**Exit Interview**

An Exit Interview plays an important part in:

* Providing an opportunity to reflect on your time spent in the role.
* Recapping on your achievements.
* Identifying any challenges you experienced (positive or negative).
* Capturing insights into the church’s strengths and weaknesses.
* Identifying opportunities for improvement in respect of the role, and the way it is supported.
* Acknowledging and drawing a conclusion to the time you have spent in the role.

Please carefully consider your responses to the following questions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Person and Role** | | | | |
| **Name** | |  | **Role** |  |
| **Start Date** | |  | **End Date** |  |
|  | | | | |
| **Hiring and Initial Engagement** | | | | |
|  | How did you become aware of the vacancy / role you have been in? | |  | |
|  | What aspects of the way in which we approached you might we have handled more effectively? | |  | |
|  | How well did you understand \_\_\_\_\_BC before you came into the role? What might we have provided you to help you better understand the church to which you came? | |  | |
|  | What sparked your interest in the role? | |  | |
| **Role** | | | | |
|  | How clear was your position description? To what degree did it accurately reflect the requirements of the role? | |  | |
|  | What do you perceive to be the strengths of the role? | |  | |
|  | What do you perceive to be the weaknesses of the role? | |  | |
|  | What aspects of the role were missing from the position description? | |  | |
|  | What aspects of the position description might have benefited from more emphasis? | |  | |
|  | Given the nature of the role, how frequently do you think the position description should be reviewed? Was it reviewed frequently/adequately overyour tenure? | |  | |
|  | How did the role change over time? And what do you think prompted those changes? | |  | |
|  | Please comment on the clarity of where your role ‘ended’ and where someone else’s role ‘started’. | |  | |
|  | Were there clear delegated levels of authority? Were you able to make decisions without undue interference or ‘red-tape’? | |  | |
|  | Were reporting lines clear enough? What might we do to improve these? | |  | |
|  | How frequently were performance reviews conducted and to what degree were they beneficial? | |  | |
|  | To what degree do you think your remuneration for the role was fair and reasonable? | |  | |
| **Support** | | | | |
|  | What things might the church, or those you reported to have done to support you more effectively? | |  | |
|  | Did you have access to sufficient resources, financial and other, to effectively carry out the role? What else might we have provided? | |  | |
|  | How adequate was the support you had in difficult situations, either role-related or personal? | |  | |
|  | To what degree did you feel like you were part of a healthy and functional team? What might have improved this? | |  | |
|  | How would you rate the balance between meeting the demands of the role, and having enough personal time? | |  | |
|  | To what degree was sabbatical time beneficial? What might have made it more beneficial? | |  | |
|  | What comments do you have about the timeliness of your sabbaticals? | |  | |
|  | Did you have adequate access to mentoring? | |  | |

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| **Growth** | | |
|  | In what ways have you grown in the time you have been in the role? |  |
|  | What situations or things prompted and supported that growth? |  |
|  | What situations or things were a barrier to growth? |  |
|  | How clear was your sense of vision for the role? What things might have helped clarify this? |  |
|  | How clear was it to you as to where your role aligned to and fitted in with the church’s vison and mission? Could this have been made clearer, and if so, how? |  |
|  | In what aspects of the role do you think you would have benefited from some training or skill development? Did you have adequate opportunities in this area? |  |
| **Achievements** | | |
|  | What do you consider to be the ways in which God has used you most in the role? What are your strongest achievements? |  |
|  | What things did you hope to achieve but were unable to realise? What got in the way of those things? |  |
| **Succession** | | |
|  | What is your opinion about the future model for the role and the team it forms a part of? |  |
|  | What suggestions do you have for the leadership model of the church? |  |
|  | What sorts of gifts and passions do think the next person in this role should bring? |  |
|  | What would you want to tell your successor about the role? |  |
| **General** | | |
|  | How would you rate the spiritual and social health of the church community? |  |
|  | What do you think the church community’s greatest needs are currently? |  |
|  | What suggestions or observations do you have about communication in our community? |  |
|  | What else would you like to share with us? |  |
|  | What other questions might we add to this exit interview? |  |

**Confidentiality**

The results of this Exit Interview would normally be shared with those that the role reports to. If there are any aspects that you wish to remain confidential to yourself and the interviewer, please note them here. You can refer to them by question number:

**Signatures**

**Respondent Interviewer**

Name: Name:

Senior Pastor Elder

Signature Signature

Date Date