The Rector’s Exit Interview

An exit interview with the departing Rector is scheduled for the purpose of transfer of information about community life, policies and ministry of the transitional parish. The exit interview is conducted by the Canon for Mission Leadership (CML) and takes place at The Commons before the Rector’s departure from the parish.

Please answer the following questions in writing, accompanied by the requested materials. This is the content for the “Transition Binder” to be used by the CML, Interim Rector and next settled Rector.

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 opportunities/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 describe how was consensus reached.

- How would you describe the spiritual health of the congregation?

- How are you participating in God’s mission of restoration and reconciliation in your neighborhood? (Describe how the parish relates directly to the local community)

- How does the parish participate in its ECCT region? In Ministry Networks?

- Please describe all collaborative relationships with other parishes or other local partners.
• What ecumenical relationships does the parish maintain or support?

• What do you fear might be lost, or may lose momentum, during the transition?

• What conflict or “past history” would be helpful to know or have a deep understanding of before the Transition Team begins its ministry?

Parish Administration
Please provide a current copy of *parish bylaws* and a copy of the last *audit report*.

• How would you describe the financial condition of the parish?

• Does your parish have any debt (including mortgage) or past due bills to ECCT?

• Is there a parish day school? If so, please include a copy of the *bypaws and lists of current Board members* and staff members.

• Are there tenants in any church property? If so, please include copies of any *leases or agreements*.

• Do any outside groups/individuals use the property? Who and when? Please provide the contact information for each group or any individuals.

Parish Polices
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 copies of personnel policies, job descriptions, and letters of employment.*

• 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 homebound?

• Who will need immediate pastoral attention?

• Are there other members of the congregation who will need special attention?
• Are there patterns of behavior that need to be addressed?

• Are there any registered sex offenders worshipping in the parish? If so, please identify them and describe the safeguards that are in place.

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 have accomplished but were unable.

• 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?