



Exit Interview Tool

This Exit Interview Tool has been developed at the request of numerous participants in the Congregational Fresh Start Program.

Use of these tools are strictly optional.

The **Exit Interview Tool** is a guideline for a dialogue between the Cleric who will be leaving a parish and the Wardens of that Parish. The intent of the conversation is to let the Cleric give helpful feedback to the Wardens regarding the experience of ministry in that place. The wardens are then in a position to utilize the information for improving or affirming the ministry and the conditions of ministry for the Parish. This is an optional process and should be conducted strictly for the purposes of providing constructive feedback that will aid the parish in Christ's ministry and mission in the world.

The questions provided are a guideline only. The Wardens may incorporate or delete questions as they are appropriate to their particular setting.

It is recommended that the tool be given to the cleric ahead of time so that she/he might reflect on the questions.

The tool does not need to be forwarded to Church House as it is an internal document for the Parish. Please note: neither parts of this document are intended to be a performance appraisal. As well, the information may not be shared by one parish with another as a reference for a cleric except at the option of the cleric. There are strict guidelines with regards to privacy and confidentiality in this regard.

As well, there is an **optional tool** in this package for the purpose of the **Cleric** who might wish to encourage feedback on their ministry in order to affirm their strengths and seek suggestions about areas of development. Use of the tool is at the Rector's choice and the willingness of the Wardens to participate. It is intended for constructive feedback.

Feedback and suggestions about the helpfulness of this tool or questions can be directed to The Venerable Willi Kammerer, Director of Human Resources.

This tool is to be used by the Wardens to receive feedback from the exiting Cleric.

1. What do you perceive to be the strengths of the parish/congregation(s)?
2. What areas did you see that needed improvement or development?
3. What gave you the most satisfaction in your ministry here among us?
4. What gave you the least satisfaction in your ministry here among us?
5. What do you believe to be the greatest accomplishment that we have achieved together in this ministry?



6. When you brought concerns forward to the parish leadership, did you feel that you were heard and understood? Did you feel supported by the Wardens and/or Wardens' Team?
7. Did you and your family feel supported by the congregation in general?
8. Is there anything that you would like to talk about that we didn't give you an opportunity to reflect upon?
9. How do you feel this congregation has lived out its mission and ministry? What might we consider doing to continue to strengthen and improve on living out our baptismal ministry?
10. What do you see as our Parish's/congregation's greatest strength or asset as we move into this time of transition?

(In cases where the Cleric is going on to a new parish)

1. What prompted you to apply for the new parish? (compensation, different opportunities for ministry, location)
2. Could any changes have been made in this parish that would have encouraged you to stay?
3. Do you have any suggestions for the process that the church council and wardens use to determine needs for rectory maintenance and upgrades?

(In cases where there is a Rectory)

1. In general, how did you find the Rectory (condition, location, etc.)?
2. What improvements would you recommend regarding the Rectory?

OPTIONAL DOCUMENT IF CLERGY AND WARDENS WISH TO UTILIZE FOR THE PURPOSE OF THE CLERGY SEEKING FEEDBACK ON THEIR MINISTRY.

It is assumed that the issues outlined have been discussed previously with the Rector over the time of the ministry, but this gives an opportunity for further feedback as the Rector prepares to enter a new congregation, having learned from their past experience in ministry.

Questions to be asked by the Clergy (if so desired):

1. What do you perceive to be the strengths that I bring to ministry? What strengths were helpful in particular to this congregation?
2. From your experience, what would be areas of development that I might want to consider?
3. From the Wardens' point of view, did the congregation feel supported by me in their ministry?



4. Consider one goal or major change that we achieved in my time here. What would you say that was? What would you say about my part in bringing that into reality?
5. Do you have any feedback for me regarding my preaching? Quality of delivery? Content? Relevance?
6. Do you feel that in my ministry, I brought a healthy balance of work in the parish and self (and or family) care?
7. Were there any areas in which you think I need to make immediate correction?
8. Did I demonstrate sensitivity and awareness of the needs of the people?
9. Did you perceive that I was committed to the mission, ministry of this congregation and of this diocese?
10. Did you have a sense of how our parish fits into the larger mission of the Diocese as a whole from my actions and information?
11. Can you comment on my skills in Pastoral Care?
12. In your opinion, was I reliable? (i.e., attending meetings and worship in timely and appropriate manner, following through on commitments)