

## 1. Pastor Exit Interview

2. The Exit Interview is an opportunity for a session, the COM, and a PNC to hear from the resigning or retiring pastor about situations, circumstances or policies that have been helpful or frustrating, that have been roadblocks or green lights. It is not a time for evaluation of the pastoral position and the church itself. The COM Quadrant will decide how and with whom the report is shared. Under normal circumstances the report of the exit interview would be shared with the session and the moderator of the PNC.

### 3. Guidelines for the Interview

1. The interview should be about an hour long.
2. Persons at the interview should include the outgoing pastor and at least two persons from the COM, one of whom normally shall be the COM liaison for the particular church.
3. Careful notes should be taken in the interview and it should contain as much specificity as possible.
4. Interview questions should be sent to all participants prior to the interview. Time should be made available at the end of the interview for everyone to ask questions and share additional insights. The interview should be written as soon as possible and first be sent to the outgoing pastor for comments. It is then sent, with the pastor's written comments— if any—to the COM Moderator, the COM Quadrant Moderator and the General Presbyter.
5. The following questions are suggested. It is expected that particular questions should be phrased for the individual pastor and church situations.

What have been the successes of your ministry in this place?

What have been the frustrations of your ministry in this place?

What factors have helped you in this ministry?

What factors have hindered you in this ministry?

What are your hopes for this church in the future?

What unfinished business do you see for this session and congregation?

What are your ministry goals/hopes/dreams for your future?

6. The Statement of Ethics shall be covered in the exit interview.

## 17. Interim Pastor Exit Interview

18. Name \_\_\_\_\_
19. Church \_\_\_\_\_ Address \_\_\_\_\_
20. Beginning Date \_\_\_\_\_ Exit Date \_\_\_\_\_
21. Forwarding Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_
22. Information from this exit interview will be shared with COM, the General Presbyter and others at the discretion of the COM Quadrant.
1. What is it about this interim that has given satisfaction?
  2. What is it about this interim that has been dissatisfying or disappointing?
  3. Discuss how the congregation has come to terms with its history. What issues from the past have been resolved? What events from the past are not yet resolved?
  4. Describe what is new in this congregation's identity. What has the congregation discovered about itself during the interim in terms of identity?
  5. What power shifts have occurred (i.e., who are in and who are out, in terms of decision making, influence, etc.)?
  6. In what ways has this congregation reviewed/renewed/changed its denominational affiliation? Is it closer to Presbytery/Synod/General Assembly?
  7. In what ways has the congregation prepared to receive new leadership? How is it prepared to accept a person with a different approach, style, perspectives, from the previous installed pastor?
  8. What issues or problems have not been addressed? To what extent do these continue to affect the congregation? How might Presbytery intervene? Which problems should the new pastor address now?
  9. If you were following yourself, what do you wish someone would tell you about this congregation before you accepted a call to this congregation? Are there any "land mines" about which a new pastor should be informed?
  10. How has Presbytery been helpful during this interim? How has Presbytery not been helpful during this interim?
  11. What regrets do you have about your ministry with this congregation?
  12. What actions have you taken to achieve effective closure in your termination with this congregation? Is there any unfinished business related to closure?
  13. Have you fulfilled all your contractual/covenant obligations with this congregation and they with you?
  14. Are there any projects in progress that will need to be given attention by the new pastor?
  15. If going to a new position: Briefly describe your new position, including departure plans and new start date. If interim has not secured new service: What will you be doing while waiting for a new call for your services?