

# INTERIM PASTOR RESPONSIBILITY QUESTIONNAIRE

*For use by pastors and congregations during a contractual interview.*

	Hours per week, etc.
<b>A. WORSHIP</b>	
Sunday preparation:	
Services	_____
Sermons	_____
Number of Sunday Morning Services Weekly	_____
Special service preparation:	
What kind of services?	_____
Services	_____
Sermons	_____
<b>B. CLASSES</b>	
Adult Instruction Class preparation	_____
Adult Instruction Class teaching	_____
What kind of materials are used?	_____
Catechism Class preparation	_____
Catechism Class teaching	_____
What materials are used?	_____
Bible Classes	
Sunday morning teaching	_____
Weekday teaching	_____
Materials used in these:	_____
Preparation for these	_____
Other Classes or Groups	
List	_____
Preparation time	_____
Meeting time	_____
<b>C. ADMINISTRATION</b>	
OFFICE WORK	_____
BOARD MEETINGS	_____
List those to attend:	_____
<b>D. REPRESENTING CONGREGATION AT     CIRCUIT AND OTHER MEETINGS</b>	_____
<b>E. EVALUATION AND PLANNING</b>	_____

F. PASTORAL COUNSELING AND CALLING

Sick/shut in \_\_\_\_\_  
Hospital \_\_\_\_\_  
Crisis \_\_\_\_\_  
Prospects \_\_\_\_\_  
Pre-marital \_\_\_\_\_

G. PROGRAM AND CHURCH YEAR SERVICES AND CUSTOMS

Advent \_\_\_\_\_  
Christmas \_\_\_\_\_  
New Year \_\_\_\_\_  
Lent \_\_\_\_\_  
Good Friday \_\_\_\_\_  
Easter \_\_\_\_\_  
Thanksgiving \_\_\_\_\_  
Communion schedule \_\_\_\_\_  
Confirmation \_\_\_\_\_  
School and Sunday school events \_\_\_\_\_  
Special programs/events \_\_\_\_\_  
Local Policies and Customs  
    Weddings \_\_\_\_\_  
    Funerals \_\_\_\_\_  
    Confirmation \_\_\_\_\_  
    Receiving of new members \_\_\_\_\_

H. PROCEDURES FOR CHURCH RECORDS

I. COMMUNICATIONS

Leadership with pastor, each other \_\_\_\_\_  
Calendar \_\_\_\_\_  
Worship bulletins \_\_\_\_\_  
Newsletter \_\_\_\_\_  
Secretarial assistance \_\_\_\_\_

J. ITEMS OR INFORMATION NEEDED

Membership and address lists  
Board and organization directories and schedule  
Constitution and By-laws  
Area Map  
Budget  
Hymnals used  
Orders of worship used  
Location of hospitals and nursing homes  
Locations/names of funeral directors and cemeteries