and interviewing them, and assisting in all aspects of the hiring process and onboarding.

The General Minister and President will oversee the many aspects of UCC leadership, centered on working towards achieving the Mission. Specific duties of the position are being developed and revised by an additional committee of the UCCB. In general, the UCC Bylaws describe the role through the following:

General Minister and President: The General Minister and President, who shall have Ordained Ministerial Standing or Ordained Ministerial Partner Standing, is called to ministry in and on behalf of the United Church of Christ upon election by the General Synod.

a) Spiritual Leader of the Church: The General Minister and President is the spiritual leader and pastor of the Church, charged with the care and nurture of the spiritual life of the Church. The General Minister and President is responsible for the unity and well-being of the Church, and for nurturing its covenantal life and ecumenical and interfaith relationships, and leading the visioning, planning, coordination and implementation of the total mission of the United Church of Christ.

b) Theological Interpreter: The General Minister and President is the principal leader in interpreting the theological perspectives and values of the United Church of Christ as guided by the General Synod and in consultation with the Officers of the United Church of Christ. The General Minister and President is the chief representative of the United Church of Christ in the public square and at ecumenical, interdenominational and interfaith tables.

c) Convener: The General Minister and President will convene and preside at the meetings of the Officers of the United Church of Christ. The General Minister and President is responsible for coordinated communication, fund raising and planning in collaboration with the Associate General Ministers. The General Minister and President is a member of the Mission Planning Council.

d) Chief Executive Officer: The General Minister and President is the Chief Executive Officer of the General Synod and is its principal spokesperson. The General Minister and President oversees the administration of the National Setting offices. The General Minister and President leads and directs the work of the Associate General Ministers and the Officers of the United Church of Christ. The General Minister and President is the executive ultimately responsible for all hiring and termination decisions in the National Setting of the United Church of Christ. The General Minister and President may from time-to-time delegate administrative responsibilities as the needs of the Church and good judgment dictate.

The General Minister and President serves as the corporate President of the United Church of Christ Board, each of the Covenanted Ministries, and all other corporations related to the Covenanted

Ministries. The General Minister and President determines the delegation and direction of the work of the Covenanted Ministries to the Associate General Ministers, with the affirmation of the United Church of Christ Board. The General Minister and President serves as an ex-officio member in all meetings of the Affiliated and Associated Ministries. The General Minister and President shall serve as an ex officio member, with voice, but not vote, in the meetings of all Commissions, Councils, and Committees of the United Church of Christ, except as otherwise provided in the Constitution and Bylaws of the United Church of Christ; except that the General Minister and President shall not participate in the work of the Search Committee for the General Minister and President.

The General Minister and President shall be the official representative of the Church in ecumenical, interdenominational, and interfaith relations. The General Minister and President may appoint a representative for such occasions as the General Minister and President deems advisable.

The General Minister and President is accountable to the General Synod and the United Church of Christ Board, acting as the General Synod ad interim. The candidate for the position of General Minister and President is nominated for an initial term by a search committee of the United Church of Christ, broadly representative of the Church, and appointed by the United Church of Christ Board.

The scope of services will include, and your response to this RFQ must address, your ability to:

- Develop a recruitment strategy, which includes a strategy for identifying and attracting a diverse candidate pool, process and timetable for completion of the work in consultation with the UCC Search Committee to allow for Candidate Selection by Spring of 2023;
- Develop an accurate job description for marketing purposes, in consultation with the Search Committee;
- Source eligible job candidates through a number of different channels, including proactively reaching out to potential candidates in the marketplace that may not be actively seeking the position, advertising in nationally-recognized publications likely to attract qualified candidates, in publications likely to attract diverse candidates, accessing the Executive Search Firm's network of qualified executive candidates and utilize other executive search industry best practice recruitment strategies
 - Develop recruitment plan, screen, list potential candidates
- Assess the qualifications of interested candidates against those required in the job description and recommend potential candidates for interview to the Search Committee
 - Once the position description is approved, we want to discuss the progress of the search every two weeks for up to twelve weeks.
 - During these updates we request a fully transparent process where we will be provided with a running update of all the candidates targeted, those who have been reached, potential candidate interest, and your opinion regarding their qualifications and potential fit, and any formal or informal references garnered
 - Provide all other information that the Search Committee may request to ensure that it is fully informed, and in a position to make reasoned decisions
 - Search Committee would like to conduct interviews with finalist candidates beginning in the Fall of 2022.
- Support the Search Committee in engaging in a rigorous interview, reference-checking, background checking, psychological assessment, and hiring process to select the best candidate
- Maintain candidate confidentiality

- The Search Firm Team must state its willingness to participate in a day long Diversity, Equity and Inclusion training with the UCC Search Committee as part of the engagement.

INSTRUCTIONS FOR PREPARING FIRM'S RESPONSE

RESPONSE REQUIREMENTS

Executive Summary

Include an Executive Summary of no more than two pages that outlines the key components of your response and solution. Please limit your complete response (including executive summary) to a maximum of ten (10) pages.

Firm Overview

Provide background information on your firm (both its history and current status) that you deem relevant or noteworthy. In particular, provide background on your firm's presence with searches with national scope.

Description of Services

1. Define the methodology that you will follow to meet the UCCB's recruitment and selection requirements and the resources that your firm is committed to provide to successfully deliver.
2. Provide a projected timeline, outlining the number of months and specific milestones/phases, from selection of the Executive Search Firm to the General Minister and President final candidate selection date, and your (and other applicable service personnel) role(s) in each phase.

Project Team

Provide the following information on the professionals dedicated to the assignment:

- a. Provide an organizational chart of your proposed team.
- b. Who will be the UCC Search Committee's primary point of contact and how will that individual manage the project team?
- c. List the role and responsibilities of the team members.
- d. Provide biographies of the key project team members.
- e. Provide three (3) references for searches with similar requirements and describe your role in each.

Relevant Experience

Describe your firm's experience for similar searches and the value you brought to those assignments.

- a. Overview of recent successful searches with titles of the position and size of organization, along with a description of your role in each such search
- b. Description of your network/experience as you see it applies to this position
- c. Experience recruiting for positions in philanthropy, social justice and faith-related institutions
- d. Average time to identification and hiring of final candidates
- e. Include (as an appendix not included in ten-page count) copies of your firm's most recent Equal Opportunity, Affirmative Action and/or Racial Equity policies, if applicable.

Unique Qualifications

What sets your Executive Search Firm apart from others in the industry?

Fees

Please include your budget to perform the requested services, specifying professional fees and any other costs and expenses. Please include your willingness to time payment(s) with milestones and timing applicable to the UCC Search Committee’s budgeting timelines.

Other

Please identify any potential conflict of interest or restrictions that will limit your recruitment for executive level candidates.

Please describe your placement guarantee policy.

DELIVERABLES

The final document should address all of the items outlined in this RFQ and be provided by the agreed upon deadline. The Executive Search Firm may be asked to provide a brief presentation to the UCCB Transition Committee as part of the selection process.

GENERAL PROVISIONS

Any contract awarded to an Executive Search Firm as a result of this RFQ will be awarded without discrimination on race, color, religion, age, sex, sexual orientation, or national origin.

Prospective consultants shall assure the UCC Search Committee that they will comply with the UCC Search Committee’s intention to engage diverse candidates from historically under-represented groups.

Racial Equity and Supplier Diversity Commitments

It is the policy of UCCB that historically undercapitalized groups and businesses shall have the maximum opportunity to participate in the performance of UCCB contracts.

The UCC’s commitment to racial equity in governance calls for monitoring organizational performance with goals for equitable outcomes, meaningful data disaggregated by race and metrics for success in historically under-represented groups.

The UCCB values vendors from historically under-funded and undercapitalized groups. We identify these groups as:

- 1) Owned or led by people who are Black, Indigenous, Latinx, women and/or from the LGBTQ communities;
- 2) For corporations, the Relationship Manager is from historically underfunded and undercapitalized groups; and/or
- 3) For partnerships or corporate consultants, the team lead or partner is from historically underfunded and undercapitalized groups and 50% of the project team is composed of people from these groups.

SELECTION PROCESS AND CRITERIA

The UCCB Transition Committee will evaluate all responses to this RFQ and make its selection recommendation to the UCCB that will authorize the engagement. The basis for evaluating Executive Search Firms shall include the

- (a) ability to undertake provision of the services, professional excellence, demonstrated experience and competence in the services to be provided by the respondent,
- (b) quality and relevance of recent or on-going relative experience,
- (c) possession of the desirable qualifications listed in this RFQ,
- (d) pricing structure and payment terms, and
- (e) proposed timeline for completing the search.

We plan to conduct interviews of finalist firms before a final selection is made. Upon selection of a firm or firms, the UCCB will negotiate a scope of services and other terms and conditions of a professional agreement with the selected firm. The UCCB may contact any or all respondents to clarify submitted information. Firms will be notified whether they have been selected. All agreements will be governed by the laws of the State of Ohio.

Important Considerations

The UCCB reserves the right to reject any or all responses, to re-solicit for qualifications, to award in whole or in part to one or more submitters or take any other such actions that may be deemed in the best interests of the UCC.

This Request for Qualifications does not obligate the UCCB to pay any costs incurred by any respondent in the submission of a response to this RFQ, or for procuring or contracting for the services to be furnished under this RFQ.

SCHEDULE

RFQ Released:	Wednesday, February 2, 2022
RFQ Question & Answer Session:	Wednesday, February 9, 2022 (1-2:00 P.M. EST)
RFQ Submittals Due:	Wednesday, February 16, 2022 (5:00 P.M. EST)
Firm Interviews:	Week of February 28, 2022
Firm(s) Selected:	On or before March 18, 2022