

## Interim Pastors' Report Form

(last revised by CTC, July 7, 2016)

*This report form is for your reference, and you may add to it or change it as you see fit in describing your interim ministry.*

*The first interim report is due after 3 months; subsequent reports are due every 6 months; the final report is due when the contract is ended.*

*Please send your reports to Annemarie Quigley ([aquigley@thepresbytery.org](mailto:aquigley@thepresbytery.org)). The report will be forwarded to the Interim Ministry Coordinator within COM's Congregational Transition's Commission (CTC). The Coordinator will assign a CTC member to read the report and provide feedback to the Interim Pastor. The CTC member will provide an oral summary of the report and the follow-up conversation to CTC members, all of whom are bound by COM's confidentiality covenant.*

*Interim pastor reports are filed in the Presbytery's online password-protected document management system. The reports are accessible only to the following individuals: the General Presbyter, the Stated Clerk, the COM Administrator, the Congregational Transitions Commission (CTC) Co-Chairs, and CTC's Interim Ministry Co-Coordinators.*

*On request, the General Presbyter will make the interim ministry reports available to subsequent pastors who serve the congregation and to any serious candidate for the position. They shall not be shared beyond these persons unless deemed appropriate in the judgment of the General Presbyter. The Interim Pastor may share the report with his/her COM Liaison, Session, or others who would benefit, as the Pastor sees fit.*

1. Since your last report, what actions have you taken or what have you accomplished in leading the congregation towards achieving the developmental interim tasks as described in the NCP COM's Intentional Interim Ministry Manual? [<http://www.thepresbytery.org> Documents> Committee on Ministry Documents> Interim Ministry>Intentional Interim Ministry Manual]

The Developmental Tasks, in brief, are the following:

- Coming to terms with history
- Assessing the church's present and future identity
- Empowering the church's lay leadership
- Facilitating links with the denomination
- Facilitating a commitment to a new installed pastor

If this is your first report on your work with this congregation, what actions are you planning for the first steps?

2. What significant challenges does this congregation face, and what steps are you taking to help them deal with the challenges?

3. What help or support, if any, would you like from the COM, CTC, or Presbytery staff?