

Church Employee Departure Checkout

1. Day of Checkout: Employee checkout will be conducted on a day determined by the board. This will require you to come prepared to return all church property and equipment. All departing employees should have removed all personal belongings from their work space prior to their last day in the office.

2. Checkout Procedures: Before a final paycheck can be authorized, the employee should come to the scheduled meeting prepared to return the following items and information:

- ☐ **Ministry Expense Reimbursement Reports:** All Ministry Expense Reimbursement Reports need to be brought current and any unused allowance by the pastor needs to be returned to the church. Make sure both the pastor and a church official have signed the expense reimbursement reports for tax purposes and both the pastor and church keeps a copy.
- ☐ **Keys and entry access codes:** All keys (including those you may have loaned or given to others) have been labeled and returned to the board. Do not give others (staff or volunteers) your keys. They will be reissued as needed and approved by the business office.
- ☐ **Cell phone(s):** If the employee (or employee's spouse) has been issued a company cell phone, the phone(s) will be returned as well as the code to change and access voicemail. Employees are not permitted to keep company phones or dedicated numbers unless authorized by the board.
- ☐ **Electronic logins:** All computer and electronic logins will be turned over to the board.
- ☐ **Medical & dental:** Medical, dental, and COBRA responsibilities will be communicated.
- ☐ **Outstanding educational balances:** Check for any balances due for reimbursements or the purchase of prearranged and authorized educational equipment.
- ☐ **Outstanding postage and phone balances:** Check for any balances due for postage or long distance.
- ☐ **Electronic equipment returned:** All electronic equipment and church property will be returned to the board during this meeting unless other arrangements have been authorized by the board.
- ☐ **Remote access:** Remote access disconnected (if applicable).
- ☐ **Passwords and vender information:** List of current passwords for work-related /ministry websites and other vender related items.
- ☐ **Key ministry leaders:** List of names/contact info for key ministry/departments leaders.
- ☐ **Change of signature cards:** the pastor's name is removed from all bank accounts (checking, savings, credit cards, investments at AGFS/CEP/HIS Fund/etc., legal documents, and others.
- ☐ **Forwarding address:** Forwarding address/information for mail and last check.
- ☐ **Paid time off status:** Review of used paid time off and vacation schedule. Upon termination, employees receive pay for earned unused vacation.

- ☐ **Last check:** Review arrangements for the date and location the last check(s) will be sent via mail.
- ☐ **Signature of recognition:** Sign document outlining things that were covered in the checkout meeting.

3. Insurance Coverage at the End of Employment: Regardless of the reason, when employment ends, church group health coverage terminates on the last day of the month in which your employment ceased. For example, if your last day of work will be June 13, your health coverage will terminate June 30. Dental insurance terminates on your last day of employment.

4. Reference Requests: The church does not furnish open letters of recommendation addressed "To Whom It May Concern." Only the lead pastor or chairman of the board (when without the lead pastor) has the authority to respond to such inquiries.

Employee Signature _____ Date _____

Secretary of the Deacon Board _____ Date _____