



Episcopal Diocese of Southern Virginia
11832 Rock Landing Dr, Ste 100
Newport News, VA 23606
757-423-8287
<https://diosova.org/>

Exit Interview Materials

For Exiting Senior Parish Clergy

Please answer the following questions digitally, accompanied by the requested materials, and submit them to the office of the Canon to the Ordinary at canontotheordinary@diosova.org.

The information provided will be treated with confidentiality and shared only with the Director of Transition Ministry, Canon to the Ordinary, Interim Rector, the next settled Rector/Priest-in-Charge, and the bishop, as appropriate. We appreciate you taking the time to help the parish thrive during the transitions ahead.

Parish Life

Please provide the most recent parochial report, a copy of the annual report as presented at the most recent annual congregational meeting, a copy of the budget and a Sunday bulletin.

1. Describe the five greatest strengths of the parish.
2. Describe the five greatest/most urgent opportunities and five greatest weaknesses.
3. What, if anything, needs immediate attention or special support?
4. What was the last major decision of the leadership? List all who were involved and how was consensus reached?
5. How would you describe the spiritual health of the congregation?
6. How are you participating in God's mission of restoration and reconciliation? (Describe how the parish relates directly to the surrounding community.)
7. What is your current pledge level to support our Diocesan budget? What has it been in the past?
8. How would you describe the financial condition of the parish?
9. What do you fear might be lost, or may lose momentum, during the transition?
10. What conflict or "past history" would be helpful to know or have a deep understanding of before the Transition Team begins its work?
11. What ecumenical relationships do the parish maintain or support?

Parish Policy

Please provide written policies or a policy manual, if available.

1. Describe policies for the use of buildings and grounds.

2. Describe policies for weddings, funerals and baptisms.
3. Describe the liturgical practices of the congregation. Are there any peculiarities or characteristics that must be known/respected as we move forward through the transition?
4. Describe any other written policies for the day-to-day operations of the church. What is the church's relationship with these policies? (E.g., are they healthy guides, followed so strictly as to inhibit organic change, unknown to and not followed by most?)

Staff, Volunteers, Lay Ministers, Lay Leaders and Associated Clergy

Please provide, where available, personnel policies, job descriptions, and most recent Safe Church Audit.

1. Is your parish compliant with our Diocesan Safe Church Policy? When was your last Safe Church Audit?
2. Name all paid staff members. Describe their duties and your relationship with them. Are they reliable and mature in their faith and practice?
3. 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?
4. Name all key volunteers. Describe their duties and your relationship to them. Are they reliable and mature in their faith and practice?
5. Name all clergy who will continue to be associated with the parish – formally or informally, paid or unpaid – after your departure. Is there anything we need to know about the health of those relationships?

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.

1. Name any particular pastoral routines, prayers, ministries in the parish (include details like date/time/place, etc.).
2. Do you hold services in community nursing homes? If so, which ones and how often?
3. Who are the sick and shut-ins?
4. Who will need pastoral attention during the first few weeks of the interim period (or the beginning of the next rector's tenure)?
5. Are there other members of the congregation who will need special attention?

Additional Information

What other information is critical to convey to help the leadership and congregation thrive in the transition ahead?

1. When was the last Mutual Ministry Review? Who facilitated the review?
2. Name the key components to what has served your ministry well over the course of your time as rector.
3. Name one or two things that you would have liked to have accomplished but were left undone.
4. What would your successor need to help them accomplish these things left undone?
5. If you were in conversation at the 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?