# Neutral Convenier Attributes & Aptitudes

## Faith

- Following Christ's example of leading through service
- The ability to seek and value divine guidance in the decision making process
- Maintaining consistent moral and ethical conduct aligned with faith values
- Managing resources, talents, and opportunities understanding they are gifts to be used responsibily

## Neutral Convenier

### Comfortable with Ambiguity

- acknowledges uncertainty
- decides and acts without full information
- willing to begin and adjust along the way
- comfortable letting people manage themselves without intervening

### Adaptive

- flexible forward thinker who takes initiative
- dynamic problem solving skills
- optimistic
- effectively navigates change
- stays cool under pressure
- knows how to ask for and receive help
- values mistakes as essential for learning

### Communicative

- listens well
- able to write
- speak and present clearly and succinctly
- can frame messages collectively
- structures content to provide meaning and a sense of inclusion
- provides timely information that supports participatory decision making

### Centers Relationships

- warm and caring
- easy to approach
- active listener who creates rapport and trust quickly
- builds constructive relationships with all kinfs of people
- cooperative problem solver
- maximizes the contribution of all
- generous with appreciation

### Navigates Tensions

- reads situations quickly
- sees conflict as opportunity
- encourages expression of multiple viewpoints
- able to see many sides of an issue and find common ground
- honest and direct
- designs processes
- skilful engaging and negotiating differences while maintaining trust

### Designs Effective Processes

- knows how to organize people and sequence activities to get things done
- empowers others
- sees opportunity for synergy integration, and co-creation
- facilitates input and ideation
- designs processes
- procedures and feedback loops
- sensitive to appropriate pacing to balance tasks and relationships
- manage deadlines

### Agile with Groups

- understands how groups work and why participants do what they do
- picks up the sense of the group
- understands culture
- articulates the rationale behind practice and procedures
- maneuvers through complex political situations with grace

### Operates with Integrity

- is trusted to be caring, competent, honest and reliable
- presents the unvarnished truth in an appropriate and helpful way
- keeps confidences
- follows through on commitments
- seeks to understand before acting and accepts responsibility for impact on others

### Tech Savvy

- easily learns new skills and works within a variety of software platforms
- organizes and manages systems for shared knowledge
- establishes technology protocols that facilitate online participation
- able to onboard people to systems and provide technical support

### Shares Power

- recognizes participants' diverse skills, capabilities, and ways of knowing
- creates space for many people to fulfill leadership roles and tasks
- is aware of power dynamics and ensures equitable opportunities to influence and/or participate in decision-making