

The Glove Filter

This filter is a tool that can (and should) be used by all staff and volunteers. It provides everyone in your ministry unit with an easy point of reference in their day-to-day decision making and operations.

When making a decision, consider the following four questions before reaching a conclusion:

G = GUIDELINES, POLICIES & PROCEDURES

Is it consistent with my ministry unit's guidelines, policies and procedures?

L = LEGAL

Is it acceptable under the applicable laws and regulations?

OV = Organizational Values

Does it respect and model The Salvation Army's core values?

E = Employee/Self

Does it satisfy my personal definition of right, good and fair?

If at any point in the filter the answer to the question is 'no', take the particular situation or decision to your supervisor to discuss it further.

Although this filter is relatively simple and straightforward, it is important that orientation and/or training be provided on the filter and its use. The filter presumes that staff and volunteers understand the ministry unit's policies and procedures and the laws and regulations that apply to their job or role. It also presumes that staff and volunteers know and understand the core values as well as their individual sense of what is right, fair and good.

Graphics of the GLOVE filter can be downloaded for use in your ministry unit. The [business card version](#) can be laminated and distributed to all staff and volunteers for their easy reference. It could be printed on the back of staff identification tags for easy reference as well. The [8.5" X 11" version](#) could be included in employee manuals or printed for posting on walls and bulletin boards.

GLOVE



YES → ACTION

GLOVE



Discussion with supervisor

Application of Trinity Health Model
collaboratively with staff/volunteer
and supervisor

