

# 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

## 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

## 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

## 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

## Property Transfer

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