

## L'Arche Role Guide - Administrative

This Guide describes how the role can be lived in a way that brings the Identity & Mission of L'Arche to life. It is intended to orient, guide, teach and inspire those in the role. It should encourage coaching, support and ongoing dialogue. The Role Guide is also used to gather feedback for Reviews. It is used in conjunction with the Required Responsibilities document.

### Embrace the Identity & Mission

1 Do you embrace the Identity & Mission?

Understands and is inspired by the founding stories, history, values and vision of L'Arche. Lives out and carries the spirit of L'Arche in personal choices. Integrates the Identity & Mission and Servant Leadership Model. Continues to learn more about L'Arche. Shares the stories of L'Arche and the community. Supports the community in meeting the goals of its mandate.

### Foster a Vibrant Community

2 Are you welcoming?

Welcomes new people to the community. Is a welcoming presence on a day-to-day basis.

3 Do you lead meaningful celebrations?

Participates in community celebrations.

4 Do you bring traditions to life?

Understands and participates in the traditions of the community.

5 Do you foster a spirit of togetherness?

Fosters a culture and spirit of trust, security and unity among members of the community.

6 Are you creating a respectful rhythm?

Supports a comfortable rhythm and reasonable pace of daily life, meetings and work. Ensures changes are handled with respect.

7 Are you moving towards belonging?

Enjoys and is fulfilled by community life at L'Arche. Gives gratuitous time beyond the role.

### Celebrate the Value of Each Person

8 Do you celebrate and affirm each person?

- Respect
- Celebrate
- Diversity
- Well being
- Journey

Fosters an environment where the value and unique contribution of each member of the community is respected and appreciated. There is time for each person to share their opinions and preferences. Individual stories are known and shared. Gifts are names. Significant personal events and accomplishments are celebrated with joy and shared with the community. Others in the community are thanked regularly for their contributions. Diversity is embraced.

### Open to Mutual Relationships

9 Are you living in mutual relationship at L'Arche?

- Open
- Loving
- Committed
- Transformed

Connects on a personal level with others in the community. Invites others into his or her life and shares personal story. Has meaningful relationships with others in the community. Is present so that relationships can develop.



**Journey Together with Respect**

10 Do you walk respectfully with others?

- Trust
- Kindness

Is truthful and honest. Is kind and patient. Cares about the quality of each relationship and the impact his or her behavior has on others. Offers support and help. Accepts others.

11 Do you show respect for others' time and effort?

Sets priorities for everyone's time. Follows through on commitments. Is available and flexible. Participates in meetings in a focused and productive way. Is appreciative of the time others put in.

12 Do you resolve your conflicts successfully?

- Resolve conflict
- Forgiveness

Tensions are proactively managed through dialogue and understanding. Is willing to admit mistakes. When conflict arises, is able to address it in a timely way with the desire for everyone to move forward with dignity intact. Asks for help from the right people with the common good in mind. Forgives and accepts forgiveness.

13 Do you listen and communicate well?

Communication is timely and two way. Oral, written and electronic communication is effective, clear and concise. Actively listens and questions with intent to hear what is truly being said. Asks for clarity directions are unclear.

14 Do you participate in a collaborative manner?

Maintains a collaborative approach when working with others in the community. Is open to differences in opinion and approach. Promotes positive dynamics and communication.



**Nurture our Gifts and Growth**

15 Are you fostering a culture of learning and growth?

Supports a safe and trusting environment where everyone is expected to grow and nurture one another's growth. Participates in reviews and other support processes for self and others.

16 Are you taking responsibility for your learning and growth?

Is intentional and growing in the role. Sets and shares goals. Asks for support when needed. Is self-aware as a learner. Understands what own strengths and gifts are. Invites and integrates direction, feedback and support. Accepts new challenges. Pursues training programs, accompaniment and other support offered. Actively participates in Review and uses this investment of time and effort to be inspired and intentional about growth.



**Fulfill Your Role in Community**

17 Do you uphold high standards in your role?

Has the desire and takes the initiative to live out the role to a high standard. Can translate responsibilities of Role Guide into day-to-day actions that bring the Identity & Mission to life. Sets clear standards for self. Develops the necessary skills and knowledge to fulfill the role well, asking for support when needed. Prioritizes tasks, respects deadlines and gets things done. Honours commitments.

18 Are you an effective problem solver and decision maker?

Takes initiative to identify and prioritize opportunities for improvement and issues that need to be resolved. Is open to new possibilities and willing to question current approaches. Proposes realistic options and ideas. Consults others as appropriate. Applies good judgement taking all points of view and resources into consideration. Lays out clear plan of action. Ensures follow through. Supports others when decision taken leads to disappointment.

19 Do you work effectively alongside others for the common good?

Supports, collaborates with, and coordinates well with others in the community. Exercises authority with fairness and respect. Accepts direction and is accountable to the supervisor. Communicates proactively about issues of concern. Raises issues to supervisor and advocates for resources and support needed.

20 Do you steward resources responsibly?

Adheres to budget. Ensures expenses are properly managed, recorded and submitted.

21 Do you ensure guidelines are followed and regulations are met?

Understands and adheres to the guidelines, policies, and regulations of the L'Arche Community and government bodies. Raises issues proactively. Completes and submits all paperwork on time. Is up to date on changes in government and L'Arche policy and regulations.



### Trust in God

22 Do you support a strong spiritual life for the community?

- Understand
- Contribute

Understands the spiritual basis of L'Arche. Participates in the spiritual traditions of the community.

23 Do you support others in their spiritual journey?

Supports and encourages others on their chosen spiritual journey. Ensures diverse spiritual approaches are respected.

24 Are you committed to your spiritual journey?

- Discover
- Deepen

Is open to seeing and discovering a spiritual meaning in day-to-day community life at L'Arche. Seeks out opportunities for spiritual growth.



### Live in Joy

25 Are you sharing your joy and gratitude?

- Share joy
- Gratitude

Chooses joy. Lives in a spirit of gratitude for life and L'Arche. Creates fun, shares stories, laughs. Includes others.

26 Do you take care of yourself?

- Kind
- Well-being

Knows and can articulate limits. Asks for and can accept help when needed. Invests in personal well-being. Takes personal time. Seeks professional support and resources as needed. Manages the stress of the role. Accepts the appreciation of others for contributions made and the gifts shared.



### Stand on Humble Ground

27 Are you respected and trusted?

- Place in the world
- Generous
- Genuine
- Trusted
- Live Simply

Motivations are guided by the common good. Is trusted. Is willing to admit mistakes. Seeks and accepts help. Follows the lead and gifts of others. Knows and cares about members of the community and is known by them. Choses relationships over other rewards.



### Shape a More Human Society

28 Are you sharing your experience and gifts with neighbours?

Spends time, along with other members of the community, in the local area. Participates and makes connections.

29 Are you shaping the world beyond L'Arche?

- Advocacy
- Learning
- Inspiring

Understands how L'Arche is a sign and part of a movement towards a better humanity.