Church Staff Member Exit Checklist

# Communication

* Inform church leadership
* Inform fellow church staff members
* Inform congregation
* Update church website
* Update church directory
* Update church mastheads
  + Bulletins
  + Newsletter
  + Letter templates

# Knowledge Transfer

* List of important contact information
* Useful resources
* List of outstanding tasks
* Status report of ongoing projects
* Procedures or protocols
* Unspoken guidelines or policies
* Location of files or records

# Property Transfer

* Access card or keys
* Uniforms
* Equipment
* Passwords for computers, etc.

# Update IT Permissions and access

* Redirect emails
* Live worship accounts
* Close or transfer accounts
  + Supply companies (paper, office supplies, etc.)
  + Any memberships (Sunday school material, bulletins, etc.)
  + Church website
  + Church calendar
  + Social media accounts

# Documentation

* Letter of resignation or separation
* If salaried, final paycheck is prepared
* If salaried, tax information gathered
* Benefits that will continue or end
* Letter of recommendation (if colleagues is moving to another state)
* Valid forwarding address / contact information