



Working at Harvest Bible Chapel WS

1411 Plaza West Rd. Suite E
Winston-Salem, NC 27103
336-765-6460 HarvestWS.org

Working at Harvest Bible Chapel Winston-Salem

Staff Convictions & Expectations

Working on Harvest Bible Chapel WS staff is a privilege. With that privilege comes responsibility to take one's work seriously. We are accountable both to the Lord and to one's supervisors.

Harvest Bible Chapel WS is a great place to work. We are committed to honoring the Lord by the way we live and work. We are hard workers and people of high integrity. We are committed to building up the church, its people, and one another.

The staff is skilled, intelligent, competent, and highly motivated. We support and care for one another. We are willing to accept challenges in order to follow the Lord.

Staff Convictions

The following convictions and beliefs drive the way we approach our work at Harvest Bible Chapel WS. These are "non-negotiable" for all staff at Harvest Bible Chapel WS. If you come to a point in your life, where you are unable to honestly say that you are in agreement with and support of these principles you should not continue to be employed at Harvest Bible Chapel WS.

1. **We are biblical.** We are not caught up in the latest trends for trends' sake. We read books, but study the Word. Our relationship with God is a priority in our lives.
2. **We are passionate.** There is no greater vocation. If you can do something else, do it. Otherwise, work hard and work often; be on time and be prepared.
3. **We are transparent.** We keep short accounts with one another. If you have a problem with someone, take steps to resolve it. Be deliberate and be direct.
4. **We are unified.** Once a decision has been made, we present one unified voice to the body, not criticizing leadership's decisions to the congregation. We are solid and support the direction of the church.
5. **We are ready.** When sheep call, shepherds are quick to respond. Care is immediate. Feedback is thoughtful.
6. **We are worthy.** Authority is given, but respect is earned. We work for the right to be considered equal to our given authority.
7. **We are clear.** Our sheep and our peers know what is expected of them and what to expect of us.
8. **We are dependable.** Our efforts last for years and our attitudes are consistent. We are faithful and we persevere.
9. **We are accountable.** There will be no areas of our work or our lives that will be off-limits. We will be prepared to give an account of ourselves. We will be willing to ask for help when we need it.
10. **We are joyful.** A deep sense of contentment and gratitude will permeate all that we do. We will be an encouragement to those who are entrusted to us.

Our Work Ethic

We work hard, focusing on the key things in our jobs, the things that really count. We do not major on minors, but major on majors.

There are seasons of the year in which our workload is heavy. This is true for many jobs. Push times happened in the New Testament. Jesus planned a time of rest for himself and his disciples; however, the anticipated retreat turned into a demanding time for more work and ministry with people – a time that turned into one of the Lord’s greatest miracles – the feeding of the 5,000. (Mark 6:30-35)

During times of heavy workload, we work longer hours. The slower times still demand that we work consistently. However, in the slower times we try to scale back work, get more rest, and spend extra time with families.

We like our work; however it is “work.” Work always has elements that we do not enjoy as much. We love the opportunity to be a blessing to people and to be a blessing to the Lord. Our major concern is the welfare of the “flock of God,” its overall growth, and its individual health. (Acts 20:28-31) We take seriously the charge in Hebrews 13:17 to keep watch over the souls of the congregation since we will give an account for it.

If you do not want to work hard, a job at Harvest Bible Chapel WS is not for you. If you are overly concerned about “counting hours,” Harvest Bible Chapel WS will not be a good fit for you long-term.

We strive for the staff of Harvest Bible Chapel WS to have a balance in their lives regarding work and other responsibilities. We will attempt to help you if you feel that your workload is not sustainable on a long-term basis.

The kind of people we should be *before* coming on staff at Harvest Bible Chapel WS:

Competent – We hire people who are competent in job skills and committed to do the work that is needed. We can provide some training to help people gain skills, but the basic skills for doing the job must be in place. As the ministry grows, many times skills need to increase as well. We will do what we can to help our staff grow in their skills, but if we can’t teach these skills, we will need to make a change.

Godly Character – If Godly character is lacking, we will not hire the person. Adequate character must be formed before a person comes on staff. Godly character means a person will exhibit the character traits that Scripture outlines for one who is ready for ministry. Every staff person, at a minimum, should meet the qualifications of a deacon at Harvest Bible Chapel WS.

Team Players – Once on staff, each person functions as part of an organization with leaders and followers. They have been hired to help the team be successful by playing a needed role or handling a particular area of the ministry.

At Harvest Bible Chapel WS, the Teaching Pastor sets the vision and direction for the ministry. He chooses the major goals toward which we work. He will seek input from the Elders and staff when appropriate. Staff members cannot pick and choose the areas in which they will function as part of the team. If you feel that your goals for the ministry are not aligned with the goals of the church, then you will not be able to stay on staff.

At Harvest Bible Chapel WS, we all win or we all lose. We work as a team and we support each other as we work to reach our goals.

Accountable – Every employee is accountable to do their job well. Because much of our work is project-based, it is necessary that each employee have the ability to work as a team: getting along well with other staff and volunteers, coordinating regularly, communicating clearly, and meeting agreed upon deadlines with consistency. We take deadlines seriously because we take our work seriously. There may be times when you and your supervisor will determine that a deadline should be changed, but otherwise, you are expected to get your work done as planned.

The kind of people we should be *while* on staff at Harvest Bible Chapel WS.

Exhibit the 4 Qualities of a Disciple – We expect that all members of the Harvest Bible Chapel WS staff are walking with God and are investing in their walk with God. Spending time in the disciplines of reading the Bible, prayer, meditating on and memorizing Scripture, sharing our faith, and seeking times of silence, solitude, and fasting are examples to others. We want to be living the abundant life that Jesus desires for His followers.

Encouragers – Hebrews 3:13 tells us that we are to encourage one another day-after- day so that none of us are deceived by sin. It is a challenge in the work place to remember this direction. Many times those we are most familiar with are the hardest relationships to keep in focus in the area of encouragement.

Your conduct (speech and deeds) on staff should build up other staff members and the team, not tear them down. Your speech and deeds should build up the congregation and its leaders, not tear them down. (Ephesians 4:29)

If you have a grievance, take it up with the person who has offended you and seek reconciliation. If the grievance has to do with the way the staff has operated, speak honestly with your supervisor.

A repeatedly caustic mouth does not have a place among our staff. A continually resentful or reactive attitude will not be accepted. While we are not asking you to pretend to be happy all the time, we are saying you have a responsibility to help raise spirits on the team, not to lower or crush them.

Truthful – We want a frank working environment, one where we can speak the truth to one another. At the same time, truth is to be spoken in love. That is, truth is to be spoken in a manner that shows consideration for the other person's wellbeing. Rudeness disguised as "being direct" is not a substitute for love.

Confidential – We do not run a "secret operation" at Harvest Bible Chapel WS. Our basic policy is to tell people ***as much as we can about as much as we can.***

However, sometimes, it is not appropriate to share specific information at a given moment, especially as we are making decisions about matters. In decision-making, we

may request input from an expanding group of people. To do so appropriately, we control the flow of information, so that we can maintain an orderly process.

While on staff, you will come into contact with “privileged information” about other people or about a possible direction in the ministry. It is easy for a person to try to use “inside information” as a tool to get attention from other people or to get their admiration. We expect you to keep confidential information to yourself. Gossiping confidential information will not be tolerated on staff. Gossiping (talking to others negatively or inappropriately) about other staff members is unacceptable.

Faithful – You are expected to operate in faith. As difficulty looms on the horizon, we expect you to take a faith position. Without faith it is impossible to please God. If your work is going to be pleasing to God and blessed by him, you have to believe that He exists and will be good to you if you seek Him (Hebrews 11:6).

As we face challenges to our wits and resources, you must take a position of faith. Those of us who lead must set an example for others of love, faith, and purity in speech and in conduct (1 Timothy 4:12).

We must have people of true, practical, obedient faith. In Hebrews 11, faith is the stuff from which come legendary deeds.

Respectable Living – You should conduct yourself, your family, and your lifestyle in a respectable manner. At Harvest Bible Chapel WS, we believe firmly in Scripture. We believe matters of Scripture are absolutes and are not negotiable; however, we want people to have freedom in matters of conscience.

As a member of staff, there may be times when you should choose to limit your freedom because your actions represent the church. If you have a question on whether or not an activity is appropriate, get input from your supervisor before you engage in that activity. If you choose to take part in activities that are specifically prohibited in Scripture, you may be dismissed from your job.

Your words and your conduct at work, at home, and in the community should be respectable. If you are on staff at Harvest Bible Chapel WS, you always represent Harvest Bible Chapel WS to others. You have an obligation to conduct yourself in a respectable manner.

A Solid Marriage – If you are married, your marriage should be a priority in your life. If you have issues in your marriage (and many marriages do from time to time), you should take the appropriate steps to get the help you and your spouse need to work through those issues. You are not expected to have a “perfect” marriage, but you are expected to set your marriage as a high priority in your life.

Biblical Families – You and your spouse raise your children in a way that fits your personalities and callings. However, as a staff member, you are a “public person,” representing Christ and His Church. The way you handle your family and childrearing should be respectable. We recognize that as your children grow older that they will make their own decisions and life choices.

The Absence of Pornography – We require and pay for you to sign up with “Covenant Eyes” for both your work and home computers. Additionally, we require a similar monitoring service for all your wireless devices. We also recommend that one of your accountability partners be a member of Harvest Bible Chapel WS staff or Elder Board.

Fiscal Integrity – Our personal finances should be handled in accordance with the principles outlined in Scripture. You are expected to support financially the ministry of Harvest Bible Chapel WS.

Honest and Transparent – We value honest, open living. If you continually choose not to be honest about issues in your walk with God, your home life, finances, or habits, you will not be able to remain on staff at Harvest Bible Chapel WS. Our leaders must set the pace on living an open and honest life before others. This does not mean that you must air all your issues with everyone, but it does mean that you will build relationships that allow you to be honest, open, and receive Godly advice and counsel. It means that you will seek input from Godly people.

The Role of the Spouse

When we hire a person for a staff position, we hold *that* person accountable for the work to be done, not their spouse. Invariably, if the staff person is married, their spouse becomes a factor in the performance of their work.

For our Support Staff, we require that your spouse be a respectable person in the congregation and not get involved in gossip. We also require that they emotionally support your work on staff and not promote cross-purposes with your work. The way you handle your home life should allow you to show up at work with the energy to heartily pursue your tasks.

For Ministry and Program Staff, your spouse should be a respectable person in the eyes of the members of Harvest Bible Chapel WS and will undoubtedly be called on to help you in your ministry. We have hired you, not your spouse, but your spouse will need to support your work emotionally and joyfully desire to engage in some of the ministry with you.

For this reason, we usually only hire people for Program Staff whose spouse enjoys contributing to ministry. But, we do not want your spouse to be “taken advantage of” or to become “burned out.”

We expect you and your spouse to manage your time so that both your ministry and your family flourish. We desire that your spouse be encouraged and free to pursue the area of ministry that fits them based on their gifting, passion, and stage of life.

If your spouse becomes a source of gossip or problems in the congregation or staff or disengages him/herself from your ministry and withdraws from Harvest Bible Chapel WS and chooses not to change, you may be dismissed.

We hope that these general guidelines will help you and your spouse understand our goals, guidelines, and expectations for working at Harvest Bible Chapel WS. If you have concerns about any of this, please speak with your supervisor or the Teaching Pastor at any time.