“At its core, organizational health is about integrity, but not in the ethical or moral way the integrity is defined so often today. An organization has integrity - is healthy - when it is whole, consistent and complete, that is, when its management, operations, strategy and culture fit together and make sense.

Patrick Lencioni, The Advantage
Key practices

- Know whether a position is an employee or independent contractor
- Know whether a position is Exempt or Non-exempt from the Fair Labor Standards Act
- File new hire forms correctly
- Separate Medical information, Keep I-9s together
- Document important conversations and assessments
- Update job descriptions as needed
- Maintain confidentiality
- Maintain an up-to-date staff handbook (policies)
Where do our stories begin and end?

*Life Cycle of a Role (employment or volunteer)*

- Job descriptions - *Purpose*
- Onboarding and extended orientation - *Belonging*
- Setting Expectations, Priorities and Goals - *Clarifying*
  - Being clear here is crucial for a healthy sense of self and healthy team development
- Regular “How are we doing?” Discussions
- Documented assessment of performance (annually)
- Opportunities for Growth - *Nurturing*
  - Taking on new or more responsibilities
  - Progressive Discipline
- Ending Employment – *please call* - new calls, mutual agreement to end employment, termination, retirement
Employee OR Contractor?

How would you qualify these positions?

- Paid chorister
- Lawn maintenance person
- Part-time accountant
- Sunday nursery attendant
Why does this position exist?

Lay Employee Position Description

Provide a brief description of the purpose of the position. This statement is usually 2 – 3 sentences. 
Click here to enter text.

List primary job duties and responsibilities in order of importance. These are stated broadly. Examples: Maintains office supply inventory within budget. Prepares age-appropriate curriculum for volunteer Sunday School teachers.
Click here to enter text.

<table>
<thead>
<tr>
<th>Job Title</th>
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<tbody>
<tr>
<td>Reports to</td>
<td></td>
</tr>
<tr>
<td>Classifications</td>
<td>Exempt  Non-exempt  /  Full-time  Part-time  Temporary</td>
</tr>
</tbody>
</table>

What work is expected of me to fulfill this purpose > my job description

Visit www.edow.org, select the Resources and Forms tab, then click Employment, then Position Descriptions & Reviews for writable forms.
Workplace Environment

- Professional behavior – address inappropriate behavior quickly
- Clean, safe environment
- Accessible environment
- Needed resources provided
IN A QUIET MOMENT OF REFLECTION BEFORE THE SERVICE...

Aren’t you the Rector’s wife? Do you mind telling him that I don’t like these hymns?

Aren’t you the Parish Secretary? Did you notice the typos in the bulletin?

Aren’t you the Sexton? We’re out of toilet paper in the Ladies’ Room.