



**Exit Interview Procedure  
Active Session Elders**



Church: \_\_\_\_\_ Date: \_\_\_\_\_  
Minister/Commissioned Pastor: \_\_\_\_\_  
Interviewed by: \_\_\_\_\_

**Guidelines**

**Introduction:**

1. Introductions / attendance / purpose of visit.
  - a. Make sure that everyone at the meeting understands the purpose of the meeting.
  - b. If possible, determine each Elder’s area of responsibility on the session. (Clerk of Session, committee chair or committee member, etc...)
  - c. If any elders are absent, their absence should be noted as well as their areas of responsibilities on the session and in the church.

**Past / Present:**

2.
  - a. What contributions did the pastor / commissioned pastor make to the life of this congregation?
  - b. What were the highlights of his / her ministry?
  - c. What do you see as the strengths of this pastor / commissioned pastor?
  - d. In what ways have you seen this person grow?
3. What are some areas in which you would urge the pastor to consider improving or changing for future ministry?

**Future:**

4. What issues / concerns / problems must the church or the session deal with before new pastoral leadership is in place? It is important to address any tensions or conflicts that may exist.

**Near term:**

5. Where to from here?
  - a. Discuss Moderator. Handout Moderator Request Form.  
Note that the Moderator will be asked to complete a report every six months on his/her work with the church during the vacancy period. Handout Moderator Report Form.

- b. Supply Ministers. Handout list of available supplies. Note that only Presbyterian (PC/USA), Lutheran (ELCA), or United Church of Christ (UCC) ministers may officiate at services of communion.
- c. Vacancy Dues. Provide handout on Vacancy Dues, what they are and where they go, and ask that it be given to the church treasurer. It should be noted that vacancy dues are used to help reduce the cost of the Medicare Supplement for retirees. Note the seriousness of arrears with the Board of Pensions, i.e.: This list is checked monthly by the Committee on Ministry, and any arrears will be addressed prior to permission being given to issue a call for pastoral leadership.
- d. Church Organization. Ascertain the church's ability to function without a pastor. Establish which session members / congregation members are responsible for what jobs.
- e. Presbytery requirements. Clerk of Session should make sure church stays current in submitting session records and annual statistical reports. Church treasurer should assist in compiling financial portion of statistical report and ensure church submits Covenant of Intent.

**Long term:**

- a. Handout as appropriate a copy of "New Times – New Call: A Manual of Pastoral Options for Small Churches." Encourage the session to study it.
- b. Provide everyone with a copy of the handout "Undertaking a Self-Study / Future Pastoral Leadership." "Walk" the session through this document.
- c. As appropriate, leave one copy of "On Calling A Pastor," drawing attention in particular to pages 9-14.