

The Rector's Exit Interview

Please complete prior to Exit Interview with Bishop

The purpose the exit interview is to provide information about community life, policies, ministry and other matters regarding the parish as a rector takes his or her leave. The interview is scheduled through the Bishop's Office and is generally facilitated by the Canon to the Ordinary shortly after the cleric has determined that he or she will be leaving the parish.

Suggested Questions:

Parish Life

Please provide the current annual report, a copy of the budget and a Sunday bulletin for the exit interview.

- ❖ Describe the five greatest strengths of the parish.
- ❖ Describe the five greatest/most urgent concerns or weaknesses.
- ❖ What, if anything, needs immediate attention or special support?
- ❖ What was the last major decision of the leadership? List all who were involved and how consensus was reached?
- ❖ How would you describe the spiritual health of the congregation?
- ❖ How are you participating in God's mission of restoration and reconciliation? (Describe how the parish relates directly to the community in which it is located.)
- ❖ What is your pledge level to the support of our Diocesan Ministry Plan?
- ❖ How would you describe the financial condition of the parish?
- ❖ What do you fear might be lost, or may lose momentum, during the transition?
- ❖ What conflict or "past history" would be helpful for a Transition Team to know about?
- ❖ What ecumenical relationships does the parish maintain or support?

Parish Policy

Please provide written policies or a policy manual, if available, for the exit interview.

- ❖ Describe policies for the use of buildings and grounds.
- ❖ Describe policies for weddings, funerals and baptisms.
- ❖ Describe the liturgical practices of the congregation. Are there any peculiarities or strong characteristics that must be known/respected as we move forward through the transition?

Staff, Volunteers, Lay Ministers and Lay Leaders

Please provide any personnel policies and job descriptions for the exit interview.

- ❖ Name all paid staff members. Describe their duties and your relationship to them. Are they reliable and mature in their faith and practice?
- ❖ Name all key lay ministers and/or lay leaders. Describe their duties and your relationship to them. Are they reliable and mature in their faith and practice?
- ❖ Name all key volunteers. Describe their duties and your relationship to them. Are they reliable and mature in their faith and practice?

Pastoral Needs

A parish directory annotated according to members' pastoral needs (or alternately, a list of parishioner names, addresses, phone numbers and needs in writing) is a useful supplement to the exit interview. Consider including a recent pictorial directory, if available.

- ❖ Name any particular pastoral routines, prayers, ministries in the parish (include helpful details: date/time/place, etc.).
- ❖ Do you hold services in community nursing homes? If so, which ones?
- ❖ Who are the sick and shut-in?
- ❖ Who will need pastoral attention during the first few weeks of the interim period?
- ❖ Are there other members of the congregation who will need special attention?

Additional Information

What other information is critical to convey to help the leadership and congregation thrive in the transition ahead?

- ❖ Name the key components to what has served your ministry well over the course of your time as rector.
- ❖ Name one or two things that you would have liked to accomplish but could not.
- ❖ What would your successor need in place to help him/her accomplish this goal?
- ❖ If you were in conversation at this moment with the next rector, what advice or encouragement would you offer that is particular to your life, ministry, the mission of God here in this culture and context?
- ❖ Anything else?

