

## {Church Name} Leadership Values

The following is a self-assessment tool for you to use in looking candidly at your own strengths and weaknesses. The results will only be shared with those you choose, including your staff accountability partner. The set of notes on the next page provides a description of each element. You can make up your own rating scale (e.g. 5 – very strong, above average, 1 very weak, below average, etc.). Precision and absolute scoring is not important. Instead, you are looking for your relative strengths and weaknesses. You will use this self-assessment with your staff accountability partner to monitor your progress in working on your areas of weakness. One approach is to pick 2 or 3 areas of weakness to sincerely focus on; do not try to focus on too many things at once. You are encouraged to get input from your spouse, friends, and peers in completing the self-assessment.

Leadership Characteristics	Self-Assessment				
Commitment to {Church Name} Vision and Values	1	2	3	4	5
Attitude	1	2	3	4	5
Integrity	1	2	3	4	5
Action Oriented	1	2	3	4	5
Strategic Agility	1	2	3	4	5
Priority Setting/Time Management	1	2	3	4	5
Team Player	1	2	3	4	5
Team Builder	1	2	3	4	5
Communication	1	2	3	4	5
Demanding Standards/Expectations	1	2	3	4	5
Skill/Competency	1	2	3	4	5
Teachable	1	2	3	4	5
Work/Home Life Balance	1	2	3	4	5

**Commitment to Vision and Values** – You understand and are enthusiastically committed to {Church Name}'s vision and values. You consistently lead your assigned ministry area in a way that models and lives out {Church Name}'s vision and values in a practical way. The implementation of your ministry area is fully aligned with the vision and values of {Church Name}. Within your ministry area, you consistently and effectively communicate our vision and values in a compelling manner that inspires others to become more actively involved.

**Attitude** – Your positive, can-do attitude and enthusiasm attract and inspire others. People are naturally drawn to your servant's heart and Christ-like character such as humility, patience, and self-discipline. You are friendly and respectful of others. You relate well to all kinds of people, up, down, and sideways, inside and outside of the church. You are slow to speak and quick to listen, earnestly seeking to understand the needs of others. You are cool under pressure and do not lose your composure. You genuinely care about people and consistently demonstrate compassion and concern for others. You are approachable and routinely spend time with others in need, even when it is inconvenient.

**Integrity** – You are trustworthy, honest, reliable, and willing to stand-up for what you believe is right, regardless of the consequences. You value and persistently seek truth in all matters. You are a “straight shooter” with a reputation of doing what you say. You are fair and treat people equally, giving credit where it is due. You give every assignment your best effort without cutting corners. You readily admit your mistakes and assume responsibility for your actions. You do not gossip. You are respected for your willingness to confront issues and speak the truth in love. You are able to laugh at yourself and admit your mistakes to others; you are more critical of yourself than others are of you.

**Priority Setting/Time Management** – You use your time effectively and efficiently, concentrating your efforts on the more important priorities. You are skilled at quickly zeroing in on the critical few issues and putting aside the trivial many. You spend considerable time proactively working on projects that will have a long-term benefit for the church. You rarely find yourself working reactively on issues that are within your control to work in a more timely and proactive manner. You set deadlines for yourself to complete assigned projects. These deadlines respect and support the needs of others. You rarely miss these deadlines and have a reputation for getting things done on-time or early. You are rarely late for meetings and other group gatherings. You spend considerable time (over half of your time) on activities related to coaching, mentoring, and developing other leaders.

**Action Oriented** – You are a self-starter with a strong drive to get the job done. You find creative and innovative ways to work through or around barriers. You are persistent and finish what you start. You do not let things fester. Others are energized and motivated by your can-do attitude. You often seek out challenging assignments and then deliver high quality products on schedule. Others seek you out to lead challenging assignments. You are able to make good decisions with limited information. You are skilled at striking the right balance between planning and action. In carrying out assigned projects, you routinely identify and address other more fundamental underlying problems that inhibit improved organizational performance.

**Perspective and Strategic Agility** – You see and understand the bigger picture in issues. You anticipate future consequences and trends accurately. You lead with vision and are effective at articulating and painting a credible picture of the future. You consistently demonstrate an “owner’s perspective” in leading your ministry; you avoid optimizing specific areas of your ministry at the expense of sub-optimizing or weakening the overall operations of the church. You see your ministry as an integral part of {Church Name} and seek to establish goals and objectives that align your ministry with the church’s purpose and values. You are able to discern real problems and opportunities in complex issues, and boil these issues down to their simplest terms. You earnestly seek win-win solutions that capitalize on the genius of the AND (experiencing A and B vice A or B). You have the ability to see the bigger perspective in issues and either steer clear of potential problems or turn potential problems into opportunities. You understand our “customer” and always seek to understand and eliminate barriers that prevent our customer from taking their next step.

**Team Player** – Your deep commitment to {Church Name}, the staff team, and your volunteer teams is evident to those around you and far exceeds your own personal ambitions. You routinely sacrifice self for the good of the team. You understand and value the importance of teamwork. You are good at collaborating with and promoting the creative ideas of others, resulting in a product that is consistently bigger and better than yourself. You can quickly find common ground and solve problems for the good of all. You treat people fairly, equitably, and without hidden personal agendas. You are genuinely interested in the lives of other team members, including their problems, concerns and desires. You routinely spend time and energy giving the best of yourself to other ministry areas other than your own.

**Team Builder** - You are aggressively developing people and teams to create a ministry that is bigger than you are. You are effective at selecting and blending people into teams, creating a strong morale and team spirit, fostering open dialogue, empowering and trusting others without micromanaging, creating a sense of purpose and belonging, and obtaining strong performance results. You are a good judge of talent. After reasonable exposure, you can articulate the strengths and limitations of other people and where they can best serve in teams. You maintain a good balance of critical feedback that both uplifts and encourages while teaching and correcting. You deal with people problems firmly and in a timely manner without letting problems fester. You clearly and comfortably delegate both routine and important tasks and decisions to others. You create challenging tasks and assignments that will stretch people while energizing and helping them to grow. You are effective at identifying and developing other leaders through the team environment.

**Communicator/Motivator of Others** – You are skilled at inspiring and motivating others to do their best. You are easy to understand and you make people feel at ease. You are rarely misunderstood. Your command presence inspires and energizes others. You have solid presentation skills in a variety of different settings, including one-on-one, small and large groups, with peers, and with volunteer leaders. You are able to write clearly and succinctly in a variety of styles and can get messages across that have the desired effect. You are able to negotiate skillfully in tough situations and can settle differences with minimum conflict. You keep people informed with the information they need to know, when they need to know it to effectively do their jobs.

**Demanding Standards/Expectations** – You demand and are passionate about high standards of excellence in your ministry areas and are not living with festering deficiencies. You communicate these standards effectively to others in all that you do and inspire others to high levels of performance. You constantly assess the strengths and weaknesses of your ministry and seize opportunities for improvement. You are keenly aware of those aspects of your ministry needing improvement, and are acting to improve underlying problems. You routinely probe important issues beyond the surface and do not accept cursory answers. You pay close attention to details. You are disciplined to set the example for others by demonstrating high standards yourself. You and your leaders are harder on yourselves and on assessing the performance of your ministry areas than others outside your ministry area. You routinely take action to improve performance without prompting and are disciplined about following up to ensure the actions are having the desired effect.

**Skill/Technical Competency** – You have the functional and technical knowledge and skills to do the job at a high level of accomplishment. You understand and have mastered the administrative and other work practices/processes of your ministry and the church. You are an effective problem solver, applying both logic and intuition. You instinctively sense when things are not quite right or potential problems exist. You probe important issues deeply (i.e. several questions deep) to get past the surface to deeper-rooted problems and causes. You routinely make good decisions based on knowledge, analysis, experience, and mature judgement. Most of your decisions turn out to be correct and accurate when judged over time. You are sought out by others for advice and counsel.

**Teachable** – You are a relentless learner. You are aware of your personal strengths, weaknesses, and limits. You continuously work to improve yourself. You are open to change without being defensive. You seek out and thrive on constructive feedback. You enjoy the challenge of unfamiliar tasks. You learn quickly when facing new problems. You perceptively pick up on the need to change personal, interpersonal, and managerial behavior and are sensitive to how your actions influence and affect others. With sincere humility you are disciplined to modify and adjust your behavior for the good of the team.

**Work/Home Life Balance** – You are a model for other Christians in demonstrating a balanced lifestyle; you maintain a good balance between work and personal life so that one does not dominate the other. You find creative ways to get your work done AND tend to your family. You do not consistently neglect the family in favor of work priorities. You are able to give your family 100% of your attention (physical and mental) when you are not working. When you take time off (including your day off) you do not spend time working.