

Exit Interview

Notes for completion

The form will be completed with the post holder by the Archdeacon. This will be done by way of an informal Interview.

The information gathered will be used by the Archdeacon and Core Group to input into the future direction of the role, and how the next post holder will be supported. All questions will be applicable to all roles although there are additional questions if you are also leaving the Diocese.

Confidentiality

The notes from the interview will be shared with Core Group and will be used as appropriate when we look at the future of the role. If you wish any feedback to remain anonymous please discuss this as part of the Exit Interview.

Name	
Post	
Leaving date	
Date current post started	
Date joined Diocese (if you have had previous roles in the Diocese)	
Interview date	
Archdeacon (or name of other person conducting the Exit Interview)	

Section One: Questions about your role?		
1	What have been the good aspects of the role – personally and in terms of achievements against the role description?	
2	Are there any areas where you think more could have been achieved and what were the obstacles?	
3	What are the main challenges ahead for the next post holder?	

4	What advice would you give to the Core Group about the future of the post and what will be important for us to pass on to your successor?	
5	Was the Role Description you received for this post fit for purpose, and should it now be changed significantly?	
6	Have you felt valued in your role by the Church and the Diocese?	
7	Does the role allow you to maintain a healthy work-life balance?	
8	On a scale of 1 – 10 how professionally fulfilling have you found your time in this post?	
9	On a scale of 1 – 10 how personally fulfilling have you found your time in this post?	

Section Two: Questions about the “health” of the Church?

1	How would you describe the current “health” of the Church?	
2	Where is God still at work?	
3	How can church growth be supported in the future?	
4	How would you assess the quality of leadership in the church?	
5	How would you assess the strength of relationships within the church?	
6	Are there significant power bases in the church, long standing members, groups etc., wielding undue influence?	
7	How would you assess the sense of missional priority within the church?	
8	On current trends how would you assess the future of the church?	
9	What kind of replacement would you suggest – permanent, interim, space for a Parish Report?	

Section Three: Working Conditions		
1	Was your working environment suitable and safe?	
2	Do you have any suggestions for improvement?	
3	Leaving the vicarage, are there likely to be any problems with leaving the house totally empty?	
4	Or letting the property without the need for cleaning or decorating?	
Section Four: Relationships with colleagues		
1	Were working relationships with other clergy conducive to effective working?	
2	Were communications effective or could they be improved?	
Section Five: Development		
1	Has the Ministerial Development Review process and access to other development opportunities been effective in supporting you in your role?	
2	Does this role have any specific training needs attached to it due to the nature of the role or the congregation?	
Section Six: Reason for leaving the post?		
1	What are your main reasons for moving or leaving?	
2	If appropriate: What do you consider the new post will offer you?	
Section Seven: These questions are only if you are leaving the Diocese?		
1	What do you consider to be the strengths of the Diocese?	
2	Are there any changes you would like to recommend?	

Section 8: People to be aware of (for good or ill!)?

Section 9: Nettles to be grasped?

Section 10: Conclusions/Suggestions as to future ministry

Signed (Archdeacon): _____ Date: _____