

SAMPLE INTERIM REPORTS

Please find below an outline to be followed in your reporting to the Committee on Ministry. If you have any questions, please call the chair/co-chairs of COM or the General Presbyter.

Interim reports to the Committee on Ministry (COM)

A written report of up to two pages in length shall be e-mailed to the chairperson(s) of the COM. The first report is due within 30 days, including general comments on the interim process task of entering the church.

Process Tasks of Entering the Congregational System:

- What can the regional body (Presbytery, COM) tell you about the church?
- Ritual of welcoming for this particular ministry.
- Get to know board members and officers.
- What can long time members, leaders, significant volunteers tell you about the customs, traditions, flow and patterns of the church?
- Where do you need to plug in (meetings, events, community)?
- Read the records, especially for the years the last pastor served.

The next report is due in 90 days. It should include general comments on the developmental tasks of interim ministry. We will invite you to meet in person or via zoom with the COM. The COM and your congregational liason are always available to speak to you at any time.

Developmental Tasks:

1. a. Coming to terms with history
 - a. Putting the tenure of last Pastor or Pastors into perspective
 - b. Celebrating what has been good
 - c. Admitting what has been challenging
 - d. Venting of feelings: grieving, celebrating, accepting and moving on
2. Discovering a new identity as God's people
 - a. Mission Study

- b. Visioning
 - c. Affirmation
 - d.
3. Season of renewal and growth
4. Allowing needed leadership change
 - a. Honoring past leaders
 - b. Welcoming new leadership
 - c. Understanding power
 - d. Managing conflict
5. Renewing denominational linkages

Other issues the interim pastor may want to address:

- Staffing
- Crisis intervention
- History
- Authority
- Partnerships
- Mission
- Stewardship
- Commitment to new leadership and the future
- Transition rituals
- Planning for start up
- Appreciation of new leadership and mission
- Technology, Communications, 21st Century Ministry
- Others that arise...

Send copies of annual contract renewals to COM.
This is to be attached to the Interim Agreement