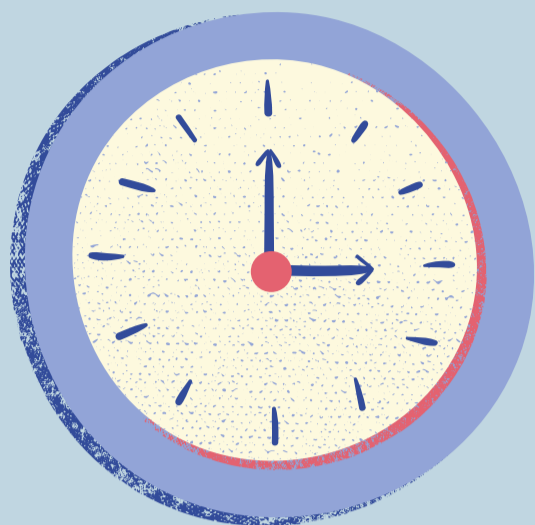


# TIPS FOR SETTING BOUNDARIES

*in your ministry*



## COMMUNICATE WORKING DAYS/HOURS

Post on website, in e-mail signatures, voicemail greetings, newsletters.

## KEEP A PAPER TRAIL

Refuse to accept cash unless in a clearly marked envelope. Keep receipts for all purchases and if possible use parish credit card or account. Minimize use of personal funds.



## TRACK YOUR HOURS

Use your phone, calendar or an app, but accurately include ALL hours, including hours spent on lock-ins, mission trips, professional development, etc.

## USE TECH WISELY

Consider leaving laptop at work, using "out of office" replies on weekends, days off, block days off from calendar.



## PRIORITIZE FAMILY

They need you to be present and available. If you live this out consistently, your family life will thrive. That means putting them first, right behind God himself.

*Reading Recommendation:*

## BOUNDARIES

By Dr. Henry Cloud & Dr. John Townsend