

EXIT INTERVIEW GUIDELINES

- I. The exit interview is conducted by or involves the pastoral relations committee, the search committee and/or the board of elders. In some cases it may be facilitated or conducted by the Regional Minister.
 - A. It offers a chance to exchange gifts of insight between the outgoing minister and the congregation.
 - B. It can start the process of closure and identify items which need attention at the close of the ministry.
 - C. It offers a chance to examine the future relationship between the congregation and the outgoing minister.

- II. Here are some possible questions for the interview. Share them beforehand with those to be involved.
 - A. These questions are for the pastor:
 1. What are some of the things that attracted you to this congregation?
 2. Did you encounter any surprises after you came here?
 3. **What are some of the strengths of our congregation?**
 4. **What are some of the things we might improve?**
 5. What are some of the things you have felt best about?
 6. Are there any suggestions you might share about new goals we might consider?
 7. In what ways do you perceive us as being different now from when you came?
 8. **Are there special pastoral concerns or points of grief?**
 9. **Share with us your future plans and relationships to this congregation.**
 10. Is there anything else you wish to share?

 - B. These questions are for the committee or group:
 1. What were some of the expectations you had at the beginning of this pastorate?
 2. Were there any surprises?
 3. **What are some of the strengths of the pastor?**
 4. **Are there any things that might be improved?**
 5. What are some of the things you have felt best about?
 6. In what way is the minister different from when he/she came?
 7. **Are there any special concerns or grief?**
 8. Is there anything else you wish to share?

- III. Here are some other considerations.
 - A. Open and close the time together with prayer.
 - B. Pertinent information from the meeting may need to be communicated to the Regional Minister and the search committee if they are not present.
 - C. **Note:** If you spend fifteen minutes on each question the interview will take over three hours. You may wish to deal only with the questions printed in bold.