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## *Resource E*

# *The Exit Interview*

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The Exit Interview is designed to assist the Office of the Bishop in gathering valuable information from the pastor that could be helpful to the bishop and the congregation for the transition time. A representative of the Office of the Bishop will initiate the interview with the pastor and may invite congregational representatives to be present as well. Information that is gathered that is not confidential will be shared with the council.

Name of Pastor: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Congregation: \_\_\_\_\_

City: \_\_\_\_\_

Those participating in the Exit Interview: \_\_\_\_\_

### QUESTIONS FOR THE INTERVIEW

1. What do you regard as the most important accomplishments during your time as pastor of this congregation?
  
2. What has been your biggest challenges or disappointments?
  
3. What do you see as this congregation's greatest strengths?
  
4. What do you see as this congregation's greatest growth areas or weaknesses?
  
5. Where do you see this congregation's mission and ministry heading in the future?
  
6. Do you have any concerns about the congregation's current staffing situation?
  
7. Are there issues that you feel this congregation needs to address before calling a new pastor?

8. Are there any other issues that you feel the Office of the Bishop needs to know?
9. Have the following items been tended to:
- Listing of those who are sick or hospitalized? Who has this information?
  - Are there marriages or baptisms schedules? Who has this information?
  - Other continuing care issues? Who has this information?
  - Who will handle classes you have been teaching (catechism, Bible, etc.)?
  - Have you reviewed the congregational records, including the parochial records, with the secretary of the congregation and has the secretary signed the certification of this?

**Completed form is to be copied to the departing pastor, and forwarded to the bishop.**