

Name: _____

Date: _____

Skills for Ministry Survey

Instructions: The skills defined below are part of the **Personal Information Form** for ordained ministers in the Presbyterian Church (USA). The skills identified, however, may apply to anyone who is considering a church-related occupation in any denomination.

Place one check mark beside up to ten skills you think you would most enjoy using in a church-related occupation. You may not be proficient in these areas now, but you know you have the potential to become competent through training and experience.

Place a second check mark beside up to six of these ten skills that give you energy, joy, and a sense of accomplishment. Focus on skills that are similar those you have used in church-related or any other setting. For example, you may have never preached a sermon, but you have enjoyed speaking in front of groups and/or writing presentations. In that case, you might place two check marks beside "Preaching." You may not be trained as a counselor, but people are drawn to tell their problems to you and you enjoy listening to them. If so, you might place two check marks beside "Counseling."

Do not select skills you think a church committee would want you to choose. Select only the abilities that you truly would like to use in your work. You may add additional skills to the list. Please ask your proctor if you have questions about the instructions.

___ **Administration of Programs**

Overseeing the delivery of planned activities or services that achieve agreed-to-objectives within budgetary, time and resource limitations. Evaluating the effectiveness of the programs of the church.

___ **Administrative Leadership**

Encouraging and enabling volunteers and/or professional staff to accomplish their duties, achieve their goals, and develop their personal and professional gifts in response to God's call upon their lives.

___ **Adult Ministry**

Providing specialized knowledge of resources and programming that meets the needs of adults.

___ **Budget Preparation**

Working from a defined project or operational plan, developing an estimate of financial resources required that enables effective management of project or operation with the constraints of funds available.

___ **Building Renovation/Property Development**

Planning, budgeting, staffing, gaining acceptance for, and implementing significant renovation or real estate development projects.

___ **Children's Ministry**

Providing specialized knowledge of resources and programming which meets the needs of children and their families.

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___ **Communication (Written/Oral)**

Expressing ideas, beliefs, and feelings in individual and group situations; adjusting language or terminology to intended audience and creating an enthusiastic response.

___ **Community Ministries**

Working directly with local community groups to establish programs responsive to local needs. Supporting a community or group by enabling local leadership to emerge, flourish, accomplish its own goals.

___ **Community Service and Leadership**

Leading in inter-denominational activities, and in the community concerning problem areas such as schools, housing, drug usage, etc.

___ **Conflict Management**

Negotiating or assisting in constructive resolution of differences by defining issues, interests, demonstrating understanding of differing perspectives; facilitating a collaborative ("win-win") solution.

___ **Congregational Communication**

Developing and monitoring the communication needs of the congregation and satisfying those information needs using a variety of media within appropriate budgetary and timing criteria.

___ **Congregational Fellowship**

Helping members and groups come together, know one another, have the opportunity to love and support one another, in response to God's call upon their lives.

___ **Congregational Home Visitation**

Planning for and participating in the visitation of members, prospective members, and members with special needs.

___ **Congregational Redevelopment/Revitalization**

Working with the leadership, members, and constituents to unify and redirect their energies to develop new forms of ministry.

___ **Corporate Worship & Administration of Sacraments**

Ordering worship and the administration of the sacraments in fresh and creative ways consistent with the Reformed Tradition.

___ **Counseling**

Helping both members and others to move toward spiritual maturity and increased comfort in a time of distress by listening, making appropriate responses, and, when needed, making referrals.

___ **Cross-cultural Collaboration**

Working across cultural and economic lines to solve problems by openly sharing information, building perceived equity in team roles/relationships, valuing colleagues' views, fostering joint decision-making.

___ **Curriculum Building**

Developing a program of educational experiences as basis for theological and biblical development of the members of church/organization. Adapting/planning/writing curriculum for various age groups.

___ **Defining Program Needs**

Analyzing the educational or other programmatic needs of an organization or group of individuals.

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___ **Development of New Educational Experiences**

Creating, evaluating, and refining new educational experiences based upon a needs analysis of the church/organization.

___ **Ecumenical and Interfaith Activities**

Working with other religious groups and their leaders to accomplish common goals that foster mutual understanding.

___ **Evaluation of Program and Staff**

Assessing specific programs and/or staff; encouraging and facilitating an environment of accountability, recognition, openness, and constructive feedback.

___ **Evangelism**

Leading persons to share faith in Christ as a personal savior and encouraging their identification with, and participation in the church and community.

___ **Facility Management**

Organizing and overseeing the maintenance of a physical property or building.

___ **Family Ministry**

Providing specialized knowledge of resources and programming that meets the needs of families.

___ **Financial Management**

Guiding and monitoring the investment, expenditure, or allocation of church or organization funds so the group's financial objectives are achieved.

___ **Fund-Raising**

Developing methods and programs to finance the work of a church or organization through donations and contributions from individuals and organizations.

___ **Governing Body Ministry**

Working with presbytery, synod and general assembly committees in shaping and implementing their ministries.

___ **Group Facilitation/Dynamics**

Enabling a group to define their goals, needs, concerns, etc., and to combine their gifts to achieve the desired needs.

___ **Hospital and Emergency Visitation**

Establishing a network in the congregation to keep in touch with the special needs of members and visiting them and their families.

___ **Information Technology**

Utilizing modern computer and telecommunications facilities, programs, and resources to accomplish functions on a cost-effective basis.

___ **Involvement in Mission beyond the Local Community**

Identifying specific projects or programs that enable persons and/or groups to support, study, and participate in the church's worldwide mission.

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___ **Leadership Development**

Recognizing and calling forth potential of persons as leaders of the Church's ministry and providing opportunities for their training, development, and growth.

___ **Leadership of Staff/Volunteers**

Working with staff/volunteers to develop a vision for the church's/organization's future, creating a climate of involvement and enthusiasm.

___ **Management of Building Usage**

Overseeing the scheduling and application of building resources to meet the needs of users. Developing plans for expansion, remodeling, or additional furnishings if needed.

___ **Management of Equipment Resources**

Defining needs, purchasing, and overseeing the use and maintenance of equipment.

___ **Mediation Skills**

Bringing individuals, groups, or congregations together to identify interests, reframe issues, and work collaboratively seeking resolutions to differences.

___ **New Church Development**

Working with the presbytery and others to develop a new and viable church that fosters a people of faith who minister to the community and world.

___ **Office Management**

Overseeing the ongoing work of an office staff to meet schedules, budgets, and to ensue efficient operations.

___ **Older Adult Ministry**

Providing specialized knowledge of resources and programming that meets the needs of older adults.

___ **Organizational Development**

Evaluating an organization's structure, culture, processes, capabilities, to identify strengths and weaknesses and working to reinforce these factors as needed.

___ **Organizational Systems Development**

Identifying the needs for new or improved church/organizational processes which increase effectiveness. Planning and implementing efforts to meet those needs.

___ **Organizational Leadership and Development**

Developing a long-range strategic operating plans and new policies and procedures that are effective within a complex organization. Working with staff or volunteers to implement office management and administrative systems that result in improvements in quality, timeliness, or efficiency of operations.

___ **Pastoral Care**

Providing support to members and constituents as they wrestle with the events of their lives.

___ **Preaching**

Relating the biblical text to the contemporary situation; bringing it to bear in the congregation's life and work.

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___ **Problem Solving/Decision Making**

Systematically breaking down problems into components by identifying relevant issues, fact-finding, and recognizing connections. Generating options, evaluating them and selecting the "best" one for implementation.

___ **Project Development**

Developing a workable plan for accomplishing a specific objective. Monitoring and facilitating progress in implementing the plan. Modifying the project objectives and resource needs as the plan unfolds.

___ **Public Relations**

Developing and delivering materials or events intended to inform, influence, or otherwise affect a general or targeted audience.

___ **Rural Ministry**

Providing pastoral leadership to congregations located in isolated or sparsely populated areas. Appreciation for the natural environment and rural life, ability to cope with isolation, willingness to travel significant distances, relational leadership style, strong people skills.

___ **Small Membership Church**

Providing pastoral leadership to congregations with fewer than 100 active participants. Using relational leadership style, flexibility, strong people skills. Enjoys visitation and fellowship opportunities.

___ **Spiritual Development**

Providing personal spiritual care, resources, guidance, and leadership for persons seeking to deepen their faith in Jesus Christ.

___ **Staffing**

Identifying the skills, knowledge, and attitudes needed to accomplish the functions of a church/organization and acting to identify and recruit persons for particular positions.

___ **Stewardship and Commitment Programs**

Challenging members to develop a lifestyle that demonstrates responsible stewardship and motivating them to work and contribute their resources to the work of the Church.

___ **Strategic Planning**

Working with the Session or organization to develop directional goals and activities that shape the future and relate to the church's/organization's fundamental decisions.

___ **Teaching**

Providing instruction and/or educational experiences that increase theological and biblical awareness, skill and motivation to continue learning.

___ **Training Volunteers**

Delivering specialized training that suits the skills and knowledge needs, constraints, and sensitivities of non-paid workers in the church/organization.

___ **Transitional/Interim Ministries**

Has special training and skills to assist church organizations or governing bodies in developmental and process tasks during the time between installed pastors.

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_____ **Urban Ministry**

Providing pastoral leadership to congregations located within urban/inner city areas. Skills include community assessment skills, understanding congregations as systems, community organizing and development skills, accessing resources, and sensitivity to cross-cultural environments.

_____ **Youth Ministry**

Providing specialized knowledge of resources and programming which meets the needs of youth and their families.

Add and define additional skills below:

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