

## EXIT INTERVIEW WITH PASTOR

### Purpose

As part of the process of closing a pastoral relationship, the Committee on Ministry will conduct an exit interview with a pastor before he/she leaves the congregation. Participating in the interview will be the pastor(s) and one or more members of the Committee on Ministry. This interview will serve several purposes:

1. To offer the pastor(s) an opportunity to reflect on the experience of this pastorate in an affirming, constructive manner.
2. To give the pastor(s) 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 Committee on Ministry of his/her intention to accept another call or to retire, an exit interview will be scheduled with that pastor by the COM Cluster Coordinator or the COM Moderator.
2. The actual interview will be done in person. Notes of pertinent points of the interview will be taken.
3. Notes from the interview will be made available to the COM Moderator and the appropriate Cluster Coordinator and filed in the pastor's file in the Presbytery office.
4. This interview is confidential material, available only to the participants in the interview and the Committee on Ministry.

### Questions for the Interview

1. What have been your goals in the 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 recommendations do you have for the COM as we work with this congregation in the future?
4. Are you leaving files, papers and membership list of this congregation in order for the new pastor?
5. What will your new address be?

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