



Senior Minister Selection Committee
Application
September 2021
Applications Due September 25th

Date: _____		
Name: _____		
Address: _____		
City	Zip	Telephone (cell or home)
Email address: _____		

Because the Selection Committee ideally represents the diversity of the Oakland Center for Spiritual Living's (OCSL) membership, we ask that you complete the following questions. While optional, your responses will help the Board of Trustees ensure that our voices and values are inclusive. Thank you.

What year were you born? _____

What culture or ethnicity do you most identify with?

African-American_____ Hispanic_____ Asian_____ Filipino_____

Native American_____ White_____ Other_____

What gender do you identify as: _____

From the Centers for Spiritual Living (CSL) Candidating Kit

The Selection Committee's charge and mission is to serve as representatives for the entire congregation of the Center in providing to the Board of Trustees a recommendation regarding the calling of the new minister. A member must serve with absolute integrity, respecting the confidentiality of all committee meetings, candidate files and candidate interviews. ... To the best of their ability, they will bring back all feedback, input and comments to the Committee without filtering it through their own personal perspective. ... Above all, remember to use the principles of Science of Mind in the selection process. Daily, use spiritual practices,

knowing that the perfect minister for this congregation is already provided and that the process is handled with a consciousness of Divine Love and Harmony.

Selection Committee Application
September 2021
Page 2

Before completing this application, please take the time to read this list of Selection Committee tasks and responsibilities. It is important that you know what will be expected of you if you are chosen to be a member of this team. It is a significant commitment of time and energy. You will be completely supported through this process by Rev. Julie Lobato, CSL Community Services Specialist.

You can expect to have weekly committee meetings. The work is more concentrated in the first two months and then again during the candidate visits. A rough timeline might look like this-

October / November – Co-creation process, development of Center profile, submission of job listing, candidate review plan.

December / January / February – Receive and review candidate applications.

March / April – Candidate weekends and final selection.

If you have any questions on this, please ask a Board member.

Selection Committee Tasks

1. Notify the congregation of the selection process.
2. Establish selection criteria. This will be done by engaging in the Co-Creation Process Workshop.
3. Develop Candidate Review Plan
 - a. Review information included in the New Minister Search Kit and draft the Oakland Center Profile, which includes a marketing video, for posting to the CSL website.
 - b. It is useful to create a file for each candidate. Develop a checklist for each candidate's file to ensure that all communication and steps are complete.
 - c. Develop evaluation/personal assessments for each Selection Committee member to complete for each candidate.
4. Screen Applicants
 - a. Immediately acknowledge each applicant with a letter.
 - b. Follow up with a letter transmitting the results of the committee's review of the resume.
 - Send a letter of thanks to those who do not meet requirements.
 - Request any other information deemed necessary from those applicants who appear to meet requirements.

- c. Review DVD/CD and complete personal assessments on each candidate for review by entire committee.
5. Inform the Board of Trustees of candidates the committee intends to pursue.

Selection Committee Application

September 2021

Page 3

6. Develop the Candidating Weekend
 - a. Prepare schedule of meetings/workshops, agenda for meetings in coordination with OCSL leadership.
 - b. Develop interview questions.
 - c. Develop congregation evaluations for the Sunday service, workshops, etc.
7. Logistics (we expect volunteers to be able to assist with some of these tasks)
 - a. Invite the ministers the Committee has chosen to present to the congregation to candidate.
 - b. Send these candidates a package of information that includes a schedule of the weekend, an order of service with their part clearly marked, Center financial information, Board minutes, and other information about the Center. Also send them community information including local papers, visitor information, rental listings, a city map, and information on what it costs to live in your city.
 - c. Schedule all travel arrangements, local transportation, room accommodations, tours of the area, etc.
 - d. Specify what expenses the Center will cover and/or reimburse the candidate.
 - e. Be available for dinners, meetings and workshops.
 - f. Ensure checklist is completed on each candidate.
 - g. Possibly arrange for an on-site visit to candidate's present Center. These visits must be handled as discreetly as possible.
8. Final Selection
 - a. Summarize evaluation forms and input from each group the candidates met.
 - b. Evaluate candidates' alignment with Center's requirements and vision, financial requirements, and potential start dates.
 - c. Verify qualifications by contacting references and previous employers.
 - d. Select final candidate and recommend to the Board of Trustees.

Please provide complete answers to the following questions. Questions 1 – 4 are yes/no or short answer. Questions 5 - 8 require longer answers. Please attach a separate sheet for the longer answers.

1) Have you been an active, loyal, and supporting member in good standing at the Oakland Center for at least two years?

2) For Practitioners Only - Have you been a Practitioner in good standing according to CSL Ethical Standards for at least two years?

Selection Committee Application
September 2021
Page 4

3) Have you been a consistent financial supporter of the Oakland Center for at least two years?

4) Have you completed Foundations (Beyond Limits / Principles and Practices) *and one other* certificated Science of Mind class? Please identify which class(es):

5) What is your motivation for wanting to serve on the New Minister Search Committee?

6) Describe your experience / skills with group dynamics, working with people, and building consensus.

7) Please describe in detail how you have demonstrated commitment and service to the Oakland Center for Spiritual Living by giving of your time and talent over the years.

8) Please list any special talents, skills, training, education and / or other characteristics you have to contribute as part of this committee. For example, marketing, social media savvy, video production, presentation, and facilitation skills, etc. Don't hesitate to speak of the gifts you bring that would make your contributions to the selection process unique.

Signed: _____