

1. Knowledge of the church:

- a. daily operations _____
- b. policy and procedure _____
- c. staff and team leaders _____

2. Personal support of new members

- a. meet and greet _____
- b. invite new people out to lunch, dinner _____
- c. recruit them to serve in some area _____

3. Personal support of the Pastor

- a. personal call or text at least once a week _____
- b. frequent ask of his and his family's needs _____
- c. focused on (and follow through) what he has asked you to do _____
- d. speak only positive in private and in public _____

4. Meetings

- a. make time for, punctual, and attend all meetings _____
- b. take notes, bring past notes _____
- c. stay on task, find solutions _____

5. Finances

- a. sacrificial and generous giving (at least 10%) _____
- b. promote and help increase giving publically _____
- c. contribute input on conservative spending _____

6. Self awareness

- a. do I know my strengths and weaknesses _____
- b. can I admit my personal "hot buttons"/ raw nerves _____
- c. am I mature enough to have a professional difference of opinion or disagreement _____
(and not get my feelings permanently hurt or resign irrationally)