

## **CSC STAFF EXPECTATIONS FOR APPLICANTS**

You have been invited to be part of God's incredible redemption plan through the ministries of Centre Street Church! It is a "ministry position" and not just a "job" for which you have been hired. CSC is an integral part of the community we live in and each and every staff member, regardless of his/her position, is viewed as a representative of the church both on and off the job. For this reason, our church staff is held to a higher standard and degree of accountability than others who are part of our church family.

### **PERFORMANCE STANDARDS**

We believe that it is necessary to have clarity of expectations and unity amongst staff so we all are pulling in the same direction and accomplishing all that God wishes to do through us. Therefore, all CSC Staff are expected to strive towards and will be measured against the following standards of performance:

- *Character*                      Attitude  
   Integrity and Trust  
   Spiritual Vitality
- *Competence*                    Adaptability  
   Time Management  
   Action and Results Focused  
   Developmental Mindset
- *Chemistry*                      Teamwork  
   Staff and Volunteer Relationships  
   Communication

<b>CHARACTER</b>	
<b>Required Expectations</b>	
<b>ATTITUDE</b>	<ul style="list-style-type: none"> <li>▪ Energizes others by displaying a positive and constructive attitude</li> <li>▪ Expresses positive expectations for others and speaks of them in positive terms</li> <li>▪ Displays optimism to help others see the positive in difficult situations</li> <li>▪ Is enthusiastic when completing all tasks and can be counted on by others</li> </ul>
<b>INTEGRITY AND TRUST</b>	<ul style="list-style-type: none"> <li>▪ Treats others with dignity and respect; is direct but diplomatic</li> <li>▪ Keeps confidences</li> <li>▪ Admits mistakes</li> <li>▪ Is widely trusted and uses good judgment</li> <li>▪ Shows consistency; actions match words</li> <li>▪ Can represent the unvarnished truth in an appropriate and helpful manner</li> </ul>
<b>SPIRITUAL VITALITY</b>	<ul style="list-style-type: none"> <li>▪ Work and relationships abound due to the fruits of the spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control)</li> <li>▪ Is a positive example in their personal commitment to church and ministry initiatives by engaging in weekend services, classes and serving opportunities</li> <li>▪ Actively involved in some type of small group where spiritual conversations take place</li> <li>▪ Consistently tithes financially to CSC</li> <li>▪ Patient with others and self when working towards deadlines</li> </ul>

<b>COMPETENCE</b>	
<b>Required Expectations</b>	
<b>ADAPTABILITY</b>	<ul style="list-style-type: none"> <li>▪ Can effectively cope with change</li> <li>▪ Can shift gears comfortably</li> <li>▪ Can decide and act without having the total picture</li> <li>▪ Is not upset when things are up in the air</li> <li>▪ Can comfortable handle risk and uncertainty</li> </ul>
<b>TIME MANAGEMENT</b>	<ul style="list-style-type: none"> <li>▪ Clear sense of priorities</li> <li>▪ Shifts priorities as needed</li> <li>▪ Plans ahead</li> <li>▪ Systematic, orderly; blocks time for different activities</li> <li>▪ Values time and avoids time wasters</li> <li>▪ Demonstrates ability to effectively multi-task</li> </ul>
<b>ACTION AND RESULTS FOCUS</b>	<ul style="list-style-type: none"> <li>▪ Pushes self to action</li> <li>▪ Willing to act without planning</li> <li>▪ Lots of activity early</li> <li>▪ Resourceful</li> <li>▪ High standards</li> <li>▪ High need and drive to achieve results</li> <li>▪ Perseverance; works through barriers</li> </ul>
<b>DEVELOPMENTAL MINDSET</b>	<ul style="list-style-type: none"> <li>▪ Actively seeks and responds to feedback</li> <li>▪ Self-aware, understand how he/she comes across to others</li> <li>▪ Notices impact on others and adapts</li> <li>▪ Monitors own behavior</li> <li>▪ Works around or compensates for limits</li> <li>▪ Finds a way to get feedback</li> <li>▪ Open to multiple ways of growing and developing</li> <li>▪ Shows energy and motivation for personal improvement</li> </ul>

<b>CHEMISTRY</b>	
<b>Required Expectations</b>	
<b>TEAMWORK</b>	<ul style="list-style-type: none"> <li>▪ Knows when to push and when to back off</li> <li>▪ Can keep personal feelings from getting in the way</li> <li>▪ Finds common ground and points of agreement</li> <li>▪ Treats others with respect</li> <li>▪ Gives as well as asks for help</li> </ul>
<b>STAFF AND VOLUNTEER RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>▪ Recruits and blends people into teams</li> <li>▪ Creates strong morale and feeling of belonging on the team</li> <li>▪ Builds effective and constructive relationships; quickly builds rapport with all levels in and outside the organization</li> <li>▪ Lets people finish and be responsible for their own work</li> <li>▪ Can determine the best way to get things done with all levels of staff and volunteers by talking their language and responding to their needs</li> </ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>▪ Finds common ground</li> <li>▪ Listens before judging, practices active listening skills</li> <li>▪ Resolves issues through Mathew 18 process</li> <li>▪ Clearly communicates in a timely manner</li> <li>▪ Speaks effectively to all audiences</li> </ul>

## **CODE OF CONDUCT**

The following Code of Conduct is modeled after our 'CSC Membership Covenant' and establishes guiding principles and expectations for all staff, which are rooted in Biblical teaching. We expect that each staff member's actions will be guided by these principles. While the principles below may not take into consideration each and every circumstance we might be faced with, as believers and followers of Christ we look to the teachings of Jesus in the Word of God, the Bible, as our utmost authority.

Through your acceptance of this Code of Conduct, you acknowledge the incredible privilege it is to serve Christ in His kingdom-building work through Centre Street Church. As such, you agree to pledge a personal commitment to maintain a lifestyle consistent with standards of morality identified in Scripture.

As you serve alongside other individuals that God has also called to serve Him, you agree to submit yourself to the authority of the Bible in all areas of your life<sup>1</sup>, to serve the Body of Christ<sup>2</sup>, to submit to the leadership of Centre Street Church<sup>3</sup>, and to the following:

### **1. I WILL PROTECT THE UNITY OF MY CHURCH**

- ...by acting in love toward other members (Rom. 15:5-7; I John 4:11)
- ...by refusing to gossip (Eph. 4:3, 29; II Cor. 12:20; Matt. 18:15, James 1:26)
- ...by following the leaders as they follow Christ (Heb. 13:17; I Cor. 11:1)

As a staff member, this means I will:

- Endeavor to live out the CSC staff values of Cohesiveness, Accountability, Selfless Service, Trust, Empowerment and Mission.
- Act in a loving, cooperative and supportive manner towards my fellow staff members, assuming the best in them and refusing to gossip or speak poorly of them. I will address those acting in such a way in a direct but loving manner.
- View my co-workers as my protective allies and to be their protective allies, allowing them to keep me accountable for my actions and behaviors, while also praying for their integrity.
- Approach problems or conflict situations appropriately, seeking advice from those who can impact the situation productively, such as my supervisor or another leader. I commit to the best of my ability to have conversations that are grace based and solution focused and will avoid engaging in divisive conversations.
- Safeguard the integrity of the church by acting with honesty and pure motives, taking personal responsibility to follow and stay informed of Biblical, ethical and legal obligations as part of my role.
- Protect the privacy of our staff and congregation, ensuring the confidentiality of personal information is not improperly released inside or outside of the church.
- Willingly submit to the authority of the leaders God has placed in His church, unless their counsel is contrary to Biblical teaching. While I am free to express my opinion about matters, once decisions are made I will wholeheartedly support the decision. If I feel I can no longer support the decisions and directions of leadership, I will voluntarily end my employment in order to protect the unity of my church.

### **2. I WILL SHARE THE RESPONSIBILITY OF MY CHURCH**

- ...by praying for its growth (I Thess. 1:2; Eph. 6:18)
- ...by inviting the un-churched to attend (Luke 14:23)
- ...by warmly welcoming those who visit (Rom. 15:7)

As a staff member, this means I will:

- Pursue God by constantly submitting my life and work to God, while committing to listen for His direction through daily quiet time, prayer, and reading of God's Word.
- Be involved in my community by building healthy relationships with my neighbors, friends and family members who do not know Jesus.
- Take the initiative to get to know people at the church, especially those who are new, and help them to get connected with the people and ministries of the church so that they can grow in their relationship with God and others.

<sup>1</sup>(II Tim. 3:16), <sup>2</sup> (1 Cor. 12), <sup>3</sup> (Heb. 13:17)

### **3. I WILL SERVE THE MINISTRY OF MY CHURCH**

- ...by discovering my gifts and talents (I Peter 4:10)
- ...by seeking to grow and being equipped by my pastors and church to serve (Eph. 4:11-13)
- ...by developing a servant's heart (Phil. 2:2-7, John 13: 1-17)
- ...by endeavoring to become an active and supportive member of a small group (Heb. 10:24-25)

As a staff member, this means I will:

- Seek to understand and develop the gifts, abilities and talents that God has given me, and treat others in a manner that is respectful of their gifts, abilities and talents; empowering them to serve in their areas of strength while focusing on our common purpose to introduce people to Jesus and help them to become fully devoted followers of Jesus.
- Actively serve and participate in activities and events as determined by the leadership of the church, including 'high impact' times such as Christmas Eve, Good Friday, and Easter weekend.
- Be an active and supportive member of a small group, or other accountability group where I can mentor others or be mentored by other believers.

### **4. I WILL SUPPORT THE TESTIMONY OF MY CHURCH**

- ...by attending faithfully (Heb. 10:25)
- ...by living a godly life and obeying the teaching of the Bible in regard to my relationships and lifestyle (Gen. 1:27, 2:24; Phil. 1:27; Eph. 5:1-21)
- ...by giving regularly of my time, talent and treasure (1 Cor. 16:2; Lev. 27:30; I Cor. 12; I Peter 4:10)

As a staff member, this means I will:

- Regularly attend at least one weekend service at Centre Street Church.
- Live according to the principles of Romans 14: 20 – 22 and guard myself against causing others to stumble because of my personal convictions around 'disputable matters'.
- Abstain from any activity that would give even the appearance of evil, and endeavor to make Godly decisions to avoid any situation that could cause another person to stumble.
- Ensure my actions when dealing with members of the opposite sex are proper and safeguard against my actions being misconstrued by others as inappropriate conduct.
- Commit to tithe in obedience to scripture in the areas of:
  - Time – volunteering beyond 'paid time' in another area of ministry and/or in my community
  - Talent – using the gifts and talents God has given me to invest in developing or serving others
  - Treasure – regular tithing of my income to Centre Street Church. Anything I give beyond my tithe to CSC or another cause is considered a gift above and beyond my tithe.

### **5. I WILL SUPPORT THE GUIDING PRINCIPLES AND VISION OF MY CHURCH**

- ...Pursue God
- ...Pursue Relationships
- ...Pursue Mission
- ...Pursue Generosity
- ...Pursue Simplicity

As a staff member, this means I will:

- Seek to be a fully devoted follower of Christ as the highest priority in my personal life, through a commitment to live out the guiding principles listed above. While I realize this is a lifelong journey, I will make lifestyle choices that are above reproach where others cannot accuse me of hypocrisy or having double standards.

### **APPLICANT DECLARATION**

In my interest in applying for employment at Centre Street Church, I understand that these Staff Expectations are a condition of employment. I understand that if I am offered a role as an employee of Centre Street Church, I am prepared to make a commitment to live out these principles and expectations to the best of my abilities. I understand that if I choose not to live according to these principles and expectations, this will negatively affect my employment with Centre Street Church.

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Signed

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Dated