

Only one life... roll snowballs; Spirit-filling



## Secretary Orientation/Philosophy

1. Maintain trust, confidentiality (character)
2. Be accurate (competence)
  - a. You are called to help, to multiply the leader's effectiveness, to multiply his work for God (ten-fold), to free him.
  - b. You must proofread your work. If he must check every word and keep returning it to you for corrections—this is not good. Proofreading (accurately) is your job. Do not give him more work to do. Refer callers to others as appropriate—see #6. BSCA mechanics—Cindy Lucas, LCA—DLS.
  - c. Write dates on papers. Write down phone numbers where people have asked me to call—not mine! “I will tell him you called.”
  - d. Do not call (my office) unless you need to, but do call if you need to. [not here]
3. Recognize the seriousness and importance of your work—be a “mighty man” as secretary.
4. Do not be a sounding board for rebellion.
  - a. Do not be surprised at what people share with you (because you are a “non-threatening official”). They think you know everything that the church knows and they want you to see it like they do.
  - b. Do not become self-important.
  - c. You have no separate authority or identity as a secretary. A secretary stands with her boss (or leaves earlier).
5. Beware becoming glad when boss doesn't come in because you have “so much to do.” (It is okay to be grateful for some “catch-up” time, but beware of joking about this.) It is easy for you to become the leader, and he becomes the helper. Beware his thinking, “the secretary's waiting for this, so I'd better hurry.” (This is also a temptation to a wife. It is wicked. Consider Michal's rebuking David.)
6. Cultivate wisdom on “thinking” versus “mindlessness”—both are needed. By “thinking” I mean correcting obvious errors; by “mindlessness” I mean “just do it like he said.”
7. Tell the boss (leader) only what's necessary. This discernment needs cultivated. Whether or not to tell him is a function of potential destruction of ministry and time. Cf. #4.
8. Occasionally tell boss your problems (especially if it affects your work).
9. Don't “correct” (or change) his work without telling him. Cf. #6.
10. Don't correct or judge him. Again, do not despise, like Michal. Entreat him as a father, if necessary.
11. Be on call 24/7.
12. Be ahead of time.
13. Don't interview with media without checking first.
14. Vacuum all three offices weekly.