

Some expectations for staff

1. Tuesday staff time is a high priority for us together. Try to schedule personal and pastoral appointments or time off on other days or times. Try to arrive in the building by 8:45 and be in the Conference Room no later than 9:00. Help me help us make this a valuable time together.
2. Hospitality is of the highest priority for all of us. Greet and welcome all comers, be they members, visitors, strangers, salespersons, or other types. Gently coach one another on this principle—including me! With grouchy or pushy church members, remember: “The customer is always right.” Even if he/she isn’t!
3. Supply (or have others supply) comprehensive details for all you want in the Newsletter, worship inserts, or public media. Also, track the web site information regularly and make sure your area is up-to-date. Regular updating and corrections keep people coming back. Watch the accuracy of your “brochures” as well.
4. We are each supportive of each other. Help one another when appropriate. Watch for times of high stress and fatigue in each other. Pray for one another regularly.
5. Opportunities will abound for you to speak ill of someone on staff. Don’t do it for whatever reason. If you are unhappy about something, go to that person and speak with them. Then, after speaking together, be positive and supportive of each other.
6. People come to church to connect with God and grow in faith. As staff, it is our unique privilege and responsibility to help others grow in faith, which really means we need to be committed to growing in faith ourselves. Be involved in spiritual disciplines such as devotions, Sabbath time, etc. So you can stay connected to God.
7. Keep good “day off” and “whereabouts” information with Laura/Carey. This is important on “days in” the office as well as “days out.” Remember to indicate your first day back in the office when away for extended periods—especially if that time extends over a weekend.
8. Maintain a vision driven ministry at every turn: *To invite and welcome people to be committed and compassionate followers of Jesus Christ through worship, through spiritual growth, through fellowship and through service to others.* Always ask: (a) is this activity within our vision as a community? (b) Does this event or class or mission honor and support our vision? (c) Can this activity be justified within our vision?