

## **Member Exit Survey - Home Office Staff**

The following survey is to be filled out by the Home Office Staff (HR/Member Care) for a member wishing to retire, resign from the field, leave full-time field service or whom have been asked to leave by the agency. This information is needed by the home office to efficiently process the transition. The information provided will greatly help to understand the circumstances and plans for the future. The responses will help the agency improve training, orientation and member care services for all members.

**Date:**

**Name of Home Office Staff filing out this report:**

**Department of Service:**

**Please enter the members name (names if filing jointly with spouse):**

First:

Last:

**Gender:**

**Home Country:**

**Country of Service:**

**Region of Service:**

**Expected date of reassignment, retirement or resignation:**

**DEPARTURE REASONS:**

Please select the category that best describes your primary reason for leaving the field. (Often times its hard to select just one but there will be a comment field later where you can provide more details.)

**Departure Reasons (Please choose one)**

**Reason Clarification:**

**100 Natural Causes**

**200 Health**

**300 Family**

**400 Interpersonal**

**500 Career**

**600 Organizational**

**700 Field**

**800 Dismissal**

**900 Other**

**Reason Detail - (503/4 Agency Transfer)**

Is this new organization a Christian 501c3?    **Yes**                      **No**

**Organization Name**

**Organization Address**

**Donor instructions for transferring donations**

**Comments:** Please feel free to use this space below to add any additional information that might clarify the reason you selected in the previous questions.

**TRAINING AND SUPPORT:**

**Home Office - Pre-Field Training**

**On Field Orientation (First 1-2 Years)**

**On Field Training/Mentoring**

**On Field Leadership (Vision, Abilities, Communication)**

**On Field Support/Care from Team Leaders and Team Members**

**On Field Member Care Person or other Resources**

**Home Office - Care from the Member Care/Development Team**

**Home - Care from your Churches**

**Home - Care from Partners/Supporters**

**Home Office - General Services**

**Comments:**

What suggestions do you have to improve any of these Training and Support areas?

**Optional:**

Please include any communication flags for talking with the church or resigning member.