



# FELLOWSHIP CHURCH

## **STAFF CULTURE & VALUES**

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Our mission at Fellowship is to love God, love others, and make disciples, and accordingly, every action you take while employed with Fellowship should support that vision. All staff members of Fellowship must understand that they are followers of Jesus Christ, and as such, should consistently seek to live by Biblical standards and agree to demonstrate unity within the church with a humble and teachable spirit. As a staff member we expect you to model the behavior associated with our mission statement and our team behavioral values:

## **STAFF VALUES**

### **1. HEALTHY HABITS**

*3 John 1:2 "Beloved, I pray that all may go well with you and that you may be in good health, as it goes well with your soul."*

Our staff understands that in order to serve our congregation and community effectively, we must first invest in our own spiritual well-being and the health of our families. You can't fill others when you're running on empty.

Healthy Habits begin with personal commitment to spiritual growth through prayer, worship, and Bible study. We also emphasize the importance of maintaining a healthy work-life balance to strengthen our own families.

Prioritizing healthy habits isn't selfish; it's necessary for effective ministry. By fostering personal growth and family relationships, our staff can better support and uplift our church family, reflecting the love and grace of Christ.

We commit to...

- Spiritual growth
- Personal Bible devotion
- Prayer
- Worship
- Live in Christian community
- Evangelism and discipleship
- Spend quality time with our spouses
- Spend quality time with our kids

- Resting when needed and appropriate
- Balancing work life
- Physical health
- Lifelong learning
- Practicing Gratitude
- The pursuit of Professional and personal growth

## **2. HUMBLE SPIRITS**

*Philippians 2:3-4 "Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. 4Let each of you look not only to his own interests, but also to the interests of others."*

We believe that true humility is the cornerstone of effective and compassionate ministry. It means recognizing the worth and needs of others and putting their interests above our own. Our staff is committed to living out this principle by serving with a selfless attitude and a heart focused on the well-being of others.

This is evidenced by our willingness to do the less glamorous aspects of ministry as well. We're all willing to take out the trash, wash dishes, mop floors, fix toilets, or address any other needs that may arise.

We understand that in ministry, it's easy to be consumed by our own ambitions and desires, but our dedication to humility reminds us to look beyond ourselves. By actively seeking the interests of others and putting their needs before our own, we create a culture of genuine love and support within our church family.

Humility is not a sign of weakness but a testament to our faith and our dedication to the teachings of Christ. As we follow Christ's example, we are better equipped to spread God's love, grace, and compassion throughout our congregation and beyond.

We commit to...

- Examine our attitudes and actions
- Servant leadership
- Welcome feedback, gracious criticism, and accountability

- Celebrate each other's wins
- Admit mistakes
- Forgive each other
- Endure one another
- Offer to help
- Do things outside our job description
- Being willing to perform any task
- Meekness
- Not think too highly of ourselves
- Appreciate our responsibilities

### **3. HONEST RELATIONSHIPS**

*Hebrews 10:24-25 "And let us consider one another in order to provoke love and good works, not neglecting to gather together, as some are in the habit of doing, but encouraging each other, and all the more as you see the day approaching."*

At Fellowship, relational investment is close to our hearts. We believe that real ministry is not just about tasks and duties but is lived out in the depth of honest relationships. This value reflects our commitment to doing life together, both within our staff and with the members of our congregation.

We prioritize spending time together because we understand that it's in these moments that real bonds are formed, trust is built, and accountability is offered. We value the friendships we cultivate with one another, recognizing that these relationships are the bedrock of a strong, harmonious staff. We also extend this principle to the people in our congregation, fostering a welcoming community where everyone can feel like they belong.

Real ministry, in our view, occurs in the sacred space of relationships. We strive to embody this truth by not only serving our congregation but by truly knowing and loving them. It's in these connections that we find purpose, strength, and the ability to reflect the love and grace of Christ in all that we do.

We commit to...

- Pray for one another
- Encourage one another
- Care for one another
- Be kind
- Actively listen
- Communicate clearly and regularly
- Devote time to relationship building with other team members
- Provoke each other towards love and good works
- Give honest feedback
- Keep each other accountable
- Consider the team in all things
- Be a team player
- Be a team member others can depend on
- Not to talk poorly about other staff members behind their back
- Defend one another when others assume the worst
- Openly communicate hurts or frustrations to maintain unity

#### **4. HARD WORK**

*Colossians 3:23-24 "Whatever you do, do it from the heart, as something done for the Lord and not for people, 24 knowing that you will receive the reward of an inheritance from the Lord. You serve the Lord Christ."*

At Fellowship, we believe in hard work. We believe that our willingness to go the extra mile, get our hands dirty, and put in the effort sets the standard for dedication within our church community.

Our commitment to hard work means we are ready to come early and stay late, ensuring that every task, no matter how challenging, is approached with enthusiasm and diligence. We are not just servants; we are examples, demonstrating what true work ethic looks like to the lay leadership and our congregation.

We understand that the most meaningful achievements are often the result of determination and perseverance. By consistently giving our best and pursuing excellence, we inspire others to do the same and cultivate a culture where hard work is not just a value but a way of life. Our dedication

to going above and beyond sets the stage for a vibrant and impactful ministry that leaves a lasting impression on our church and community.

We commit to...

- Take initiative
- Pursue excellence in all things
- Go the extra mile
- Be diligent and give full effort
- Look for ways to improve
- Be good stewards of time and resources
- Be on time
- Be dependable
- Look for ways to contribute more
- Stay productive
- Not look for the easy way out
- Avoid distractions
- See a need and fill a need
- Meet deadlines
- Not take advantage of our freedoms

## **OTHER COMMITMENTS**

### MISSION FOCUSED

We love God, love others, and make disciples. We make disciples because we genuinely love people, and we genuinely love people because we genuinely love God. Everything we do stems from that mission and that heart.

-We are committed to our church values of Christ-centered worship, Christ-centered community, Christ-centered service, Christ-centered mission. We lead our congregation by example in these areas.

### SPIRITUAL GROWTH

We desire an environment that fosters spiritual growth for you. We want personal spiritual conversations to occur. We want to encourage you in your walk. We want to pray for each other. We want an environment where it's ok to not be ok and to talk through things with someone else.

- We are ALL committed to be involved in Fellowship groups
- We are committed to tithing 10% in obedience to God's Word as well as giving above and beyond with sacrificial and cheerful hearts
- We commit to pursue Christ in all things
- We commit to faithfully live out the spiritual disciplines of Bible study, prayer, and worship.

### BIBLICAL TEACHING

We believe that our primary role is to point people to the infallible, inerrant word of God. It is our authority and our life. We aren't interested in sharing our own ideas or philosophies. We want to share God's Word.

- We are committed to expository teaching and preaching in all our ministries
- We are committed to letting the Word talk
- We commit teaching and preaching the Bible and never distorting its truth.

### PROFESSIONAL GROWTH

Like the servants in the parable of the talents, we're all given abilities and skills that we can either develop or let erode. We want every Fellowship employee to grow in their skills.

- We regularly read a book together and present chapters in staff meetings
- We attend conferences: sometimes together, sometimes separate
- We learn about ourselves through personality assessments: Example: Culture Index, etc
- All of us have weekly/monthly one on ones where we talk through key issues, objectives, and goals.
- We regularly evaluate one another in accordance with the above staff values and the expectation is consistent growth in those areas

### ENJOYABLE PLACE TO WORK

Our workplace should be fun. This means every now and then we're going to stop what we're doing so we can play together. We might go see a movie together. We might have family fun days. We should keep a sense of humor, and laughter should be common.

An enjoyable place to work also means there are things WE DON'T want.

- This should be a no drama and no gossip environment
- We want an environment that is outrageously positive

### TEAM WORK

We should desire to hear input from multiple sources on the team. We'll do work in collaboration regularly.

- We all pitch in on big events. There is no job too small or too below anyone of us
- We communicate when we're out of the office
- We consider one another

### RIDICULOUSLY RESPONSIVE TIMES:

- Email (Office Hours) — Respond within 1 hour
- Email (Non Office Hours) — Respond within 24 hours
- Texts — Respond within 2 hours
- Phone Calls — Respond immediately

### PERSONAL RESPONSIBILITY

We believe in a culture with high liberty, but within a culture like that we also should expect high accountability.

- You also need to be intentionally aware
- You are responsible for your motivation
- You are responsible for your morale/attitude
- We want you to be a solution finder

### ORGANIZATION

We believe clear communication and expectations make for great relationships. We believe a culture and organization looks different at different sizes.

- We try to document EVERYTHING (Tweak Lists)
- We work to each maintain a master calendar (PCO)
- We believe Communication & Clarity is Kindness

### VOLUNTEER CENTRIC

We are constantly trying to engage people in service. We believe serving is a key part to discipleship.

- If someone can do the job 80% as well, hand it off
- We desire to create more positions than even needed: it's about engagement not efficiency

# FELLOWSHIP DICTIONARY

Words to avoid	Approved Language
Big Church, Sanctuary, Adult Church	Auditorium
Kids ministry, Fellowship Jr, daycare, childcare	Fellowship Kids
Youth ministry, teen ministry	Fellowship Students
Information Center, Guest Services, Customer Service, Visitor Center	Next Steps Center
Praise band, praise team	Worship Team
Greeters, Welcome team, Host team	First Impressions
Home Groups, Small Groups, Growth Groups, Life Groups	Fellowship Groups
Visitors	Guests
Take an offering	Receive the offering
Powerpoint	ProPresenter
Computer Team	Production Team
Gym, Family life center	Event Center
Brick building, Kids building	Education Building

## OFFICE POLICIES

These policies are written as a general guide and not as a detailed explanation of every rule and policy. The purpose of this list is to give you an understanding of our policies as well as an expression of the procedures necessary to direct the daily activities in the staff member/employer relationship.

THIS DOCUMENT IS NOT A CONTRACT, AND WE RESERVE THE RIGHT TO CHANGE, DELETE, OR ADD TO THESE OR OTHER POLICIES AT ANY TIME. All employment at Fellowship is on an "at will" basis. staff members and Fellowship are free to terminate the employment relationship at any time with or without reason. ALL Fellowship staff members are considered "at will" employees.

1. OFFICE HOURS: The offices maintain regular operating hours, which are as follows: Monday through Thursday from 8:30 AM to 4:30 PM and on Fridays from 8:30 AM to 12:00 PM.
2. MEETINGS: Staff meetings are typically scheduled for Mondays at 9:00 AM.
3. VACATION: Upon employment, each Ministry Staff member becomes eligible for 15 days of paid vacation per year. Un-utilized vacation time does not accrue. To request vacation days, staff members must coordinate with the Lead Pastor, and allocations will be based on a first-come, first-served basis. In cases where multiple staff members request time off simultaneously, the decision to grant leave or request rescheduling rests with the Lead Pastor. Ministry Staff members are entitled to a maximum of two Sundays off per year, which will be counted within the 15 days of paid vacation. Administrative Staff members are entitled to 10 days of paid vacation per year.
4. SICK LEAVE: There is no defined maximum limit on the number of sick days allowed. All staff members are entrusted to use sick leave judiciously. In cases of misuse, appropriate measures will be taken.
5. HOLIDAY SCHEDULE: The following holidays are considered paid holidays, during which the offices will remain closed: New Year's Day, Memorial Day, Independence Day, Labor Day, one week for Thanksgiving, and one week for Christmas. If a holiday falls on your

regularly scheduled day off, you may utilize that day at a later time as compensatory time.

6. COMPENSATORY TIME: Additional hours worked for special events such as camps, retreats, and outreach events may be redeemed as compensatory time at a later date, subject to approval by the Lead Pastor.
7. PERSONAL APPEARANCE: The dress code at Fellowship is flexible; however, staff members are expected to maintain a standard of modest and appropriate attire at all times. The dress code should be such that staff can be considered appropriately attired if called upon to minister to someone on short notice.
8. HOUSEKEEPING: Staff members are encouraged to share the responsibility of maintaining the cleanliness and tidiness of our facilities. This includes ensuring that your office is clean and welcoming for guests at all times. Additionally, it is your responsibility to ensure that your ministry area is prepared and clean for services. Should you come across any issues or areas in need of attention, please report them to the cleaning or maintenance staff/team..
9. PUBLIC RELATIONS: Staff members represent Fellowship to every person with whom they come in contact (on campus or off-campus). Visitors and fellow staff members should be treated with courtesy and kindness.
10. REVIEWS: Regular "One-on-One" sessions will be scheduled to recognize achievements and address areas for improvement. An annual assessment conducted by each team member will evaluate adherence to the staff values and culture outlined above. Yearly performance reviews will be carried out by the Lead Pastor, incorporating the results of the annual assessment.
11. ATTENDANCE: In the event of an absence from the office due to personal or professional reasons, it is mandatory to inform the rest of the team. A text message is considered an acceptable form of communication. Failure to provide prior notice may result in a deduction of vacation time. All employees are expected to be on time unless prior notice is given.
12. SPECIAL EVENTS: All staff are expected to attend and be engaged in all major church-wide events. Showing up early to setup, staying for the entire event, and staying until everything is picked up and all volunteers are gone is expected. These events include, but are not limited to, Passion Week, VBS, Trunk or Treat, Family Thanksgiving, and Christmas

at Fellowship. If there is a question regarding such events, please ask your supervisor.

13. LIVING RADIUS: All full-time ministry staff are required to live in the Mid-County area which includes the cities of Nederland, Port Neches, Groves, and Port Arthur.
14. CHILDREN: Children are permitted in the office during regular office hours on special occasions only. If your child is unwell, has an appointment, or is on school holiday, they are welcome to quietly occupy your office. However, if their presence becomes a distraction to other employees, you may be required to make alternative childcare arrangements. Please be advised that bringing children to the office is not a sustainable, long-term childcare solution.
15. CONFIDENTIALITY: In your role as a staff member, you will have access to a substantial volume of confidential information. A rigorous commitment to upholding the highest levels of confidentiality is essential. In the event that a staff member is found to violate this policy, disciplinary action, including the possibility of termination, may be necessary. However, it's important to note that you should never assure anyone who confides in you that you won't share the information with another staff member if it is deemed necessary to prevent harm to an individual or to Fellowship.
16. OUTSIDE ACTIVITIES AND EMPLOYMENT: All full-time employees must receive approval from their supervisor before engaging in outside employment, private business, or other activity, which might have an adverse effect on or create a conflict of interest with the church. This includes, but is not limited to, multi level marketing companies, consulting, retail, etc.
17. STAFF CODE OF CONDUCT: Fellowship staff members are expected to adhere to the core values of Fellowship listed above. In addition, team members agree to:
  - Live by the commitments of Fellowship membership.
  - Agree to our Statement of Faith and will refrain from advocating doctrines not included in the Statement of Faith in such a way as to cause dissension.
  - Follow and respect the leadership of the church.
  - Quickly respond to to phone calls and emails from co-workers. Practice "Ridiculous Responsiveness" listed above.

- Exhibit a “whatever it takes” attitude in all tasks they are asked to undertake.
- Provide care to the congregation in times of need or crisis.
- Be radically committed “champions” of Fellowship’s mission, vision, values and purposes, and will encourage others to assist in the implementation of these foundational beliefs.
- Loyal to other staff, lay leaders, and the pastors.
- Concerns or personal conflicts will be dealt with on a personal level with the person(s) involved, following the example in Matthew 18.
- Not communicate negative opinions about a staff person to another staff or lay person (exceptions will be made in the case of job reviews, performance, leadership thresholds, etc.).
- Be committed to support any and all decisions publicly. Decisions will be thoroughly processed privately (one-on-one, staff meetings, etc.)
- Take the initiative to think and innovate creatively and to not be afraid of failure if it occurs when giving 100%.
- Be punctual on all occasions.
- Recognize that a good attitude is invaluable to staff morale and church momentum. Staff members with consistently negative or damaging attitudes will be dealt with and may result in eventual termination of employment.
- Show appreciation towards volunteers & members. Love them, follow through with commitments & communicate with them clearly.
- Make a personal commitment to holiness in lifestyle that would reflect Jesus and be blameless before others, in areas such as but not limited to: drinking, recreational drugs, modest dressing, excessive debt, inappropriate entertainment, tobacco use, disorderly conduct in church facilities, including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others, stealing, physical abuse, violation of any law adversely affecting the church, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment or anything that would reflect poorly on the cause of Christ and the reputation of Fellowship Church.

#### 18. POINTS OF ACCOUNTABILITY FOR STAFF MEMBERS

- Staff members should pray for other staff members.
- Staff members will have meaningful accountability relationships.

- Staff members should use extreme caution when answering emails, instant messages, participating in chat rooms, responding to cards or letters from the opposite sex, and should strive to involve another co-worker in the response.
- Staff members should not discuss personal marital issues with a co-worker or an attendee of the opposite sex.
- Married staff members should not be alone with the opposite sex.
- Married staff members should not ride in vehicles alone with the opposite sex.
- Married staff members should not have intimate physical contact with a co-worker or Fellowship attendee of the opposite sex, or show affection that could be questionable.
- Married staff members should not visit the opposite sex alone at home.
- Pastors should not provide pastoral care to the opposite sex alone at the office or elsewhere, and will not advise the opposite sex more than one time without that person's spouse present. Refer them to a staff member of the same sex.
- Single Staff must refrain from being alone with any minors (male or female) at any time, including giving one a ride.
- In the case of counseling it should be done at the church office with others in the same area with the door open. This is for your protection as well as for the student.
- If any single staff member should date another person within the church, it is important that they setup accountability measures to protect their reputation and most importantly their relationship with Jesus. At all times, Fellowship Staff members represent Jesus, Your Family, Fellowship Church, and the Leadership of Fellowship.

# COMMITMENT

I, \_\_\_\_\_, a member of the Fellowship team,  
wholeheartedly commit to living out the core values and culture outlined in  
this document. I understand that my role at Fellowship is not merely a job,  
but a calling to love God, love others, and make disciples.

By signing this commitment, I acknowledge that I am fully aligned with the  
Fellowship values, culture, and expectations. I am dedicated to living out  
these commitments in my daily work and interactions with fellow staff  
members and the congregation.

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EMPLOYEE SIGNATURE

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DATE