**STAFF VALUES - EXAMPLE**

**The purpose of this document is to delineate how we as a church staff will be responsible to the church and relate to our co-workers.**

**LOVE UNCONDITIONALLY**

We will create unity by practicing the biblical law of unconditional love. We will help others feel safe, secure and validated in their essential worth by loving without any strings attached.

**SPIRIT FILLED LIVES**

We will strive to live a spirit controlled life evidenced by the display of the fruits of the spirit in all of our dealings and relationships.

**CONFRONT IN LOVE**

We will care enough to confront when we have differences, feel wronged or see behavior inconsistent with our agreed upon values. We will not talk about each other until we have talked to each other.

**SEEK FIRST TO UNDERSTAND**

We will seek first to listen and understand, then to be understood.

**VALUE DIFFERENCES**

We will value and respect our individual gifts, strengths, perspectives, ministries, callings and differences recognizing God has uniquely knitted each of us together for his purposes.

**VALUE TEAMWORK/COLLABORATION/INNOVATION**

We will create a synergistic interdependent organization through teamwork and believing that our whole is greater than the sum of its parts. We will seek each other’s input, encourage each other towards innovation and give ourselves permission to fail.

**COMMUNICATE OPENLY AND HONESTLY**

We will take personal responsibility for fostering mutual information sharing and for keeping informed supervisors, peers and subordinates throughout the organization. We will invest the time and effort up front to make expectations clear, explicit and mutually agreeable.

**APOLOGIZE AND FORGIVE SINCERELY**

We will demonstrate strength of character by apologizing and forgiving quickly, sincerely and from the heart when we have wronged or been wronged.

**SEEK WIN/WIN SOLUTIONS**

We will demonstrate win/win thinking by pursuing agreements and outcomes that are mutually beneficial and satisfying. We will view our work as cooperative rather than competitive; believing in God’s economy there is sufficient recognition and resources to accomplish his purposes.

**KEEP COMMITMENTS**

We will build bridges of trust by being responsible, keeping the promises we make and fulfilling the expectations we agree upon.

**PRIORITIZE SELF-DEVELOPMENT**

We will invest in continuous training and development to reach our full potential.

**SHOW INTEGRITY**

We will avoid any conversation or behavior that is dishonest, deceptive or full of malice.

**BE GOOD STEWARDS**

We will maintain fiscal responsibility by pursuing the best dollar value. We will establish a system of checks and balances that will flag any area of expenditures before it grows out of line. We will assume personal responsibility for managing all costs related to our ministries and we will constantly monitor the use of our budget against our mission, objectives and goals.

**SUPPORT ONE ANOTHER**

We will be loyal, honor and encourage each other in conversation, both publically and privately, rather than criticize, belittle or gossip. We will be positive, affirming and supportive in our conversations and actions towards the leadership, ministries, programs, decisions and strategies of the church.

**PROFESSIONAL BEHAVIOR**

We will respect each other by responding in a prompt and courteous manner to all correspondence, inquiries and requests. We will abide by organizational policies, procedures, systems and practices.

**PRAY FOR AND NURTURE ONE ANOTHER**

We believe in the power of prayer therefore we will undergird one another in prayer for personal and ministry concerns. We will offer each other encouragement, comfort and support in times of need.

**COMMITMENT TO EXCELLENCE**

We will strive to implement with excellence, accountability and high expectations.

**INTENTIONAL ALIGNMENT**

We will strive to align our ministries with the mission, vision, objectives and goals of the church rather than practice sub-optimization.

**MANAGE CHANGE**

We recognize that there is no improvement without change, therefore we will value, embrace and encourage change that improves. We recognize that poorly managed change hinders effectiveness and efficiency therefore we commit to practicing proven change management principles.

**FOLLOW CHAIN OF COMMAND**

We will follow the organizational chain of command in dealing with questions, concerns, and decisions.

**The above values are not law. These are guidelines that we believe reflect our Savior. They are the desires that we long to see become disciplines of our organization.**

* “*But if we walk in the Light as He Himself is in the Light, we have fellowship with one another, and the blood of Jesus His Son cleanses us from all sin.” 1 John 1:7*
* *“Shepherd the flock of God, exercising oversight not under compulsion, but voluntarily, according to the will of God; and not for sordid gain, but with eagerness; nor yet as lording it over those allotted to your charge, but proving to be examples to the flock.” 1 Peter 5:2,3*

**Shared Staff Values Exercise**

**Your church or organization’s team values set the tone for your workplace culture. In fact, they are the bedrock upon which your culture is built. Your workplace values are the shared guiding beliefs and principles that are most important to your team about the way you work. They help you choose between right and wrong and guide employee decisions, attitudes, and actions. They clarify the desired behaviors of employees and the expectations of how employees relate to each other on a day to day basis.**

Some examples of workplace values include:

* Being accountable.
* Delivering quality.
* Being completely honest.
* Keeping promises.
* Being reliable.
* Being positive.
* Meeting deadlines.
* Respecting organization policy and rules.

To be successful, individual employee values must be closely aligned with the organization’s workplace values. When this happens, people understand one another, everyone does the right things for the right reasons, and this common purpose and understanding helps people build healthy working relationships. Values alignment helps the organization as a whole to achieve its core mission.

When values are out of alignment, people work towards different goals, with different motives, and with different outcomes in mind. This can damage work relationships, job satisfaction, and productivity.

**How To Establish Shared Team Values And Desired Behaviors**

Developing team values is not a waste of time….the best organizations without fail have strong cultures that revolve around desired behaviors stated as core or shared values.

This exercise helps you as a leader to establish a set of shared values and related desired behaviors. To have shared values in a team will: create better understanding and communication; help people to function and work better together and feel better about what they do; create better co-operation and alignment of people towards common mission, vision, and goals.

Exercise Instructions:

Purpose: To develop a set of team values related to how we collectively agree to relate to one another in the work environment and succeed as a team.

First, your team must determine the types of behaviors that are desirable and those that are not. Think about the types of behaviors and attitudes that you find agreeable and enjoyable in your work environment and that accelerate and support your work. Consider as well the types of behaviors and attitudes you find annoying or troubling and that block or inhibit your work. In addition, think about the beliefs and behaviors that you strive to model in your own work related responsibilities and relationships.

Listen closely to the actions and attitudes that are desired and those that are not welcomed that are offered by others on your team. Doing so will help you understand and appreciate what is important to your fellow team members.

Questions and statements to focus on might include:

1. What behaviors do I personally value in my work? Use the list of values below to stimulate your thinking.
2. What are the actions and attitudes that inhibit my work? I don’t like it when someone…….
3. What are the actions and attitudes that support my work? I like it when someone…….
4. What are the underlying values of your wanted actions and attitudes? Develop a one or two word description, again using the list below to stimulate your thinking.
5. Describe the desired values in terms of behavior and attitudes and the results that will follow if people live out this value.
6. Rank your top 10 values in order of preference, so that the least favorite gets one point, the next least favorite gets two points, and so on. For example, your top choice gets ten points, your second choice gets nine points, your third choice gets eight points, etc.
7. Collect everyone's rankings together and add up their scores for each option, to form a collective response. This gives the group's consensus score for each option. Then order the options so that the one with the highest score is at the top of the list.
8. Bullet point a description of several behaviors and attitudes that might encourage and support each of the values.

* Example:

**OPENNESS**

* We are proactive in taking initiative to share information with each other.
* We bring issues to the table and speak honestly and openly about our position and feelings.
* We challenge each other respectfully.
* We support and encourage each other in frank and honest conversation.

Publishing your shared values on attention-grabbing posters around the office is the easy part. Translating the content of these posters into a daily reality within an organization is the real challenge, but one which is worth the investment and is potentially very costly to ignore. Be sure to ask:

* How can we encourage and make these values come alive in our work culture?
* How should divergence from our agreed upon shared values be handled?

**To stimulate your thinking, review this list of values circling those that are most important to you.**

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| --- | --- | --- | --- |
| ACCESSIBILITY  ACCOUNTABILITY  ADAPTABILITY  ALIGNMENT  APPRECIATION  APPROACHABILITY  BALANCE  BUREAUCRACY  BIBLICAL  BLAME FREE  BOLDNESS  CAMARADERIE  CANDOR  CARING  CHAIN OF COMMAND  CHANGE ORIENTED  CHARACTER  CHARITABLE  COLLABORATION  COMMITMENT  COMMUNICATION  COMMUNITY  COMPASSION  COMPETENCE  CONCERN  CONFLICT RESOLUTION  COOPERATION  COST CONSCIOUSNESS  CONSISTENCY  COURTESY  CREATIVITY  DEPENDABILITY  DEVOTION  DIRECTNESS  DISCIPLESHIP  DIVERSITY  EFFECTIVENESS  EFFICIENCY  EMPATHY  EMPOWERMENT  ENCOURAGEMENT  EQUALITY | ENTHUSIASM  ETHICAL  EVANGELISM  EXCELLENCE  EXPERTISE  FAIRNESS  FAMILY  FLEXIBILITY  FOCUS  FOLLOW THROUGH  FORGIVENESS  FREEDOM  FRIENDLINESS  FUN  GENEROSITY  GENUINESS  GLOBAL PERSPECTIVE  GOAL ORIENTATION  GOSPEL  GRATITUDE  GROWTH  HAPPINESS  HARMONY  HELPFULNESS  HONESTY  HOSPITALITY  HUMILITY  HUMOR  IMPARTIALITY  INFLUENCE  INITIATIVE  INNOVATION  INSPIRING  INTEGRITY  INTERDEPENDENCE  JOY  KINDNESS  KNOWLEDGE  LEADERSHIP  LEARNING  LISTENING  LOVE  LOYALTY  MATURITY | MENTORING  MISSION FOCUS  MOTIVATION  OPENMINDEDNESS  ORGANIZATION  OPENNESS  OPTIMISM  PARTNERSHIP  PASSION  PATIENCE  PEACE  PLANNING  POLICIES  POSITIVENESS  PRAYER  PREPARDNESS  PRIDE  PRINCIPLES  PROFESSIONALISM  PRODUCTIVITY  PUNCTUALITY  QUALITY  RECOGNITION  RELATIONAL  RELIABILITY  RESPECT  RESPONSIBLE  RESPONSIVENESS  RESULTS ORIENTATION  SACRIFICE  SELF-CONTROL  SELF-DEVELOPMENT  SENSITIVITY  SERVICE  SHARING  SINCERITY  SKILL  SPIRITUALITY  STABILITY  STEWARDSHIP  STRATEGIC  SUCCESS  SUPPORTIVE | SYMPATHY  SYNERGY  TEAMWORK  THANKFULNESS  THOROUGHNESS  TIMELINESS  TOLERANCE  TRUST  TRUTHFULNESS  UNDERSTANDING  UNIQUENESS  UNITY  VISION  WARMTH  WIN-WIN  WISDOM  WORK ETHIC  WORSHIP  ZEAL |