

Tasks to address before an employee departs

1. Send an email to all staff mentioning the staff member's departure
2. Send a letter to congregation indicating employee's departure
3. Pay employee for any expenses incurred and unused vacation
4. Collect keys and access cards that the employee has been given
5. Host a staff lunch to bring closure to staff relationships
6. Collect laptop, cellphone and any equipment provided to the employee
7. Obtain codes the employee used for any of the equipment provided
8. Provide letter of recommendation if requested
9. Review all files related to past and current projects
10. Obtain status reports on current events and projects
11. Assign point people for employee's current events and projects
12. Determine the best way to contact the employee after their departure if needs arise
13. Provide opportunity for members to say thank you and farewell to the employee
14. Provide farewell gift and card to the employee
15. Immediately upon departure, remove references to staff person from website
16. Remove departing person's name from phone extensions and voice mail system
17. Remove departing person's email, or having it redirected to a different staff member
18. Make note in departing person's personnel file their termination date

Questions to ask during the employee's exit interview

1. What factors have led you to decide to leave the company?
2. What factors were most important in choosing your new job?
3. What are your views on the congregational leadership?
4. What are congregational leaders doing right or wrong?
5. Did you feel you were given enough support in your job?
6. What did you find most challenging/frustrating in your position?
7. What might we have done differently to reduce that level of frustration?
8. What did you most enjoy/appreciate about this ministry setting?
9. What are you most proud of, concerning what you accomplished in your time here?
10. What are your views on the way we treat our employees?
11. How could we improve overall staff effectiveness and morale?
12. What suggestions do you have for enhancing our ministries?
13. What suggestions do you have for improving communication?
14. What might we do differently as we prepare for someone to replace you?