

HR BASICS

Things to consider with:

INVOLUNTARY TERMINATIONS

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CONDUCT A SEPARATION MEETING

- Ensure your communication is clear, compassionate, and compliant
- Ensure the employee understands the message and is aware of available resources
- Provide written communication that includes the specific date of last work day



SEND FINAL STEPS EMAIL

Some things to include:

- Any final check inclusions such as vacation or sick pay outs - check state specific timing requirements on state's gov website
- Severance timelines
 - There are time requirements with offering severance. Connect with a local attorney who knows your state's laws so that any required regulations are followed.
- Health/Life insurance info (if applicable)
- Instructions for returning church - owned equipment and closing accounts

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CONTACT FOURSQUARE

*for all non-senior pastor positions. Removal of senior pastors should follow the normal district procedures in compliance with the bylaws.

- Contact retirement admin for account separation options
- Contact district office for licensing next steps (if applicable)
- Contact district office to remove admin rights to reporting (if applicable)

