

ESSENTIAL STANDARDS:

1. Foundational Requirements

- A. Member of TWC, or willing to become a member.
- B. Attends worship services regularly and participates in the life of the church family.
- C. Supports the work of TWC ministry according to *Malachi 3:10*.
- D. Lives a life dedicated to Jesus Christ.
- E. Free from addictive behaviors.
- F. Embraces God's word for daily living.
- G. Submits to and respects authority, demonstrates support and trust in TWC pastoral staff and leadership. *Eph 6:5 & 6*

2. Interpersonal Skills

- A. Contributes to unity in the body of Christ by relationship building with coworkers and volunteers.
- B. Treats others with courtesy and respect. Demonstrates a warm, friendly attitude to coworkers, volunteers, members, visitors, and vendors.
- C. Maintains an optimistic, positive attitude.
- D. Embraces open communication by seeking honest view points, sharing information, and practicing effective listening skills.
- E. Does not allow conflict to go underground. Goes directly to the person who offends or lets us down, not to someone else. *Matt 18:15*
- F. Respects confidentiality of coworkers, volunteers, and the congregation by sharing information on a need-to-know basis.
- G. Values volunteers by welcoming input, respecting their time schedule, and expressing gratitude.

3. Leadership Skills

- A. Helps coworkers and volunteers see the big picture and motivate toward goals.
- B. Gains support of others, even without direct authority.
- C. Delegates effectively.
- D. Consistently uses wise judgement and makes effective decisions.

4. Commitment to Excellence

- A. Is an efficient worker; prepared to start work on time, prioritizes work, and meets deadlines. *Col 3:23 & 24*
- B. Responds promptly to internal and external phone calls and emails.
- C. Team player; anticipates coworker needs and offers assistance to complete organizational goals.