

**Committee on Ministry
Charleston Atlantic Presbytery**

EXIT INTERVIEW

THE Exit Interview is for the Committee on Ministry (COM) and its appointed liaison to be used in working with the Pastor Nominating Committee (PNC or APNC) to hear from the resigning or retiring pastor about situations, circumstances or policies that have been helpful or challenging/frustrating or that have been roadblocks or green lights. It is not a time for evaluating of the pastoral position and the church itself.

Guidelines for the Interview

1. Persons at the interview should include the outgoing pastor and one person from the Committee on Ministry, who would normally be the COM liaison for the particular church.
2. The liaison from COM 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. 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 Committee on Ministry.