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**Commission on Ministry
Presbytery of the James
(Forms get returned to the Administration & Pastoral Care Commission Chair)**

EXIT INTERVIEW

The Exit Interview is for the Commission on Ministry and its appointed liaison to be used in working with the Pastor Nominating Commission to hear from the resigning or retiring pastor about situations, circumstances or policies that have been helpful or frustrating or that have been roadblocks or green lights. It is not a time for evaluation of the pastoral position and the church itself.

Guidelines for the Interview

1. Persons at the interview should include the outgoing minister and one person from the Commission on Ministry, who would normally be the Commission on Ministry liaison for the particular church.
2. The liaison from the Commission on Ministry will conduct the interview and keep careful notes. The interviewer should push for specificity.
3. Interview questions will be sent to all participants prior to the interview. Time should be made available at the end of the interview to ask questions and to share additional insights.
4. At the interview, the COM liaison should review the RELATION OF FORMER TEACHING ELDERS TO CONGREGATIONS form and have the form signed by the Pastor and the Clerk of Session.
5. The interview will be written up as soon as possible and first be sent to the outgoing pastor for written comments. It is then sent with the pastor's written comments, if any, to the Commission