*CLC Employee Handbook: Appendix A*

*Basic Behavioral Covenants for Calvary Lutheran Church Staff*

  These Covenants are:

-          promises, not rules

-          descriptions of behavior, not changes of personality

-          integral to our Christian daily spiritual practice

-          modeled by us in church, home, workplace, and community

-          reviewed annually

These Covenants guide us in:

-          sharing information

-          setting priorities

-          making decisions

-          exercising leadership

-          addressing complaints

-          resolving conflict

With these, our Covenants, we commit ourselves to:

1. support and love one another, as Jesus commanded “Just as I have loved you, you also should love one another” *(John 13:34);*
2. seek resolution to conflict by first addressing the person with whom there is a problem, then if necessary involving witnesses, and third, going to the congregation’s leaders *(Matthew 18:15-17)*
3. forgive one another again and again *(Matthew 18:21-22)*
4. interrupt gossip, neither accepting nor sharing rumors, even when such is masked as a *concern* *(see James 3)*
5. always ascribe to others the best possible intentions and motivations, not the  worst, so encourage one another (Luther, *Small Catechism*, Eighth Commandment).
6. speak for ourselves, using *I* frequently
7. speak for others only when identifying the source, and not using expressions like *some people*, or *I’m not free to say who, but someone said to me . . . .*
8. be specific as to issue, time, place or people, not globalizing with words like *always*, *never*, *everyone*, *no one*
9. focus on issues and behavior, not personalities or character
10. present suggestions and concerns to the people directly responsible
11. participate in decision making by speaking openly and honestly about priorities and opinions during meetings, not privately afterward
12. address issues in a timely manner, but allow sufficient time for proper resolution
13. accept differences of opinion and conflict as inevitable, normal, and productive
14. focus on the subject at hand, not diverting attention to broader, general topics
15. seek what is best for the whole congregation, not only our immediate circle
16. remembering that we are “Blessed to be a blessing”
17. appreciate and acknowledge the little things we do for one another
18. recognize and respect difference in gifts and strengths, being open to different ways of accomplishing our mission and vision
19. when communicating constructive feedback, also find positives to share
20. take ownership of our own words, actions, decisions and space