

Appendix B: Staff Covenant

We enter this covenant to cultivate and sustain clarity in how we work together in a nurturing, safe environment characterized by respect and collaboration as a means of accomplishing -- collectively and creatively, with love, joy and humor -- more than we might accomplish on our own. We do this in service to the congregation.

We, the staff of Foothills Unitarian Church, make the following commitments to each other:

- We Commit to Work as a Team
- We Foster Healthy Relationships
- We Model Professionalism
- We Commit to the Vision of Life-Giving Generativity
- We Commit to Work as a Team
 - We affirm and trust the passions and gifts each staff person brings to the team and to their individual positions, recognizing one another as whole beings with complex stories and unique personalities.
 - We treat one another with kindness, goodness and respect.
 - We support each other in fulfilling our varied responsibilities by learning about one another and the work we do, listening and sharing without interruption, being open to feedback and seeing other truths.
 - *We are committed to one another's personal and professional growth.*
 - We are clear about boundaries and let others do their jobs, mindful that individual personalities and job realities may dictate differences in how work is done.
 - We welcome differences of opinion.
 - We align with the core values and commitments of Unitarian Universalism.
 - We assume good intentions in one another and in all those with whom we work and serve.
- We Foster Healthy Relationships
 - Ask the person to approach the staff member directly and, as needed, help the person get clearer about the issue at hand.
 - *If the concern or complaint is related to a potential breach of Church policy then it should be directed to the staff person's direct supervisor. If appropriate the supervisor will handle in accordance with the Grievance process outlined in the Handbook.*
 - If helpful, the staff member will offer to go with the person to speak to the staff member or congregant;
 - Otherwise, the matter will be dropped.
 - Triangulation is to be avoided.
 - Our model for handling complaints or concerns within the staff team or with congregants shall be:
 - We deal in issues and behaviors, not personalities.
 - We are generous with our gratitude for fellow staff.

- We Model Professionalism
 - We value positive attitudes, experimentation, wholeness and grace.
 - We maintain boundaries porous enough for constructive and necessary communication to flow while firm enough to remain focused on our respective areas of responsibilities and do not become enmeshed in others' work.
 - When we disagree, we bring forward concerns, listen to understand, and remain open to compromise.
 - Regardless of personal feelings, when a decision is made or a direction has been determined, we present a united front to those outside the team and we speak with one voice.
 - We commit to holding regular staff meetings and making available to all staff members information resources they need. In turn, we all are responsible for using those resources.
 - We uphold confidences and respect sensitive information. We use discretion in communicating outside the team about Church issues, mindful that whatever is communicated will be broadcast.
 - We Commit to the Vision of Life-Giving Generativity
 - We make the best choices we can to be good stewards of our resources.
 - We recognize our own limitations and ask for help before we have reached our limits.
 - Faced with limited resources and competing priorities, we will seek clarity and, when necessary, do fewer things, knowing we will do them with greater capacity and success.
 - We respect one another's time off.
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