



# Administrative Procedure: Shepherd Leadership Award

The following criteria is to be used as guidelines when nominating a person for the Board’s Shepherd Leadership Award, to be given out at the annual Celebration of Excellence banquet.

## Criteria

What Shepherds Do	Description of Good Works
Shepherds Meet Needs	<ul style="list-style-type: none"> <li>● Recognizes staff for their work.</li> <li>● Is an active listener.</li> <li>● Is sensitive to staff needs/moral</li> <li>● Uses strategies to informally assess needs.</li> <li>● Conducts formal needs assessment</li> <li>● Demonstrates patience in dealing with people and situations</li> <li>● Demonstrates a strong work ethic.</li> </ul>
Shepherds Use The Right Tools	<ul style="list-style-type: none"> <li>● Identifies an overall direction for the system.</li> <li>● Provides a context for decision-making and moving forward.</li> </ul>
Shepherds Transform Conflict	<ul style="list-style-type: none"> <li>● Creates a healthy space for conflict.</li> <li>● Encourages and supports reconciliation.</li> </ul>
Shepherds Lead Immortals	<ul style="list-style-type: none"> <li>● Treats staff with kindness.</li> <li>● Demonstrates forgiveness.</li> <li>● Demonstrates reconciliation.</li> <li>● Demonstrates compassion.</li> <li>● Demonstrates respect.</li> </ul>

Shepherds Remove Irritants	<ul style="list-style-type: none"> <li>● Identifies obstacles to moving forward and addresses them.</li> <li>● Works collaboratively to move the system forward.</li> <li>● Helps others recognize a more positive vision of their role in the system.</li> </ul>
Shepherds Lead On Right Paths	<ul style="list-style-type: none"> <li>● Demonstrates strong oral and written Communication.</li> <li>● Leads by faith-filled example.</li> <li>● Builds capacity.</li> <li>● Clearly sets boundaries.</li> <li>● Identifies the right path.</li> <li>● Demonstrates good judgement.</li> </ul>
Shepherds Create Supply	<ul style="list-style-type: none"> <li>● Demonstrates a commitment to personal wellness.</li> <li>● Encourages others to find balance in the life and work.</li> <li>● Facilitates a balanced lifestyle in the system.</li> </ul>
Shepherds Know The Valley	<ul style="list-style-type: none"> <li>● Approaches challenges as opportunities for growth.</li> <li>● Demonstrates determination.</li> <li>● Demonstrates awareness of current realities.</li> <li>● Engages people.</li> <li>● Shares optimism and hope.</li> <li>● Demonstrates a proactive approach.</li> </ul>
Shepherds Share A Positive Vision	<ul style="list-style-type: none"> <li>● Facilitates and communicates a positive vision for the system.</li> <li>● Demonstrates consistency and simplicity in visioning.</li> <li>● Is realistic in setting goals for staff.</li> <li>● Establishes a positive culture and tone.</li> </ul>
Shepherds Come Alongside	<ul style="list-style-type: none"> <li>● Is present and accessible to staff and stakeholders.</li> <li>● Is able to move easily between big picture thinking and thinking at the individual or human level.</li> </ul>

	<ul style="list-style-type: none"> <li>● Is able to share leadership</li> <li>● Demonstrates flexibility.</li> <li>● Is supportive of staff.</li> <li>● Demonstrates a strong commitment to gospel values.</li> </ul>
<p>Shepherds Cultivate Loyalty</p>	<ul style="list-style-type: none"> <li>● Demonstrates concern for all employees.</li> <li>● Demonstrates a commitment to social justice in working will all employees.</li> <li>● Recognizes the contribution of all employees.</li> </ul>

## Appendix A - Award Nomination Form

A nomination is required for this award. The nomination should describe the nominee fully and factually, but concisely. Up to an additional two pages of supporting evidence may also be included. The nominee’s actions must demonstrate many of the qualities of a Shepherd Leader as outlined in the listing of Shepherd Leadership Award Criteria.

Please fill out the nomination form below and submit it as the cover page for the nomination, to the board office.

<b>Nominee Information</b>	
Nominee's Full Name:	
Current Position:	Location:
Supervisor:	Years with Board:
<b>Description of Nominee</b>	
Briefly describe the nominee. (e.g. How does this person contribute to the culture of Shepherd Leadership in our system in their daily work and in their interactions with others?)	
<b>Nominee Contributions</b>	
Briefly describe any specific or significant contributions the nominee has made.	
<b>Signatures</b>	
Nominator's Full Name:	
Nominator's Signature:	Date:

Please print off this form for signatures and send in with any supporting documentation (limit of two pages).