

## INTERIM PASTOR'S QUARTERLY REPORT

---

- I. **The Focus Points of the congregation:** Knowing that each situation is unique, the Interim strives to discern the tools that are most appropriate for the specific situation. Reflecting upon these five **Focus Points** helps a congregation to answer the questions, “*Who are we?*”, “*Who are our neighbors?*”, and “*What is God calling us to do?*”
- a. **Heritage:** *reviewing how the congregation has been shaped and formed.* The congregation’s heritage, both corporate and individual, is the foundation upon which the present rests. Paying attention to heritage means encouraging and hearing all of the stories about the congregation’s past, and embracing the rich variety that makes up this particular congregation.
  
  - b. **Leadership:** *reviewing the membership needs and its ways of organizing and developing new and effective leadership.* Transition time provides opportunity for individuals and the congregational organizations to examine the types of leadership needed. New leaders will emerge, while some seasoned leadership may re-commit or may decide to refocus their gifts.
  
  - c. **Mission:** *defining and redefining sense of purpose and direction.* The primary work in this area involves clarifying the faith community’s identity and core values, working to develop mission and vision statements, and perhaps even working out short-term tactical plans.

## INTERIM PASTOR'S QUARTERLY REPORT

---

- d. **Connections:** *discovering all the relationships a faith community builds outside of itself.* Sometimes congregational life is so busy that congregations and their leadership forget to attend to their connections both to their denomination and to the network of communities around them. Transition is an appropriate time to re-assess old links and to consider new ones.
  
  - e. **Future:** *developing congregational and pastoral profiles.* Focusing on the future requires a healthy and honest assessment of the other focus points so that the congregation can turn its energy toward proactive decision-making for the future.
- II. **The Process Tasks of the Interim Pastor:** (These process tasks are uniquely the work of the Interim Leader. They parallel the focus points which belong to the congregation. These tasks focus on the work of effective leadership and constructive ministry). Please indicate with some detail your involvement and understanding of the process tasks going on with you as the Interim Leader.
- a. **Joining the system:** Making the emotional connections with members of the systems, while staying partially outside the system.
  
  - b. **Analyzing the organization as a system:** Using one's own skills and other techniques of observation to determine the strengths and needs of the system.

## INTERIM PASTOR'S QUARTERLY REPORT

---

- c. **Connecting with the denomination and/or the larger faith community:** Getting the perspective of, and support from the denominational or the faith community connections.
  
- d. **Focusing and assuming responsibility:** Based on the first three, the interim leader chooses from the limited options for action, picking areas in the system which appear open to leadership. This also includes the self-care of the interim leader.
  
- e. **Exiting and evaluating:** Making a healthy farewell, which provides learning for both the system and the interim leader is sometimes the best gift for the interim period.

## INTERIM PASTOR'S QUARTERLY REPORT

---

III. Please list any other information/concerns you deem important to communicate regarding the process and progress of the interim position you are serving.

**Please attach a copy of the quarterly report for the local church governing body (if any).**

-----  
Church Name

-----  
Signature

-----  
Church Address

-----  
City

-----  
Zip Code

Developed by Reverend Tom Green for use by Interim Leaders.

Revised by Reverend Martin Homan with permission.

This may be reproduced.