

## GUIDELINES for the CALLING AND ROLE OF THE INTERIM PASTOR Revised July 2012

### INTRODUCTION

There are more than 170 churches in Transformation Ministries (TM) of varying sizes and locations. There are many similarities, yet each church possesses its own unique personality and style of ministry. In the midst of diversity, there is unity in the sharing of mutual support and concerns with allegiance to the Head of the Church. "...there are many parts but one body" (1 Corinthians 12:20).

These Guidelines will not fit all of TM's covenanting churches, at every point, but provide direction in the areas that matter most. Take what best applies to your church and prayerfully implement it.

1. **Concept:** The Interim Pastor is one who serves a church congregation between regularly called pastors. Though the time frame is shorter, the Interim Pastor is the Pastor of the church for this period, however brief it may be. The Interim Pastor is one who, on short notice, can step into a pastor-less church by providing the necessary leadership and assistance enabling the church to maintain its program, act as a buffer between pastors, perform a healing ministry [when necessary], and prepare the way for the coming pastor.
2. **Need:** This is an area in which the church needs to do some careful praying and thinking. Too often, the church looks at its budget and says, "This is a good time to cut back and save money." Boards may feel that having a pastor who comes on Sundays to hold worship services is enough. This is an option, but experience indicates that that is a false economy. Church attendance may drop. People who have pastoral needs are left without support. A signal is sent out that the church is really *not* prepared to meet the needs of the members during this time. Some churches, having followed this course of action, have experienced attendance and finances declining, and instead of saving money, it has been more costly.

Some people see the interim time as a period to move through quickly so they can hurry on to the real future and real pastor. Others may view the interim period as a time to be tolerated, but hopefully not for very long. However, the interim time is a unique window of opportunity to bring about growth and change greatly benefitting the church as it moves into the future. There has been a growing sophistication of the ministry so that, today, the Interim Ministry is a recognized form of ministry requiring specialized skills.

3. **Family:** Each church TM works work with is self-governing. At the same time, it is a part of the whole body of Christ as a member of TM, and in some cases other ministry organizations. In either or both cases, the church is involved in mission support, fellowship with sister churches, and participation in programs and activities which can best be accomplished through shared relationships. The Interim Pastor will do all that is possible to strengthen and continue good relationships of the local church with TM while being sensitive to the issues of relationship a church may also have with another association of churches.

## NATURE OF THE MINISTRY

1. **The Term:** The term of the Interim Pastor begins with the departure of the former pastor and is concluded prior to the arrival of his/her successor.
2. **Work with Laity:** There is an opportunity to develop the church's lay leadership, especially new or untapped leadership, in an accelerated fashion.
3. **Selectivity of Service:** It is difficult, if not impossible, to deal with all the needs presented to the Interim Pastor. Therefore, areas must be judiciously selected where, in a brief period, the most effective service can be given. The Interim Pastor may be approached by those unhappy with the previous pastor and by those who thought the previous pastor could do no wrong. The Interim Pastor *will not* become a spokesman for a special interest group. Instead, during the period of pastoral transition, interim ministry specialists provide on-going pastoral leadership, compassionate care, help to resolve grief and conflict issues and, in general, assist the congregation in preparing for new ministry and mission.

In providing a regular and steady pastoral ministry to the congregation during the search process, the Interim Pastor offers a kind of "security blanket," especially to those members who might otherwise be in a hurry to "just get a new pastor." The Interim Pastor can offer to the congregation some new models of ministry which they are then free to accept or reject as part of their future. Many congregations know one style of ministry – that of the previous pastors – and studying some different approaches can be refreshing.

4. **Special Skills:** Interim Ministry is a highly specialized task, demanding skills and abilities often not required of the permanent pastor. In addition to possessing the skills of preaching, counseling and general administration, the Interim Pastor must be able to quickly size-up both people and situations. The interim period can be a time to analyze the church and its needs, diagnose its problems and prescribe the required action where appropriate. Rapport can be quickly established because the Interim Pastor usually has the unqualified acceptance, love and prayer support of the lay leadership and congregation.

## FIVE TASKS OF THE CHURCH DURING THE INTERIM PERIOD

Your ability to come to grips with these tasks is the determining factor in the future effectiveness of your church.

1. **Coming to Terms with History:** One need is to retell and celebrate the congregation's history, recognize a chapter "coming to a close", and deal with the feelings being generated by changes.

How well the congregation deals with its history will determine how adequately it will move into and deal with its future. Review the past; learn from it; and decide on those elements of it which need to be retained as part of the present and future.

Without our working to try to make it happen during the interim period, individuals in a congregation are naturally going to reflect on the history of their relationship to the church. This will stem from special experiences they have had with the pastor in times of death, weddings, family problems, counseling situations, working together and social activities. At the same time, some people will feel a sense of relief at the departure of the pastor. Their experiences may not have been as positive, and they may have secretly wanted a change of pastors. With their feelings of relief may come feelings of guilt for what they may have done, and/or for hindsight thoughts of what they wished they had addressed appropriately. Seeking the counsel of the former pastor on church matters is not encouraged.

The purpose of coming to terms with history is to not be bogged down by it, but rather to be liberated to move on into the future.

2. **Discovering a New Identity:** From time to time, the self-image or identity of a congregation becomes outdated. At other times, the identity of a congregation is lodged significantly in the personality or leadership of the pastor. The interim period is a time when the congregation needs to discover a new

identity. Who are you, now that the pastor has departed? The congregation needs to gain a conscious understanding of how it, now, views itself.

The interim period is an important time to do a self-study, providing a realistic appraisal of the congregation's life and outreach, including its strengths and weaknesses. The study can reveal a great deal about the attitudes the congregation has about its mission, vision and witness. A study will aid in the re-shaping of a realistic self-image and personality of the congregation.

One of the problems is that there is, generally, no one conscious self-image in a church. There are in effect a lot of self-images with each person's image shaped by his/her personal experience and relationships in the church and community. There is need for a structured time and approach involving individuals in some dialogical way to formulate a statement on "how we see ourselves as a church." In addition to a formal self-study, the congregation can do some dreaming and formulate their hopes for the future. Bible study and opportunities to explore faith issues are very essential in discovering a new identity.

- 3. Facilitating Shifts of Power:** Some leaders who have achieved significant influence in the congregation may have done so because of the desire, encouragement and support of the previous pastor or because of their connectedness with the pastor. Persons in leadership tend to be those who work best with the pastor, particularly in long pastorates. During the interim period some of these leaders may prefer to move into less conspicuous or time-consuming roles. Sometimes, such leaders are fearful they may not be as comfortable working with the next pastor and they choose to avoid the risk.

During the interim period, others may decide to increase their involvement and influence in the congregation. Perhaps they have been uncomfortable with the previous pastor and desire to be more involved.

The task during the interim is to facilitate this shift of power in pastoral and lay leadership without losing momentum in the life of the congregation, and without alienating or disenfranchising those who had formerly been involved in leadership.

Most people use their power to enhance the life, program, and ministries of the church. Some will use their power to slow down, frustrate, aggravate, or derail aspects of the program, life, or church ministry. This is appropriately called the "abuse of power".

When shifts of power occur, there may be a variety of conflicts. Some are attempts to balance power or to change the balance of power. Shifts in power may show up as attempts by individuals to gain specific leadership roles. Consequently, the congregation needs to deal with the overall issues of leadership. Leaders may need specific training, and priorities may need to be set regarding where and how leaders should be engaged. Lyle Schaller, noted authority on church growth states, "On any given day, three-fourths of all church ministries are significantly reduced because of non-productive and destructive conflicts."

It is helpful if there is a public acknowledgment that power and leadership shifts are normal and are to be expected. Previously, less active people can be encouraged to accept new responsibilities. The church should honor the dedicated leadership of those leaving such roles while new leaders should be installed with a sense of dignity and worship. Mutual support should be built between former and new leaders. Emphasize spiritual gifts by their variance in individuals and how each gift and leader/volunteer is important.

- 4. Reinforcing Linkage to Transformation Ministries:** The pastoral vacancy is an important time for the congregation to become reacquainted with the heritage, mission, and services of TM. It is a time for the church to review and reaffirm its connectedness with their other wider relationships, as well. This usually results in an increased appreciation for TM's heritage, and an increased regard for the Ministry, and local and world missions. The interim pastor/ministry should make an intentional effort to promote this learning experience.

It is important for the congregation to be in close contact with TM staff during the selection processes for a new pastor, interim pastor and/or pulpit supply preachers. In addition, there are a number of resources available on reinforcing the church's relationship with TM. Church Ministry Coaches are available to provide these resources and to lead in an educational process. Encouraging participation in TM's annual conference and other meetings is important. TM's offerings and special emphases should be highlighted throughout the year.

5. **Making Commitments to New Leadership and a New Future:** Before the new pastor arrives, a sense of anticipation and hope for the future needs to be developed. There are numerous methods of preparing a congregation for a commitment to new leadership and a new future during the interim period. Any future plans or dreams the congregation has formulated should be kept highly visible. Preaching should convey the biblical basis of the future as both hope and grace. After the new pastor is called, there should be regular prayer for him/her and the family as they prepare to come to the church.

Information about the new pastor and family should be placed in church newsletters and local newspapers. Plans should be made for a service of installation and reception. Celebrations and fellowship events should be scheduled during the first year of a new pastorate, and periodically, thereafter, to help enliven the commitment to the future. Another way of looking at this:

**Interim Period Ministry Objectives:** Assess the church's ministries, placing everything the church does in one or more of these categories.

- CLEAN UP: Messes that need to be cleaned up; things broken that need fixing.
- SHORE UP: Things in decline that need to be stabilized and re-energized.
- KEEP UP: Things now okay needing to be maintained at the same level.
- RAMP UP: Things going okay that can be improved and make even more impact.
- START UP: Things that don't exist [at the present time] needing to be started.

## CONDUCT OF THE INTERIM MINISTRY

### Initial Contact and Call

1. Following the pastor's resignation, the Church Ministry Coach should be sought to meet with the appropriate committee. The Church Ministry Coach will explain the Interim Ministry's function and suggest possible candidates.
2. When a name is agreed upon, the selected person should be asked to preach and meet with the appropriate committee, or vice versa.
  - a. When the committee is prepared to extend a call, then serious discussion should begin to establish the terms of the call.
  - b. There should be clarification as to the amount of time invested, how that time will be used, services expected, and financial as well as living arrangements.
3. The arrangements should be prepared in written form and signed by the committee chair and the interim pastor, with one copy retained by each, and a copy sent to the TM Office or Church Ministry Coach. The agreement should indicate whether the interim pastor agrees that he/she will *not* be a candidate for the church's pastorate.

### Beginning the Interim Ministry

1. Early in the ministry, the interim pastor should meet with the committee and groups of the church. The purpose should be to inform the committee and groups to the nature and extent of the ministry and to familiarize the incoming interim pastor with the committees and groups.
2. A meeting or reception should be held to introduce the interim pastor to the congregation.

3. The interim pastor should work closely with all staff members. They should be relied upon to give continuity to the work. The staff and the interim pastor need to work as a team. Staff responsibilities *should not* be peremptorily changed

A well-defined work schedule should be designed so various services of the church, special meetings, visiting and office hours are covered. The schedule should be made available to the board/s and published, occasionally, in the bulletin and/or newsletter. The committee should acquaint the interim pastor with schedules and deadlines for publications, as well as members who are *not* well or are "in need".

4. Matters pertaining to candidates for the pulpit and the selection process are *not* in the province of the interim pastor and, therefore, should be referred to the TM Church Ministry Coach.

#### Role of the Interim Pastor

Each church will decide what hours per week the interim pastor will serve based on needs. The interim pastor should:

1. Relate to the Pastoral Search Committee, only, as directed by the Church Ministry Coach Minister;
2. Coordinate regular preaching and worship leadership responsibilities in consultation with the appropriate board/s or committee;
3. Officiate at weddings and funerals;
4. Administer baptism and the Lord's Supper;
5. Do pastoral calling on sick, shut-ins and other members;
6. Work with the appropriate board/s to develop goals and strategies for the interim period;
7. Consult with staff, board/s and committee/s assisting them in carrying out their assigned tasks;
8. Continue to develop and intentionally employ interim specialist skills, including listening, conflict management, healing, reconciliation, and others as appropriate;
9. Coordinate training for officers and board/s; and
10. Work part-time or a normal week of approximately forty (40) hours.

#### Role of the Transitional Interim Pastor

In addition to the typical interim responsibilities, an intentional interim or transitional interim pastor will also:

1. Address strengths and weaknesses of the church in order to become more effective in ministry;
2. Learn from past mistakes and obstacles;
3. Bring healing;
4. Replace uncertainty with purpose and vision
5. Plan ministries strategically instead of traditionally;
6. Prepare the church to be more effective at supporting and appreciating pastoral leaders which may call for the development of a Pastoral Relations Ministry team;
7. Redirect energy from dealing with conflict to deepening and even expanding ministry;
8. Training and raising up leaders; and
9. Provide monthly reports to church leaders, the Church Ministry Coach and TM's CEO/Mission Lead.

In other words, the transitional or intentional interim pastor will thoroughly prepare the church for the next senior pastor.

#### Role of the Board Responsible for Pastoral Ministry

1. Provide counsel, support and consultation as desirable to meet goals.
2. Allow time away from the church as needed by the interim pastor to fulfill his/her obligations to TM, attend pastor's seminars, Transforming Churches Conference (TCC), and other TM cluster or association meetings.
3. Provide strong prayer support, encouragement and enthusiasm for new ideas, and the leadership of the interim pastor.

### Role of the Church Ministry Coach

1. Assist in assessing the church's needs and interim pastor's gifts and experiences.
2. Introduce TM printed resources.
3. Provide names and strengths of available interim pastors.
4. Explain church's commitment to the interim pastor.
5. Explain interim pastor's commitment to the church.
6. Explain interim pastor's role in relation to the Search Committee.
7. Mutually negotiate contract with the church and the interim, including:
  - a. Job description and time expectations.
  - b. Salary, housing and business reimbursements.
  - c. Time off per week.
  - d. One week vacation per quarter.
  - e. Starting date.
8. Signing contracts of both the church and the interim pastor.
9. Periodically contact and coach the interim pastor.
10. Evaluate the relationship at the end of the assignment.

### Mutual Expectations

1. Provide prayer and spiritual support as members of the family of Christ.
2. Work within the accepted general framework of transitional or intentional interim pastors, and goals as set forth through TM and other relied-upon resources.

### Goals for the Interim Pastor

1. Provide maintenance of a healthy congregational life.
2. Provide continuity of congregational leadership.
3. Develop short-range [six-month] goals for the church, identified through a goal-setting process. (This is a critical step in the interim process.)
4. Provide preparation of the congregation for the arrival of a new pastor.

### Financial and Time Provisions

Salary	\$ _____ Monthly, payable semi-monthly
	\$ _____ Salary withholding
Adequate and comfortable housing (furnished) including telephone and utilities	\$ _____
Travel and Professional Reimbursements	\$ _____ Monthly, as used (per IRS)
Conference, worship, seminars	\$ _____ As used

Total remuneration for the interim pastor should be based on the total compensation package of the previous pastor. For example, if the interim pastor is employed three-fourths (3/4) time, his/her reimbursement should amount to three-fourths (3/4) of the previous pastor's total salary, housing, auto, retirement plan, etc., if applicable. Keep in mind that a pastor's study and sermon preparation time is considered work time.

The interim pastor may terminate with thirty (30) days notice. The appropriate board may terminate the interim pastor with thirty (30) days notice. This agreement may be extended or changed as mutually agreed upon.

### For Your Consideration

1. The interim period provides an excellent opportunity to explore some new avenues of ministry during a time of change. While the church needs to empower the new pastor to make needed modifications, changes can be made during the interim period that would be almost universally welcomed by a new pastor.

2. Decide what changes need to be implemented in preparation for the coming of the new pastor. Give the new pastor a clean slate to eliminate or introduce innovations, whether it is worship format, style of music, organizational structure, educational and youth ministry, various programs, building maintenance or the purchase of needed equipment.
3. Change is always difficult because it requires us to move out of our comfort zones, set aside our pre-conceived notions, and relinquish our personal agendas for the greater health of the Body of Christ under the direction of the Holy Spirit and in accordance with what the Bible teaches.

#### Disagreements

Maximizing the interim period requires unabashed honesty, humility and concentrated prayer along with acceptance and love for those whom we may disagree. To disagree in love creates a greater bond than agreeing without it. This results in actively listening to each other and seeing issues from another person's perspective.

#### Questions for the Interim Period

1. What kind of church does Christ want us to be?
2. To whom does the church belong? Have we acknowledged Christ's ownership of our church?
3. What commitments and adjustments are we willing to make in order to reach our fullest potential under God?
4. How are we praying?
5. Will we set aside our personal agendas, and implement His program as found in Scriptures?
6. Are we ready to devote ourselves to fervent prayer?
7. Believing God and truly loving those with whom we have had differences, are we willing to set things right through forgiveness and acceptance?
8. Are we prepared to covenant with God and each other that our words will be loving and constructive, and that we will give constructive criticism in a loving way?
9. Will we pledge ourselves to pass on a word of encouragement and thanks, whenever possible?
10. Are we consistently praying for the Holy Spirit's guidance in the selection of the interim pastor, new pastor, and the healing and wholeness of the church?
11. Are we being good stewards through dedication of our time, treasure and talents to programs that are productive in building the Body, as well as reaching the world and glorifying God?
12. Have we studied the demographics, lifestyle and needs of our community, and are taking appropriate action?
13. Does our church have target, vision and mission statements, and is the entire congregation familiar with them?
14. What is our vision?
15. What is our mission?

#### Recommended Reading

- *The Power of Vision* by George Barna, "Don't Confuse Vision with Mission" (Chapter 3)
- *Turning Vision Into Action* by George Barna.

Both are available from your local Christian bookstore, Amazon.com or by calling 800.552.2762.

#### Resources for Action

During the interim period, you will enrich yourselves and the life of your church by embarking on a well-focused exploration of your ministry, especially the leadership board (Board of Deacons and/or Elder Board). The following list of audio/video tapes, DVDs, books, materials and conferences are among the best available.

- Alban Institute, resources for congregations and leaders (2121 Cooperative Way, Suite 100, Herndon, VA 20171 (703) 964-2700, (800) 486-1318, Fax (703) 964-0370; <http://www.alban.org>).
- Barna Research Group Ltd. – The best church research available on almost every conceivable subject (2487 Ivory Way, Oxnard, CA 93030; (800) 55-BARNA).
- *Encouraging Word* – The result of Rick Warren's ministry at Saddleback Church. P.O. Box 6080-388, Mission Viejo, CA 92690; (714) 888-2500.

- *The Purpose Driven Church* by Rick Warren – available at local Christian bookstores.
- The Purpose Driven Church Annual Conference held in May and October of each year at Saddleback Church is considered, by many, as the most effective, nationally; (800) 651-7331.
- Injoy – A source of leadership and training materials for maximum effectiveness (P.O. Box 7700, Atlanta, GA 30357-0700; (800) 333-6506).
- Interim Ministry Network – Several resources to help strengthen interim ministry (P.O. Box 21251, Baltimore, MD 21228-0751; (410) 719-0777).
- R.H.S. Institute for Successful Church Leadership – Audio/video tapes and DVDs of the annual conference by some of the nation's most able resource persons (Embassy Cassette, Inc., 3118 W. Alpine Avenue, Santa Ana, CA 92704; (800) 593-5757).

These resources can have a profound impact on your church. Catalogues may be ordered from each of these ministries. Select materials and begin weekly meetings for all those interested. A good place to start is with the book, *The Purpose Driven Church* by Rick Warren

Your interim pastor can help you organize and lead a discussion/prayer group. There is no better way of maximizing this interim period and preparing for a new and greater dimension of ministry for your church.

#### Conclusion

The period between full-time, installed pastors is a very critical and rewarding time. During this time of transition when the congregation is between what-is-no-longer and what-is-yet-to-come, members are liberated to explore new dimensions of serving Christ. The interim ministry, for that reason, is most important.

We pray these guidelines will provide interim period direction.

#### Attachments

1. Interim Pastor Agreement
2. Interim Ministry Monthly Report (completed by the church)
3. Evaluation of the Church by an Interim Pastor (completed by the interim pastor)

## INTERIM PASTOR AGREEMENT

Between the \_\_\_\_\_ Church of \_\_\_\_\_  
and \_\_\_\_\_, Interim Pastor.

1. The interim ministry will begin with the first public worship service on the Sunday following the signing of the agreement, or on \_\_\_\_\_.
2. The interim pastor will serve \_\_\_\_\_ days/hours per week, including Sunday, and will function as the senior pastor, carrying out the related responsibilities.
3. The church will provide the following remuneration:
  - a. A monthly cash salary of no less than \$\_\_\_\_\_, part or all of which will be designated by the interim ministry as housing allowance for the expenses of maintaining his/her home, including telephone and utilities.
  - b. A monthly auto expense for operation of car for church-related business of \$\_\_\_\_\_.
  - c. A professional expense allowance for such church-related expenses (e.g., entertainment, books, subscriptions, dues, conferences, cell phone and/or pager of \$\_\_\_\_\_.
  - d. Housing (if required): \_\_\_\_\_.
  - e. Entitled to three (3) weeks of vacation, with pay, annually. After six (6) months from starting date, the interim pastor is eligible for a two-week vacation. The additional [third] week may be taken after eleven (11) months. If a senior pastor is not called within the year, the second year's vacation will be accrued.
4. It is agreed, the interim pastor is not, and will not be considered as a candidate for the permanent pastorate, in accordance with the policy adopted by TM, effective January 1, 1981. It is clearly understood, the interim pastor will not be involved in the work of the pulpit/search committee.
5. It is agreed that the church will retain the services of the interim pastor until a permanent pastor is called.
6. This agreement may be terminated by either a church board, or by the interim pastor by giving thirty (30) days notice.

\_\_\_\_\_  
Chairman of the Board of Deacons/Elders

\_\_\_\_\_  
Interim Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

cc: TM CEO/Mission Lead  
TM Church Ministry Coach



## EVALUATION OF THE CHURCH BY THE INTERIM PASTOR

Today's Date: \_\_\_\_\_  
(Please use the back of this form for further explanation or information.)

1. Your Name: \_\_\_\_\_ Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_
2. Church Name: \_\_\_\_\_ Key Leader's Name: \_\_\_\_\_
3. What did you hope to accomplish and how well was it accomplished? \_\_\_\_\_

4. Rate your interim ministry by making one choice for each of the following areas, using:

**1. Poor   2. Fair   3. Good   4. Very Good   5. Exceptional   6. No basis for judgment**

		1	2	3	4	5	6
A.	The congregation's spiritual character, passion for God						
B.	Biblical preaching and teaching						
C.	Worship leader (directing, praying, conducting Lord's Supper)						
D.	Officiating baptisms, weddings and funerals						
E.	Congregation's responsiveness to your leadership						
F.	Visitors' responsiveness to your leadership						
G.	Lay leaders' responsiveness to your leadership						
H.	Staff members' responsiveness to your leadership						
I.	Implementing agreed-upon goals/objectives						
J.	Your availability during the week						
K.	Managing of conflicts/crises						
L.	Preparing congregation for new pastor						
M.	Promoting hope for the future						
N.	Overall effectiveness of your interim ministry						

5. What was most helpful during your time with the church? \_\_\_\_\_
6. What was most disappointing/frustrating during your time with this church? \_\_\_\_\_
7. What is the one thing about this congregation you want the new pastor to know? \_\_\_\_\_
8. Is there anything you want TM to know about this church or about the interim period you experienced?  
\_\_\_\_\_
9. Please select the response that indicates your interest in future interim ministry:  
 Immediately Ready  
  May Be Interested (depending on situation)  
  Not Interested

Please complete this form monthly and send it by mail or email to:

**Transformation Ministries**  
**Attention: Pastoral Placement**  
 970 South Village Oaks Drive, Suite 101, Covina, California 91724-0609  
 800-299-3448 | 626-915-7641 | [www.transmin.org](http://www.transmin.org) | [TMoffice@transmin.org](mailto:TMoffice@transmin.org)

## EVALUATION OF THE INTERIM PASTOR BY THE CHURCH

Today's Date: \_\_\_\_\_  
(Please use the back of this form for further explanation or information.)

1. Interim's Name: \_\_\_\_\_ Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_
2. Church Name: \_\_\_\_\_ Your Name/Role: \_\_\_\_\_
3. What did you hope to accomplish and how well was it accomplished? \_\_\_\_\_

4. Rate the strength of the interim pastor by making one choice for each of the following areas, using:

**1. Poor   2. Fair   3. Good   4. Very Good   5. Exceptional   6. No basis for judgment**

		1	2	3	4	5	6
A.	Spiritual character, passion for God						
B.	Biblical preaching and teaching						
C.	Worship leader (directing, praying, conducting Lord's Supper)						
D.	Officiating baptisms, weddings and funerals						
E.	Relating to congregation						
F.	Relating to visitors						
G.	Working with lay leadership						
H.	Working with staff						
I.	Implementing agreed-upon goals/objectives						
J.	Availability during the week						
K.	Managing of conflicts/crises						
L.	Preparing congregation for new pastor						
M.	Promoting hope for the future						
N.	Overall effectiveness of the interim pastor						

5. What was most helpful during the interim pastor's time with the church? \_\_\_\_\_

6. What best describes your recommendation for this interim pastor?

Unconditional recommendation    Recommend  
 Recommend with Reservations    Cannot Recommend

7. Is there anything else you want TM to know about this interim pastor or about the interim period you experienced? \_\_\_\_\_

Please complete this form monthly and send it by mail or email to:

**Transformation Ministries**  
**Attention: Pastoral Placement**  
970 South Village Oaks Drive, Suite 101, Covina, California 91724-0609  
800-299-3448 | 626-915-7641 | [www.transmin.org](http://www.transmin.org) | [TMoffice@transmin.org](mailto:TMoffice@transmin.org)