



SNJM Staff Mission and Guiding Values

SNJM Mission: The Sisters of the Holy Names of Jesus and Mary is an international congregation of Women Religious and Associates dedicated to the full development of the human person through education, social justice, contemplation, and the arts.

SNJM Staff Mission: *Our tasks vary; our Mission is to support the Sisters of the Holy Names, their Mission, and their ministries.*

Our Guiding Values: *These values, rooted in the SNJM Mission, guide how we work together. All who work for the Sisters of the Holy Names of Jesus and Mary are expected to model the behavior described.*

- **Justice & Respect** – *We strive for fair treatment of all people, regardless of means, stature, background, or any other differences. We treat one another with dignity, seek understanding, value differences, address conflict in a constructive manner and respect and maintain confidentiality at all times.*
- **Collaboration & Teamwork** – *We build relationships that foster openness, trust, and harmony. We support and help each other and work as a team. Our decision making takes into account different perspectives and views.*
- **Development & Effectiveness** – *We are open to change and willing to see new ways of doing things. We look for ways to develop our knowledge, skills, and abilities. We support and provide opportunities for individual development and growth.*
- **Creativity & Innovation** – *We bring forward ideas for improving work processes; we look for ways to streamline processes and communications. We readily adopt new approaches and processes; we think creatively and innovatively.*

Behaviors that support the Guiding Values:

Justice & Respect – *We strive for fair treatment of all people, regardless of means, stature, background, or any other differences. We treat one another with dignity, seek understanding, value differences, address conflict in a constructive manner and respect and maintain confidentiality at all times.*

- Respect the SNJM mission.
- Safeguard confidential information.
- Care for the well-being of others.
- Seek to increase understanding of others' point of view.
- Accept the differences in others and treat others with kindness.
- Demonstrate appropriate use and care of SNJM resources.
- Allow time for others to express themselves; do not interrupt.
- Actively listen to others.

Collaboration & Teamwork – *We build relationships that foster openness, trust, and harmony. We support and help each other and work as a team. Our decision making takes into account different perspectives and views.*

- Willing to work with others regardless of personality differences.
- Help others succeed rather than only focusing on her or himself.
- Assist others with their jobs when needed.
- Refrain from gossiping or complaining about co-workers.
- Make intentional effort to bring out the best in others.
- Build trust through consistent demonstration of ethical behavior and honoring work rules.

Development & Effectiveness – *We are open to change and willing to see new ways of doing things. We look for ways to develop our knowledge, skills, and abilities. We support and provide opportunities for individual development and growth.*

- Willing to help and seek to solve problems.
- Willingness to change or develop self and work processes.
- Perform tasks timely, accurately, and thoroughly.
- Recognize deficiencies in own work and seeks to correct them.
- Constructively challenge the status quo to achieve continuous improvement.
- Take ownership for own behavior. Do not blame others when called to be accountable for own behavior.

Creativity & Innovation – *We bring forward ideas for improving work processes; we look for ways to streamline processes and communications. We readily adopt new approaches and processes; we think creatively and innovatively.*

- Believe that work and work processes can improve.
- Seek improvement in self and processes.
- Work with others, not against them.