Commission on Ministry
Presbytery of Charlotte

EXIT INTERVIEW

The Exit Interview is for the Commission on Ministry and its appointed liaison to be used in working with the Pastor Nominating Committee to hear from the resigning or retiring pastor about situations, circumstances or policies that have been helpful or frustrating or that have been roadblocks or green lights. It is not a time for evaluation of the pastoral position and the church itself.

Guidelines for the Interview

1. Persons at the interview should include the outgoing minister and one person from the Committee on Ministry, who would normally be the Commission on Ministry liaison for the particular church.

2. The liaison from the Commission on Ministry will conduct the interview and keep careful notes. The interviewer should push for specificity.

3. Interview questions will be sent to all participants prior to the interview. Time should be made available at the end of the interview to ask questions and to share additional insights.

4. At the interview, the COM liaison should review the *Former Pastor Policy and Covenant of Closure* form and have the form signed by the Pastor and the Clerk of Session.

5. The interview will be written up as soon as possible and first be sent to the outgoing pastor for written comments. It is then sent, by the COM Liaison, with the pastor's written comments, if any, to the Cluster Co-Moderators, General Presbyter, Commission on Ministry Co-Moderators, and Coordinator for COM.

THE EXIT INTERVIEW - PASTOR

As part of the process of closing a pastoral relationship, the Commission Ministry will conduct an exit interview with a pastor as he or she leaves the congregation. Participating in the interview will be the pastor and a member of the Commission on Ministry. This interview will serve several purposes:

1. To offer the pastor an opportunity to reflect on the experience of this pastorate in an affirming, constructive manner.

2. To give the pastor an opportunity to share his/her insights on ministry with this particular congregation.

3. To give opportunity for insights and suggestions pertinent for future pastoral relationships.

Process

1. When a pastor or associate pastor notifies the Commission on Ministry of his/her intention to accept another call or to retire, an exit interview will be scheduled with that pastor by a COM liaison or the COM moderator.

2. An edited version of the interview, after being signed by the participants, will be made available to the COM moderator and the COM liaison.

3. This interview is confidential material available only to the participants in the interview and the COM Liaison, COM Cluster Co-Moderators, COM Co-Moderators, General Presbyter, and Coordinator for COM.

Suggested Questions for the Interview

1. What have been your goals in this pastorate? In what ways have you met them? In what ways have you not met them?

2. What accomplishments are you most pleased with?

3. What has been most disappointing?

4. What have you learned about yourself in ministry that will assist you in your next pastorate?

5. Evaluate the congregation's mission in terms of local mission, outreach into the community, world mission and membership potential.

6. What are the strengths of the congregation and its leadership?

7. What are the areas in which the congregation and its leadership need development?

8. What has been the nature of your relationship to the Session?

9. What has been the nature of your relationship to Presbytery?

10. What led you to seek and accept another position?

11. If housing was provided, what was its suitability and condition, and how were the arrangements for pastor and Session communication regarding housing matters?

12. If this was a yoked parish, what was the relationship of the churches, the health of the yoke, and your assessment of the prospects of the yoked relationship in the future?

13. If this was a multiple staff church, what is the status of the staffing relationships? What is the nature of the staff's working styles? What factors do you see in the staff matters that affect the calling of another pastor?

14. What would you advise the Commission on Ministry as it works with this congregation to secure another pastor?

15. What pastoral care was available to you in this pastorate?

16. Any other questions that may be pertinent to this interview.

_____ Church _____ Pastor

_____Date

EXIT INTERVIEW - SESSION

Format:

This interview is to take place as soon as possible after the conclusion of the pastoral relationship with the Commission on Ministry liaison and Presbytery's appointed Moderator present. The Moderator will chair the meeting, and, if possible, all members of the Session should be present. The COM liaison will lead the exit interview, and the Moderator will take notes following the format of questions, with care to note pertinent information and comments. The Moderator will forward the final document to the COM Liaison, who will forward it to the COM Cluster Co-Moderators, the COM Co-Moderators, the General Presbyter and the Coordinator for COM.

Purpose of Meeting:

To give the Session a chance to voice its feeling and to be affirmed about the future.
To provide a source of information for use by the COM in dealing with the church.
To provide data/counsel for the next pastor, if appropriate.
To give an overview of the pastor search process.

Setting:

If the pastor is leaving under duress/conflict, the Session interview should be after the pastor has left the community. If the pastoral relationship has been a healthy one, the exit interview may take place before the pastor has moved. The pastor **SHOULD NOT** be present. It is important that the entire Session be present.

Questions on Feelings:

1. As a Session, what are your feelings at this point?
2. What are your anxieties or regrets?
3. What do you feel good about?

General Reflection Questions:

1. What are the ways in which this church has been faithful in its Church Mission?
2. What are the ways in which this church has been effective in the past two years?
3. Describe your minister's leadership style and recent initiatives.
4. Did the Session and congregation encourage and support the minister's ideas?
5. What are the challenges / weaknesses of this congregation?
6. What is the most important thing this church must not lose in the weeks and months to come?

7. Describe your annual review of the church's program and the pastor's compensation.

8. How did the housing arrangement work out with your minister? Are there any housing/manse needs?

9. Were there areas of conflict between you and your pastor?

10. How did the congregation relate to the minister's family?

11. Comment on the community's acceptance of the minster and family.

_____Church

_____Date

_____Moderator

_____COM Liaison

_____COM Cluster Co-Moderator

The COM Liaison will forward the document to the COM Cluster Co-Moderators, General Presbyter, the COM Co-Moderators, and the Coordinator for COM.