

HEARTLAND DISTRICT CONSULTANT SERVICES

❖ Introduction

The Heartland District provides consultancy services for congregations through a variety of vehicles: through staff, paid consultants, regional workshops, and coaching of local leaders (clergy and lay).

The District Executive is the initial contact for help with all aspects of congregational life. Working with the Faith Development Director, the District will provide options for consulting with your congregation. We are also partnering with the Central MidWest and Prairie Star Districts to provide specialized services in a wider variety of areas.

❖ Areas of staff and consultant specialization available include (but are not limited to):

- Organizational Development, including governance and structure
- Stewardship
- Growth
- Volunteer management and recruitment
- Behavioral Covenants
- Lifespan Faith Development
- Religious Education Organization/Management
- Transition Management
- Change Management
- Small Congregations
- Vision and Mission
- Strategic and Long Range Planning
- Youth and Young Adult Ministry
- Multi-generation Church

❖ Cost Structure

Staff consultancy services are available on a limited basis, and congregations may be asked to assist with transportation costs. District and regional consultant's fee schedule is as follows:

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|------------------------------|-------|
| ➤ Half Day/Evening | \$200 |
| ➤ Whole Day | \$300 |
| ➤ Premium for non-Fair Share | \$175 |
| ➤ Travel Equalization | \$125 |

To be exempt from the premium for non-Fair Share congregations, the congregation must have contributed the recommended Fair Share amounts to both the District and the UUA in the previous fiscal year. However, if the congregation did not contribute the Fair Share amount in the previous year, but have already contributed the Fair Share amount to both District and UUA in the current fiscal year, then they are also exempt from the premium for non-Fair Share congregations.

❖ **Contractual Agreement with Congregation**

A congregation requesting consultant services from the District agrees to the following conditions:

- To pay for consultant services not provided by the District Executive or Faith Development Director at the rate of \$200 for half day/evening, or \$300 for a whole day.
- To pay a premium of \$175 if the congregation is not a Fair Share contributor to the UUA and the District.
- To pay a travel equalization fee of \$125 to cover all the consultant's expenses relative to their visit.
- To complete survey(s) reporting the difference that the consultation has made in their congregation.

❖ **Requesting Consultant Services**

Consultant services are available to all Heartland congregations. To request a consultant visit/service, please contact the District Executive (de@heartlanduu.org) setting out what assistance you are seeking, when you would prefer to schedule the service, and any other information that you believe would be helpful. If you have a preference for consultant, that may also be included. The District Executive will then contact you to obtain more information and begin the process of obtaining a consultant for you.

When a match is made, a confirmation letter with guidelines will be sent to all parties. The District Office will send an invoice to the congregation, which should be paid 15 days prior to the event.

Once the confirmation has been sent, the congregation and consultant will communicate directly to work out the details for the event. After the event, the consultant will submit a report to the District Office, along with an invoice for his/her services. The District Office will pay the consultant their honorarium and travel expenses (in accordance with the existing travel policies).

Consultant requests should be submitted with as much lead time as possible. Requests submitted within three weeks of the desired service date may not be able to be filled. It may be necessary to look at alternative dates should all the consultants be unavailable.

❖ **National UUA Staff Provided Consultant Services in Heartland**

The National UUA Staff provide some direct consultant/support services here in the Heartland:

- *District Compensation Consultant (DCC)*: The DCC assists congregations in reviewing their compensation and benefits for all staff serving them. The DCC visits with boards, and helps them understand what it means to be a "Fair Compensation Consultant." You may contact the DCC directly, or through the District Executive.
- *Ministerial Settlement Representative (MSR)*: The MSR works with congregations who are in transition searching for a called/settled minister at no cost to the congregation, provided the position meets basic standards. The District Executive will help connect you with your MSR, should your congregation qualify. (Most congregations offering a minimum of ¾ time position or more will qualify for these services.)