**Congregational Transition Interview**

*(To be done with the lay leadership of the congregation by a member of the Congregational Life Staff or designee)*

**Introduction**

This interview is a tool for reflection and increasing self-awareness of the congregation at the end of this ministry.

The Region will provide written copies of the report to the board chair (or designee), the departing minister, the Ministerial Transitions Office of the UUA. A copy should be kept for regional files.

The Region will also share the report with the interim minister(s), and the newly settled minister(s).

The Transition Interview provides an occasion for a representative of the region to check in with the leadership of the congregation. It is a good time to establish whether:

* the congregation has checked whether it is in compliance with its by-laws regarding such matters as termination, call, and committee on ministry, and whether its by-laws serve them well (experience of field staff and the Transitions Director, for example, suggests that a call of a minister should require at least a 90% vote and for dismissal 30% should be sufficient),
* the congregation has thoughtfully considered the appropriate pace for its search process,
* the congregation understands the roles of the Transitions Program Manager and the Compensation Consultant and has made provision to meet with them at the appropriate point in its process, and/or
* the congregation needs any other assistance.

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| **Date of interview:** |  |
| **Congregation:** |  |
| **City & State/Province:** |  |
| **Name of departing minister(s):** |  |
| **Date of minister’s departure:** |  |
| **Name of interviewer:** |  |
| **Board chair or alternate contact person:** |  |
| **Email:** |  |
| **Phone:** |  |
| **Number of persons participating:** |  |
| **Name of each participant**  **and their role in leadership** *(list)***:** |  |

1. What went well during this shared ministry?

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1. What were the biggest challenges during this shared ministry?

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1. What did you learn during this shared ministry?

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1. Why did this ministry end?

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1. How was conflict handled during the ministry?

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1. How was the ministry shared between the minister, staff, and lay people?

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1. Were there any cultural shifts in the congregation during this ministry?

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1. What are your hopes for the future of this congregation’s ministry? Concerns?

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1. Anything else you want the UUA to know?

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