Staff Covenant for the West Shore Unitarian Universalist Church (FINAL)

The West Shore staff is a diverse group. Some of us are Unitarian Universalist, and others affirm different beliefs and ways. We practice covenant making and keeping to tend to the well-being of the team which, in turn, supports our effectiveness as individuals. This covenant was created by all those who attended the staff retreat on October 15, 2019.

We commit to:

**Excellence.** I will strive to do my job to the best of my ability. I will seek ways of continued growth and learning in my work.

**Gratitude.** I will remember to treat my colleagues respectfully and thank them for the work they do, especially when they go above and beyond the call of duty. I will refrain from reaching out to colleagues when it is their time off, except for emergencies.

**Collaboration.** I will bring a collaborative spirit to my work and seek ways to prevent program or administrative areas from being siloed.

**Timeliness.** I acknowledge that the work of others often depends on my responsiveness to their needs, and vice-versa. I will be on time for meetings, honor stated office hours, respect deadlines, and aim, as best I can, to support the work of a colleague.

**Proactivity.** I will ask for what I need and clearly state the timeframe. If it is an emergency, I will reach out in the most direct manner as possible.

**Discretion.** If I hold sensitive information and believe that sharing it with another serves a greater good, I will first ask permission, or I will follow relevant policy. I understand that there are situations in which mandatory reporting guidelines take precedence.

**Accountability.** I will call my colleagues back to this covenant when I feel they have strayed. I will do this without finger-pointing, in a spirit of kindness yet frankness. When a colleague calls me back to this covenant appropriately, I will accept their feedback in a spirit of humility.

**Inclusivity.** I acknowledge how the West Shore workplace exists within a wider context of oppressive social dynamics, and how these dynamics can play out unconsciously. I will join the rest of the staff in periodic trainings that help me develop greater awareness of these dynamics and a greater capacity to ensure that the workplace is inclusive for all.

**Directness.** If I’m in conflict with someone, I will take my concerns to them in person or by phone. I may need to consult with a third party before I do this, but I will refrain from enlisting them to fight my battle for me.

**Grace.** I will be kind to myself when I fall short, and kind to a colleague when they do.