

CHURCH STAFF MEMBER EXIT CHECKLIST

STAFF MEMBER NAME:	
DEPARTMENT:	JOB TITLE:

CHECKLIST ITEM:	DATE COMPLETE:
COMMUNICATION	
<input type="checkbox"/> INFORM CHURCH LEADERSHIP	
<input type="checkbox"/> INFORM CHURCH STAFF MEMBERS	
<input type="checkbox"/> INFORM CONGREGATION	
<input type="checkbox"/> UPDATE CHURCH WEBSITE	
<input type="checkbox"/> UPDATE CHURCH SIGNAGE	
<input type="checkbox"/> UPDATE CHURCH DIRECTORY	
<input type="checkbox"/> UPDATE CHURCH MASTHEADS:	
<input type="checkbox"/> BULLETINS	
<input type="checkbox"/> NEWSLETTER	
<input type="checkbox"/> LETTER TEMPLATES	
KNOWLEDGE TRANSFER	
<input type="checkbox"/> LIST OF KEY CONTACT INFORMATION	
<input type="checkbox"/> LIST OF OUTSTANDING TASKS	
<input type="checkbox"/> STATUS REPORT OF ONGOING PROJECTS	
<input type="checkbox"/> LOCATION OF FILES & RECORDS	
<input type="checkbox"/> PROCEDURES & PROTOCOLS	
<input type="checkbox"/> USEFUL RESOURCES	
<input type="checkbox"/> UNSPOKEN GUIDELINES OR POLICIES	
PROPERTY TRANSFER	
<input type="checkbox"/> KEYS OR ACCESS CARDS	
<input type="checkbox"/> PASSWORDS FOR DEVICES & ACCOUNTS	
<input type="checkbox"/> UNIFORMS	
<input type="checkbox"/> EQUIPMENT	
<input type="checkbox"/> CHURCH VEHICLE	

CHECKLIST ITEM:	DATE COMPLETE:
UPDATE IT PERMISSIONS & ACCESS	
<input type="checkbox"/> REDIRECT EMAILS	
<input type="checkbox"/> LIVE WORSHIP ACCOUNTS	
<input type="checkbox"/> CLOSE OR TRANSFER ACCOUNTS:	
<input type="checkbox"/> SUPPLY COMPANIES <small>(PAPER, OFFICE SUPPLIES, ETC.)</small>	
<input type="checkbox"/> MEMBERSHIPS <small>(SUNDAY SCHOOL MATERIAL, BULLETINS, ETC.)</small>	
<input type="checkbox"/> CREDIT CARDS	
<input type="checkbox"/> BANK ACCOUNTS	
<input type="checkbox"/> CHURCH WEBSITE	
<input type="checkbox"/> CHURCH CALENDAR	
<input type="checkbox"/> CHURCH PHOTO DIRECTORY	
<input type="checkbox"/> SOCIAL MEDIA ACCOUNTS	
Documentation	
<input type="checkbox"/> LETTER OF RESIGNATION OR SEPARATION	
<input type="checkbox"/> EXIT INTERVIEW	
<input type="checkbox"/> IF SALARIED, PREPARE FINAL PAYCHECK	
<input type="checkbox"/> IF SALARIED, GATHER TAX INFORMATION	
<input type="checkbox"/> BENEFITS THAT WILL CONTINUE OR END	
<input type="checkbox"/> REFERENCE OR LETTER OF RECOMMENDATION (IF REQUESTED)	
<input type="checkbox"/> VALID FORWARDING ADDRESS & CONTACT INFORMATION	
<input type="checkbox"/> UPDATE JOB DESCRIPTION	

EMPLOYEE TERMINATION DATE: _____

CHECKLIST COMPLETED DATE: _____

SIGNATURE