Interim appraisals should be completed separately by congregation and interim minister with results shared. Appraisals are due after 6 months, after 12 months, and at the end of the second year of interim ministry. In the case of a three-year interim, a final appraisal should be conducted at the end of the ministry. Please email completed form as an email attachment to [transitions@uua.org](http://www.uua.org/sites/live-new.uua.org/files/transitions@uua.org).

1. Congregation Name (please enter full name)
2. Congregation City and State/Province
3. Name of Interim Minister
4. Date Interim Ministry Began
5. Name of Person Completing Appraisal
6. Email of Person Completing Appraisal
7. Role of Person Completing Appraisal
8. When was this appraisal conducted?

after 6 months

after 12 months

at end of second year

at end of third year

1. Date of Appraisal
2. How did the leadership and congregation prepare itself for interim ministry?
3. Had previous interim ministries affected how interim ministry is viewed? If so, please describe.
4. Goals of the interim ministry:
5. Please assess the congregation’s work toward engaging and acknowledging its grief and conflicts.
6. Please assess the congregation’s work toward recognizing its unique identity and its strengths.
7. Please assess the congregation’s work toward recognizing its needs and challenges.
8. Please assess the congregation’s work toward understanding the appropriate role of the minister(s), church staff, and lay leaders.
9. Please assess the congregation’s work toward successfully navigating leadership shifts that often accompany times of transition.
10. Please assess the congregation’s use of appropriate external resources, e.g. the UUA, Regional or District Resources, etc.
11. Please assess the congregation’s ongoing work about being engaged in the wider world e.g. service to others, social justice, anti-oppression.
12. Is the interim minister capably ministering as preacher, pastor, and teacher? Have there been difficulties or have constraints been put upon the minister’s ability to do so?
13. Has the interim minister been attentive to self-care and to a spiritual practice of choice?
14. Is the interim minister courageously raising the needful issues in the congregation?
15. Is the interim minister gaining the cooperation of the church leadership in addressing those issues?
16. What would you like to see addressed during the remaining interim period or in the future? Are there any adjustments that need to be made to the initial goals or anything else?
17. Any additional thoughts or observations?
18. Has this appraisal been shared with the minister if being completed by the board or with the board if being completed by the minister?
19. If appraisal has not been shared, please explain.