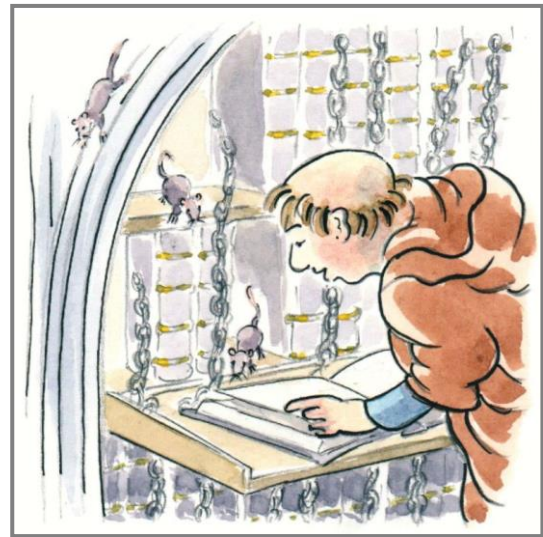


A Gift Assessment for Administrators

Part 2: Questions and tests

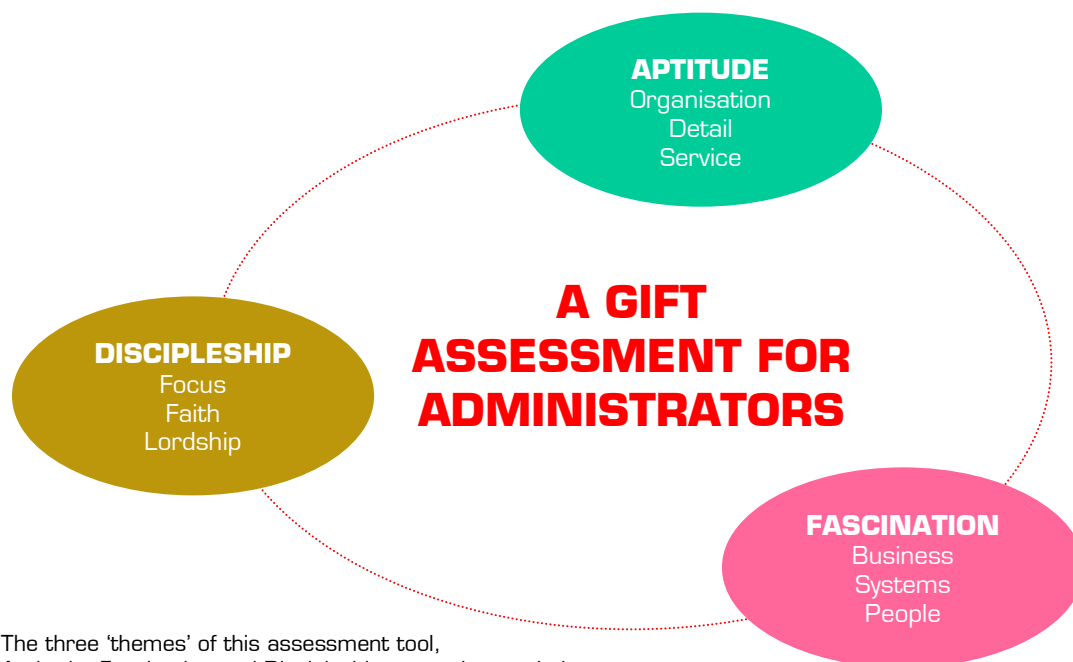


HC9 Health-checks series

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This assessment tool is designed to help anyone test whether they have a gift from God for some form of administration. This second paper gives the 45 questions, the sample tests for each question, and assessment forms to help you carry out the exercise. The questions are divided into three 'themes' (shown below). Each theme has three 'sections'. To understand the Assessment, it is essential to have first read *Part 1: Introduction in HC8*.

This is the April 2019 (launch) version. This tool will continue to be updated as users and readers suggest improvements.



The three 'themes' of this assessment tool, Aptitude, Fascination and Discipleship, are colour-coded throughout according to the colours in this diagram.

Using the Assessment

A summary of the Introduction paper

Here is a summary of the Introduction paper to this assessment tool (paper HC8) but that should still be read in full before carrying out this exercise. The assessment is designed for individual use. If you are looking for wider church use, see the much shorter Training Notes TN115, *Identifying gifts of administration*, also on this website.

A spectrum of gifting

1 Corinthians chapter 12 indicates a range of administrative gifts covering the broad areas of 'helper-administrators' and 'leader-administrators'. You can see these gifts over a range from basic administration to full operations. This Assessment is designed to cover the whole range.

Three themes for assessment

This Gift Assessment for Administrators takes three **themes**. The tool then has 15 questions for each one. The themes are:

- 1 Aptitude
- 2 Fascination
- 3 Discipleship.

The **Aptitude** theme is designed to tease out a general ability in basic or helper-administration. It tests you in three sections covering your own organisation, your attention to detail and your willingness to serve others.

The **Fascination** theme applies more to administrators at the leadership end of the spectrum. It tests your real interest in the three sections of business issues, systems and working with other people.

The **Discipleship** theme applies to everyone because there is a need to see this as spiritual ministry by disciples of Jesus Christ. Its three sections cover your focus on Jesus, your faith in him and his lordship over your practical service.

Fifteen questions for each theme

As indicated, each theme has 15 **questions** which, in each case, are divided into three **sections** of five questions each.

The themes and sections are listed on the diagram on the previous page.

The questions have several phrases within them and so any one of them may be seen as a series of linked questions. This is deliberate because the Assessment has to cover a wide range of people.

Five sample tests for each question

To help you make the assessment each question has five **sample tests**. The Assessment depends on the questions not the tests so these may be varied to fit yourself. You are not expected to be doing everything listed in the tests – they simply show you the *kind* of outcomes to be expected for a top of the range answer.

Assess yourself on the questions

The assessment is carried out by yourself, but you will gain more and get a better reading if you also ask a small **Assessment Group** of people who know you well to carry out the assessment for you too. You all assess each question in the following ways:

- 1 List aspects of this which are **strengths** for you.
- 2 List **areas you need to work on**.
- 3 List any **issues** that this question raises for you.
- 4 **Assess** how much you display this (omit for D1-D10):
 - outstanding feature for me
 - well above average
 - above average
 - below average
 - well below average
 - feature lacking in my case

Each theme includes assessment sheets to enable you to carry out this exercise.

The APTITUDE theme

Does your life indicate a natural bent for key administrator characteristics?

Summary

The following 15 questions, when put together, seek to build up evidence of a definite gifting for administration in its basic (or ‘helper’) form. How closely does what is described here describe the real ‘you’?

This first theme is designed for all types of potential administrator but the emphasis is on the ‘helper’ end of the spectrum from 1 Corinthians 12. The practical service opportunities would include:

Voluntary positions

- Church or mission office volunteer
- Church/PCC Secretary or Treasurer
- Special event organiser
- Co-ordinator of groups or activities

Church staff (paid) posts

- Church Administrator
- Minister’s PA
- Church Office Manager
- Church Accountant
- Communications Co-ordinator

Posts in other Christian settings

- Mission office staff
- Diocesan or equivalent administrative posts
- PA or EA to a mission director

... and so on, over a wide range of possibilities.

Someone who is an administrator in any of these forms might be expected, if possessing a spiritual gift of helper-administration, to be assessed at ‘above average’ or higher for almost all the 15 questions and ‘well above average’ or ‘outstanding feature’ on several of these.

Someone who is more gifted as a leader-administrator, might also be expected to show the same kind of results. Leader-administration requires helper-administration gifting too.

In other words these test across the whole administrative spectrum even though they are designed more for the ‘helper-administrator’ end.



Sections

The questions are divided into three sections of five questions each on:

- how well you organise your life
- how meticulous a person you are
- how willing you are to serve.

The tool assumes that these three sum up the aptitude of an administrator.

The application is more to home life than to any work environment, but don't be too hard on yourself if your aim is what is described but in practice, just at the moment, that is not easily possible.

For example a parent with young children, or someone caring for elderly relations, may find that their self-management in practice is, just at the moment, not at the standard they would like.

Here now is a one-page overview of the theme, your assessment sheets, and the questions and their sample tests in full.

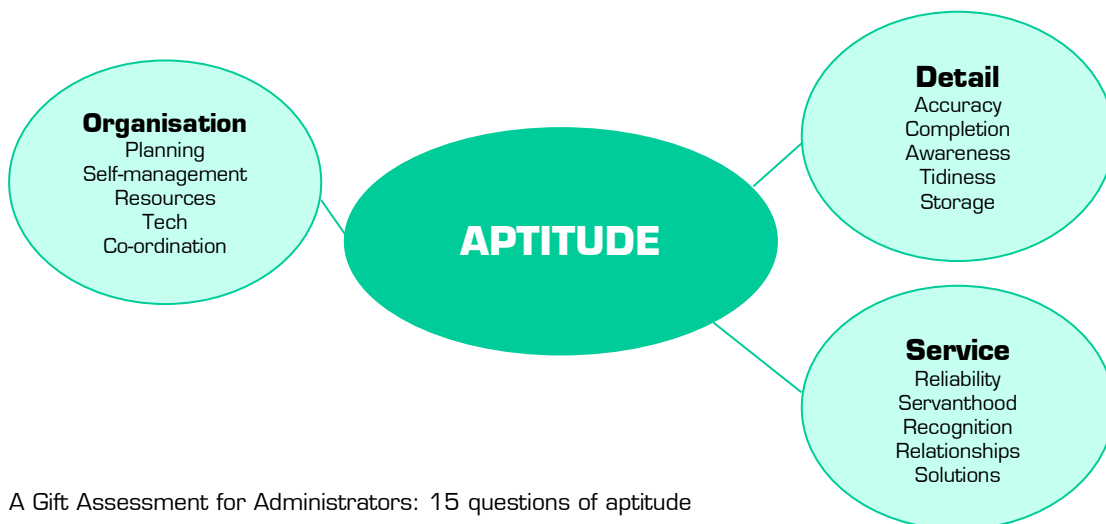
SECTION
Ref Question title

Sub-title

APTITUDE – ORGANISATION – testing whether you are ordered		
A1	Planning	Organising your life
A2	Self-management	Organising your time
A3	Resources	Organising your possessions
A4	Tech	Organising your systems
A5	Co-ordination	Organising your activities

APTITUDE – DETAIL – testing whether you are meticulous		
A6	Accuracy	Noticing what is incorrect
A7	Completion	Noticing what is unfinished
A8	Awareness	Noticing what needs doing
A9	Tidiness	Noticing what is out of place
A10	Storage	Noticing what will be needed again

APTITUDE – SERVICE – testing whether you serve others		
A11	Reliability	Being trustworthy
A12	Servanthood	Being humble
A13	Recognition	Being identified
A14	Relationships	Being people-centred
A15	Solutions	Being creative



A Gift Assessment for Administrators: 15 questions of aptitude

Assessment for the Aptitude theme see pages 7-11

OF Outstanding feature for me; WAA Well above average; AA Above average; BA Below average; WBA Well below average; FL Feature lacking in my case.

Copy page 17 from HC8 for an overall assessment of this theme.

Questions A8-A15 on reverse

tick one box for each question

Q	Question name	OF	WAA	AA	BA	WBA	FL
A1	Organisation - Planning						
	Strengths						
	Areas to work on						
	Issues raised						
A2	Organisation - Self-management						
	Strengths						
	Areas to work on						
	Issues raised						
A3	Organisation - Resources						
	Strengths						
	Areas to work on						
	Issues raised						
A4	Organisation - Tech						
	Strengths						
	Areas to work on						
	Issues raised						
A5	Organisation - Co-ordination						
	Strengths						
	Areas to work on						
	Issues raised						
A6	Detail - Accuracy						
	Strengths						
	Areas to work on						
	Issues raised						
A7	Detail - Completion						
	Strengths						
	Areas to work on						
	Issues raised						

tick one box for each question

Q	Question name	OF	WAA	AA	BA	WBA	FL
A8	Detail - Awareness						
	Strengths						
	Areas to work on						
	Issues raised						
A9	Detail - Tidiness						
	Strengths						
	Areas to work on						
	Issues raised						
A10	Detail - Storage						
	Strengths						
	Areas to work on						
	Issues raised						
A11	Service - Reliability						
	Strengths						
	Areas to work on						
	Issues raised						
A12	Service - Servanthood						
	Strengths						
	Areas to work on						
	Issues raised						
A13	Service - Recognition						
	Strengths						
	Areas to work on						
	Issues raised						
A14	Service - Relationships						
	Strengths						
	Areas to work on						
	Issues raised						
A15	Service - Solutions						
	Strengths						
	Areas to work on						
	Issues raised						

A1-5: THE APTITUDE THEME – Questions of Organisation

These test whether you live an ordered life.

A1 **PLANNING** – Organising your life

How well do you plan ahead for each day/week/year by setting clear aims and defining priorities for your life, your relationships and your work, with time set aside to review progress, while allowing enough flexibility to change plan if circumstances demand this?

Sample tests *(cf.F7)*

- 1 you have a real sense of medium- and long-term planning for your life so that you have aims you are praying you will achieve in any given term or year and markers to review progress;
- 2 you have some form of list or diary of what you are seeking to achieve each day and each week so that important matters get dealt with on time and without undue rush;
- 3 your plans for each day are flexible enough to be rethought if the unexpected happens or something takes longer than you had estimated;
- 4 you are rarely in a position of unexpected panic for a deadline or missed opportunity and never double-book yourself without realising and correcting it in advance;
- 5 you have a real sense of purpose for your life, under God's guidance, but you also have time for any family or colleagues whose forward planning is not as thorough as yours. *(cf.A2.2)*

A2 **SELF-MANAGEMENT** – Organising your time

How meticulous are you in the way you order your timing day by day so that you are almost always punctual for engagements and events, you can assess accurately how long tasks will take you, and you aim not to 'waste time' in any way?

Sample tests *(cf.D14)*

- 1 you have systems in place that ensure your schedules each day are manageable and others are hardly ever let down by any form of your own poor self-management;
- 2 you are comfortable with the big picture plan of what you are seeking to be and do as a disciple of Jesus, so that you spend your time profitably without undue waste or procrastination; *(cf.A1.5)*
- 3 you are busy with worthwhile activity but always make time for important interruptions that deserve your immediate attention, adjusting plans so that you can cope with the unexpected;
- 4 you are rarely late for an engagement, meeting or church service, allowing extra time if there is the possibility of transport hold-up or other unexpected delay;
- 5 you order your life well so that you follow a daily pattern, ensuring you are disciplined about bedtime and rising time and taking proper time for family, relaxation and renewal.

A3 **RESOURCES** – Organising your possessions

How thoroughly do you look after your own finances (and, if relevant, property, car, equipment), budgeting your expenditure and your Christian giving over the year?

Sample tests *(cf.D15)*

- 1 you have some form of record-keeping of income and expenditure and budgets for personal finances each week/month/year and always pay bills on time without any need for reminders;
- 2 you manage any savings to ensure you receive maximum interest, you seek cheapest fuel tariffs, you watch carefully your rent or mortgage payments;
- 3 you take care of your property, car and main items of equipment, ensuring you take out wise insurance and maintain rather than renew when that makes sense;
- 4 you seek to purchase food, etc. and organise your own travel to minimise your carbon footprint;
- 5 you plan your financial giving carefully, basing it on some form of system so that you are able to give generously to church and missions.

A4 **TECH** – Organising your systems

To what extent are you using digital tools to enable your life to be more effective, without becoming enslaved to them so that they waste your time or become idols?

Sample tests *(cf.F9)*

- 1 you are proficient in the use of MS Office and other software so that you are capable of handling text, emails, spreadsheets, displays, etc. as well as being able to trouble-shoot simple IT issues;
- 2 you are meticulous in backing up IT files and in properly protecting all your gadgets from hacking or malware so that you never inconvenience those you communicate with;
- 3 you use your mobile sensibly, especially for social media, switching it off when it is not needed and refusing to let it control your life, as a role model for any children you have and for friends;
- 4 you have effective systems that help you stay in control of your time and your communication;
- 5 your IT files and email folders are kept in good and logical order, and you use search facilities well so that you can quickly and easily find what you are looking for.

A5 **CO-ORDINATION** – Organising your activities

How well are you able to handle a range of different activities all at the same time without making mistakes, muddling things up or dropping spinning plates? These may relate to friends and family, to your work or to your church.

Sample tests *(cf.F15)*

- 1 you are able to handle both a home life and employment if relevant without unduly prioritising one over against another and to maintain a reasonable work/life balance;
- 2 you have devised systems so that you do not forget messages to pass on or small tasks you have promised to undertake, all within the context of a busy life; *(cf.A11.3)*
- 3 when life gets really busy you prioritise time to develop your relationship with Jesus Christ through studying Scripture and in prayer, and maintain church involvement as a disciple; *(cf.D2.1)*
- 4 you enjoy the challenge of multi-tasking and ensuring that you do not forget anything;
- 5 you enjoy making lists or drawing diagrams to keep everything on schedule.

A6-10: THE APTITUDE THEME – Questions of Detail

These test whether you are meticulous at handling the details of tasks and systems.

A6 **ACCURACY** – Noticing what is incorrect

How careful are you to ensure that written work is proofed, that grammar and spelling are correct, that everything stated is true and accurate, and that when undertaking any task you spot any mistakes in matters of detail?

Sample tests *(cf.F10)*

- 1 when undertaking any task you create checklists to ensure that nothing is omitted and people who need to know are informed at the right time and in an appropriate way;
- 2 you frequently check the details of what you see: you look up biblical references that have been quoted, you read through with care every email before you send, you are if anything pedantic over correct grammar and spelling;
- 3 you know facts like the postal rates for different types of packages, you always ensure correct postcodes are used, you know how to correctly address different types of Anglican clergy;
- 4 you regularly spot and are frustrated by other people's mistakes on small matters of details: in mailings, on websites, etc. and seek to ensure you never make the same mistakes yourself;
- 5 you find it painful to see a crooked fold in a leaflet, telephone numbers formatted incorrectly, a misspelled name or a website page that is out of date.

A7 **COMPLETION** – Noticing what is unfinished

To what extent are you someone who always tidies things up at the end, sticks with a task until it is finished, and cannot rest until every loose end has been sorted and the whole project can be signed off?

Sample tests

- 1 in any project you are aware of outstanding actions and want to ensure they are all sorted out and actioned;
- 2 before you go to bed you like to clear your 'desk', tidy the living room, and follow a standard routine for locking up and switching off lights and appliances;
- 3 in meetings of any kind you are the person who points out as the meeting moves to a new item that no decision has actually been taken or, if it has, no one has been made responsible for action or no dates have been set; *(cf.F14.5)*
- 4 you find people with ideas but no sense of clarifying action somewhat frustrating, and produce a spreadsheet, list or mind-map to organise what should happen next;
- 5 you are a great believer in reviewing all actions agreed, have always taken all the actions allocated to you, and are frustrated at others who have not got round to doing anything yet.

A8 **AWARENESS** – Noticing what needs doing

How often do you see small things that need doing and just get on with them without fuss rather than waiting for someone else to put them right?

Sample tests

- 1 you are the person who quietly slips into the kitchen to do the washing up after the small group meeting, or who tidies the chairs up in between sessions of an event you are at; *(cf.A12.5)*
- 2 if you see newcomers standing on their own at a party, you make a point of talking to them and introducing them to others, rather than leaving them alone;
- 3 you cannot but help noticing that the children's toys need putting away (perhaps they ought to have done that!), or the lights need putting on, or the picture on the wall is crooked;
- 4 when you promise to do something you rarely forget or need to be reminded and are aware of what is outstanding on your 'To Do' list; *(cf.A11.2)*
- 5 there's litter blowing round on the street so you take action yourself with a bin bag to tidy it all up, wondering why no one else has thought to do this.

A9 **TIDINESS** – Noticing what is out of place

How accurately could it be said that you love neatness, and that your house/flat, garden and workplace are kept tidy, with everything in its place, and everything put away after use?

Sample tests

- 1 any garden you have at home has neat flowerbeds, the lawn is cut every week and you feel much better when you have had time to tidy out the garage;
- 2 your workstation, whether at home or in your employment, is clear and everything left in its proper place when you leave or go to bed;
- 3 you are upset to see the kitchen left in a mess without the washing up done after the guests have gone home, and when the car goes into the garage for service you clean it up first;
- 4 you keep your books in order by author or other means, you rarely lose items about the house, your bedroom has little that is out of place, your kitchen cupboards are meticulously organised;
- 5 you find those who know nothing of tidiness to be somewhat tiresome and have to resist the temptation to follow them around, tidying up after them.

NOTE: There is a point in the Introduction paper about a certain sense of humour included in some of these tests!

A10 **STORAGE** – Noticing what will be needed again

How accurately could it be said that your filing and storage systems work well so that finding anything you have put away, from clothes to food, from papers to tools, from books to cutlery, is a straightforward task?

Sample tests *(cf.F1)*

- 1 your bedroom has everything stored in its correct place: clothes, toiletries, bedding, shoes;
- 2 you invest in plastic boxes and other means of storage, know where all your private papers are filed and can find items quickly, with the same being true of archived IT files;
- 3 your emails are in correct folders, your photographs are held in an easily located order and you rarely find yourself frustrated at not being able to find something you have archived in IT;
- 4 you find it frustrating to live or work with others who are always losing things;
- 5 you have regular clear-outs or decluttering sessions so that you recycle or give away items that you no longer need and keep the amount of 'stuff' around your house to a reasonable minimum.

A11-15: THE APTITUDE THEME – Questions of Service

These test whether you work efficiently and effectively behind the scenes to serve other people.

A11 **RELIABILITY** – Being trustworthy

How well do you feel other people trust you to keep your promises, to deliver on time, to respond quickly, not to have to be asked to do anything twice and not to let them down in any way?

Sample tests *(cf.D13.3)*

- 1 you reply to emails within 48 hours (and often much sooner) and respond to voicemail messages as soon as is appropriate after you hear them;
- 2 when you promise to pray for someone you remember to do so and then ask them about it next time you see them; *(cf.AB.2)*
- 3 when others are depending on you to send them information or action something on their behalf, you do so on time, or renegotiate if that is proving impossible, so they don't see any need to check up on you; *(cf.A5.2)*
- 4 you remember birthdays and important anniversaries for your family, friends and work colleagues;
- 5 you are known to be utterly trustworthy in keeping confidences.

A12 **SERVANTHOOD** – Being humble

To what extent are you happy to undertake routine or unglamorous jobs, to be ignored for your service when the one you serve is praised, to work quietly behind the scenes rather than in an up-front ministry?

Sample tests *(cf.D13)*

- 1 you can rejoice when others up front succeed when you had helped them behind the scenes, but this was not noticed;
- 2 you gain real satisfaction of enabling others to use their gifts because you have been part of their unseen back-up team;
- 3 you do not hanker for an up-front role, and need to be pushed into one if you are asked to front a notice or speak in public;
- 4 you have studied passages of Scripture that show that this servant ministry is vital for God's work and have a deep sense of its spiritual value;
- 5 you are happy getting on with simple, routine tasks provided you know there is a worthwhile purpose for the whole operation: washing-up, entering data, cleaning loos. *(cf.AB.1)*

A13 **RECOGNITION** – Being identified

How often do Christians who know you well tell you that they can see that you possess gifts of administration and encourage you to use these gifts in your church or in other Christian ministry?

Sample tests *(cf.D12)*

- 1 you have been told by others in your church or elsewhere that they can see you have spiritual gifts of administration in some form and you are becoming known for this;
- 2 you are approached by your church's leaders or by those in other contexts when there is a need for administrative service because they know that you would fulfil this responsibility well;
- 3 you are currently working in some form of voluntary or paid Christian mission in an administrative role and people who do notice praise you for what you achieve;
- 4 you are recognised by those for whom you directly work for your attention to detail, for your efficiency, and for your passion for organisational work;
- 5 as you study this Assessment, what is described here resonates with your own passions and abilities and you feel excitement that this tool is describing you.

A14 **RELATIONSHIPS** – Being people-centred

How well are you able to foster good human relationships with a wide body of people, whether colleagues, friends, strangers, assistants or members of your family, rather than being seen as only interested in tasks and systems?

Sample tests *(cf.D7,F11)*

- 1 you come across as friendly, welcoming and open in person and on the telephone, being warm towards strangers and with all people you relate to in any way;
- 2 you have good personal communication skills and so are able to get messages across to others with clarity and conviction;
- 3 you are a loyal and dedicated team member and so can play a part in an administrative team, happy to work alongside people who may be more gifted than you are in different respects;
- 4 you may be a task-person at heart, but you can manage a team of volunteers to work with you so that they take pleasure in working alongside you;
- 5 you are not out of sorts with anyone on a long-term basis, unable to speak to them.

A15 **SOLUTIONS** – Being creative

To what extent are you able to analyse complex problems you and others face and to bring clarity, finding new and simple solutions, questioning whether the present ways of doing things are really the best, and not being afraid to break from the norm?

Sample tests

- 1 you often think of different and better ways of carrying out standard operations and question the wisdom that says things should be done the way they always have been; *(cf.F12.5)*
- 2 you naturally question why different groups or activities should carry on as now, asking the question 'Why?' before you ask the question 'How?', with a number of your creative ideas now in operation;
- 3 you are known by others as a clear thinker, establishing new systems or structures and often spending time thinking outside the box;
- 4 you are not frightened by constant changes in IT solutions and rejoice in finding new ways of solving problems, expecting to have to make changes and handling the transition well;
- 5 you are known by others as a creative analyst who can look at a problem from different angles and from different stakeholder perspectives.

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The FASCINATION theme

To what extent do operational issues really intrigue you?

Summary

Having tested your natural aptitude for basic administration in your life, we look now at areas of work operations where you might be expected to have some genuine interest or fascination. This may be in churches (see Systems section below) but it may equally be in other areas. Here are a further 15 questions to test whether your gifts might lie more in the ‘leader-administrator’ part of the spectrum.

Looking at this more operational area, practical service opportunities might include:

Voluntary positions

- Voluntary Church Secretary
- Treasurer in a large church
- Project Manager
- Chair of a major event group

Church staff (paid) posts

- Operations Manager
- Business Manager
- Executive Pastor
- Church Finance Lead
- Communications Director

Posts in other Christian settings

- Mission Operations Director
- Diocesan Secretary or equivalent
- Mission HR Director

and so on, over a wide range of possible avenues for service.

Someone who has operational responsibilities in any of these forms might be expected, if possessing a spiritual gift of leader-administration, to be assessed at ‘above average’ or higher for almost all the 15 questions and ‘well above average’ or ‘outstanding feature’ for several of these.

Those who see themselves more as ‘helper administrators’ should be at least ‘above average’ on several of these, and perhaps ‘well above average’ or ‘outstanding’ on one or two.

But bearing in mind that our ‘administrative gifting scale is a continuum, administrators will find themselves at various points between these two.



Sections

The questions are divided into sections on interest in

- business issues for a church or any business enterprise
- how systems operate in a specifically church context
- how people behave and can be led in a team setting.

The tool assumes that these three sum up the fascinations of an operations manager.

The application is more to work life than in the Aptitude theme, but don’t be too hard on yourself if your interest is passionate but your experience in these areas is limited.

Here now is a one-page overview of the theme, your assessment sheets, and the questions and their sample tests in full

SECTION
Ref Question title Sub-title

FASCINATION – BUSINESS – testing your interest in the business aspects of operations

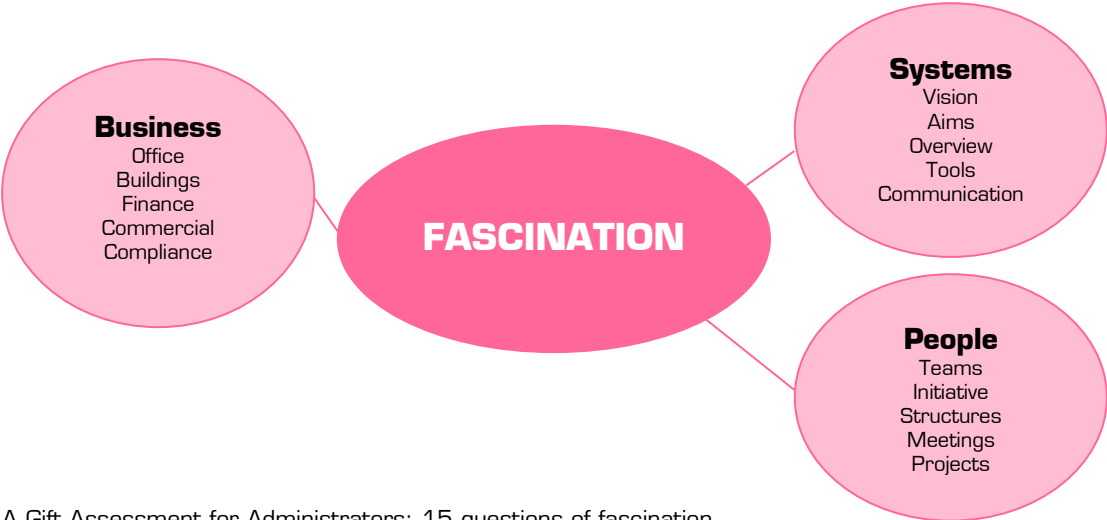
F1	Office	The hub of an operation
F2	Buildings	The base for an operation
F3	Finance	The resources for an operation
F4	Commercial	The trading of an operation
F5	Compliance	The legal concerns of an operation

FASCINATION – SYSTEMS – testing your interest in church/mission operations

F6	Vision	Church-based futures
F7	Aims	Church-based action plans
F8	Overview	Church-based operations
F9	Tools	Church-based software
F10	Communication	Church-based messages

FASCINATION – PEOPLE – testing your interest in working in effective association with others

F11	Teams	Working with others
F12	Initiative	Leading others
F13	Structures	Organising others
F14	Meetings	Deciding with others
F15	Projects	Running events for others



A Gift Assessment for Administrators: 15 questions of fascination.

Assessment for the Fascination theme see pages 17-21

OF Outstanding feature for me; WAA Well above average; AA Above average; BA Below average; WBA Well below average; FL Feature lacking in my case.

Copy page 17 from HC8 for an overall assessment of this theme.

Questions F8-F15 on reverse

tick one box for each question

Q	Question name	OF	WAA	AA	BA	WBA	FL
F1	Business - Office						
	Strengths						
	Areas to work on						
F2	Business - Buildings						
	Strengths						
	Areas to work on						
F3	Business - Finance						
	Strengths						
	Areas to work on						
F4	Business - Commercial						
	Strengths						
	Areas to work on						
F5	Business - Compliance						
	Strengths						
	Areas to work on						
F6	Systems - Vision						
	Strengths						
	Areas to work on						
F7	Systems - Aims						
	Strengths						
	Areas to work on						

tick one box for each question

Q	Question name	OF	WAA	AA	BA	WBA	FL
F8	Systems - Overview						
	Strengths						
	Areas to work on						
	Issues raised						
F9	Systems - Tools						
	Strengths						
	Areas to work on						
	Issues raised						
F10	Systems - Communication						
	Strengths						
	Areas to work on						
	Issues raised						
F11	People - Teams						
	Strengths						
	Areas to work on						
	Issues raised						
F12	People - Initiative						
	Strengths						
	Areas to work on						
	Issues raised						
F13	People - Structures						
	Strengths						
	Areas to work on						
	Issues raised						
F14	People - Meetings						
	Strengths						
	Areas to work on						
	Issues raised						
F15	People - Projects						
	Strengths						
	Areas to work on						
	Issues raised						

F1-5: THE FASCINATION THEME – Questions of Business

These test your interest in the business aspects of operations.

F1 OFFICE – The hub of an operation

How much excitement in and experience of office work do you have, appreciating its purpose in an organisation and including different layouts, equipment used, staffing required, IT and telecoms systems and reception function?

Sample tests (*cf. A10*)

- 1 you enjoy the experience of working in a busy office whether paid or voluntary, church or secular, and take a real interest in its design and layout to maximise output;
- 2 you are familiar with and interested in typical office equipment: networked computers with MS Office 365 tools or equivalent, copiers/printers, telecoms systems, etc.;
- 3 you are used to ordering stationery and equipment from different suppliers and have a good working knowledge of sizes and types of paper/envelopes, toners, etc. all within a context of minimising costs through effective purchasing schemes;
- 4 you are aware of and keen to implement effective waste management and eco-friendly systems;
- 5 you come across in a reception facility as friendly, caring and knowledgeable, with a good understanding of customer care issues.

F2 BUILDINGS – The base for an operation

How much real interest do you show in buildings: their construction, maintenance, insurance, cleaning and general care? How well do you notice design features, faults, eco-factors and aspects of their operation that might be handled better?

Sample tests

- 1 you have an eye for building design and layout and their related people-flows, possibly with some understanding of architecture;
- 2 you are interested in the eco-aspects of buildings: heat loss, electricity generation, waste, minimising power, etc. and have an eye for what needs fixing;
- 3 you have some understanding of planning permission issues, of parking requirements and (for Anglican churches) of faculty legislation;
- 4 you have some understanding of building and contents insurance, even if only for your own home, with an eye for security needs and fire-risk;
- 5 you spot cleaning needs and try to think of ways of making building care more effective.

F3 FINANCE – The resources for an operation

How much do you know about or want to know about charity accounting procedures, book-keeping software, budgeting and management accounts? To what extent do church or mission finances intrigue you rather than turn you off?

Sample tests

- 1 you have a basic understanding of an income and expenditure account and a balance sheet, of designated and restricted funds, of debtors and creditors and of the meaning of SORP;
- 2 you are aware of at least one form of financial software and understand basic data entry for it;
- 3 when you see a set of accounts you read it with some interest and seek to see what it is telling you about the organisation's present state of affairs;
- 4 you have an interest in budgeting and financial controls, perhaps running a simple budget for your personal accounts;
- 5 you have some interest in stewardship, of how Christians might give to individual workers, churches and missions, of card readers for instant donations and of Gift Aid issues.

F4 **COMMERCIAL** – The trading of an operation

To what extent do different forms of retail business intrigue you? Within a church these include letting rooms, running a coffee shop and managing a bookstall.

Sample tests

- 1 you have some experience of operating a simple business and the drawing up of a business plan;
- 2 you have interest in selling facilities or goods that will benefit others with ideas about promotion in appropriate market places;
- 3 you have some understanding of and interest in the difference between fixed and variable costs, VAT accounting, charity law regarding trading, etc.;
- 4 you have a keen belief in the need for appropriate quality and related legislation with an eye for issues such as room cleanliness and food hygiene;
- 5 you have read books and articles on business management and are keen to apply what you have learnt within a church context, whilst having some understanding of related theological issues.

F5 **COMPLIANCE** – The legal concerns of an operation

How fascinated are you by policies and procedures, health and safety, issues of HR, safeguarding and risk management?

Sample tests

- 1 though perhaps exasperated at the amount of legislation to adhere to these days, you are keen to see proper attention paid to the writing of and compliance with necessary policies;
- 2 you understand the basis of a risk analysis and would be able to prepare one given the necessary information;
- 3 you are passionate about the details of and adherence to your church's safeguarding policy;
- 4 you are interested in HR issues such as the correct contents for a letter of contract terms and the correct procedures for a complaints policy;
- 5 you are keen to adhere meticulously to legislative standards and best practice in employment issues rather than seeking to bypass them for ease of operation.

F6–10: THE FASCINATION THEME – Questions of Systems

These test your interest in church/mission operations.

F6 **VISION** – Church-based futures

How passionate are you about praying for the future of the Church, and in the future of your church, being able to understand how effective operations could enable every sense of growth while being able to distinguish such vision from day-to-day detail?

Sample tests *(cf. D1)*

- 1 you are clearly able to distinguish big picture from operational detail, and are able to keep the vision of tomorrow in mind as the driver for all the systems you devise and operate today;
- 2 you can see that the role played by operations is to take the vision set by leaders and to seek to enable that through the wise use of good structures and systems;
- 3 you feel intense frustration at a church which appears to be just 'keeping the show on the road' without a vision for God's purposes for the future;
- 4 you are comfortable in living with a certain level of risk in planning for the future;
- 5 you have read books or articles on vision in different contexts and understand its basic principles, being able to distinguish it from purpose when others so often muddle these up.

F7 **AIMS** – Church-based action plans

To what extent are you fascinated by any church mission action plan or budget, and do you check out documents like the vision statement to ensure they are meaningful?

Sample tests *(cf.A1)*

- 1 if there is a purpose or vision statement you can quote it accurately and understand what it means;
- 2 you have read books or articles on planning ideas applied to a church and can appreciate that there need to be differences when compared with commercial organisations;
- 3 you are fascinated by the idea of producing a set of meaningful and achievable aims for a year as a means of moving towards a vision;
- 4 you believe firmly in the need to monitor a plan on a regular basis and to make adjustments in the light of changing circumstances;
- 5 you are frustrated when your church does not appear to know where it is trying to go to, or has a vision statement that is just words with little meaning or is ignored in its life.

F8 **OVERVIEW** – Church-based operations

How much interest do you take in different church systems for small groups, visitor welcome and integration, pastoral care, copyright, internal and external communications, etc?

Sample tests

- 1 you have a reasonably detailed understanding and experience of at least one system in use in your own church, possibly being involved in its design or implementation;
- 2 you are frustrated when you see a system not working properly, or one that you feel has not been designed or allowed to work as it should;
- 3 you have ideas for how your church might improve various systems, whether you feel you are in a place to suggest these or not;
- 4 you love to see everything in your church operating smoothly without people being aware of the planning and administration that goes on behind the scenes;
- 5 you have either read books or articles on how larger churches operate or have a detailed understanding of more than one church's operations.

F9 **TOOLS** – Church-based software

How much understanding do you have of the software available for churches for both communication and data? Consider church management systems (CMS), e-messaging, texting, diary, financial giving as well as social media and standard MS Office software.

Sample tests *(cf.A4)*

- 1 you are keen to see churches using appropriate IT solutions to cut back on manual administration provided this does not turn the fellowship into a machine;
- 2 you keep up-to-date with developments in church management systems (CMS), in how they enable the church database, rotas, event bookings, giving, etc.;
- 3 you have a good understanding of at least one social media tool (probably Facebook or Twitter) and love to consider how this could be more widely used for messaging for your church and reaching those outside the faith;
- 4 you are passionate about extending the use your church makes of church-specific software and have recommended actions to those involved;
- 5 you are frustrated when you see your church using manual systems which take time when you can think of using tech to make them more effective.

NOTE: The tests are only samples to give an idea, and relate to a highly positive answer to the question!

F10 **COMMUNICATION** – Church-based messages

How often do you ponder how to get messages across to a diverse church membership using every means at your disposal? How interested are you in the effectiveness of your printed notices/newsletter, any email equivalent, SMS, website, etc.?

Sample tests *(cf.A6)*

- 1 you examine printed items with a critical eye and are good at spotting typos or poor phrasing;
- 2 you check your church website regularly, noting any out-of-date pages and putting yourself in the shoes of those with no Christian faith who might read it;
- 3 you have skills and experience in at least one form of communication and so understand basic principles of getting messages across, especially to an unwilling audience;
- 4 you find it painful to see examples of poor communication, of lack of quality, or a church where people feel they are kept in the dark unhelpfully;
- 5 you have read books or articles on issues to do with church communication and have thought through how your own church's networks operate, longing to improve them.

F11–15: THE FASCINATION THEME – Questions of People

These test your level of interest in working effectively with and for others.

F11 **TEAMS** – Working with others

How much do you enjoy working alongside others, especially when their gifts and personalities differ from yours? How much experience do you have of leading or working in a close-knit team whether for work or, for example, for a sport?

Sample tests *(cf.A14,D7)*

- 1 you are able to work with people whose administrative abilities are clearly lacking and yet can appreciate that you bring things to the team that others need;
- 2 you have good emotional intelligence yourself and know something of your vulnerabilities and weaknesses in personality and abilities; *(cf.D9.3)*
- 3 you are happy to be the 'details' person on a team when other members have different gifts;
- 4 you understand principles of volunteering and so can lead a team of volunteer helpers well;
- 5 you gain real joy in helping a team to function well by using your gifts behind the scenes.

F12 **INITIATIVE** – Leading others

How passionate and experienced are you in taking initiative in organisational issues and in both leading and managing a team of volunteers or paid staff in a way that identifies the direction to go in and gets the most out of everyone's contribution?

Sample tests

- 1 you have some experience and aptitude in leading and organising other people to achieve a given outcome: this might be in sport, at work, among friends, in church;
- 2 even though you may not be an overall leader as such, people look to you for advice, wisdom and action on projects they are involved in;
- 3 you have some understanding of team theory, Belbin analysis, etc. and understand that there are different team roles which may not be directly linked to natural abilities;
- 4 your passion is to manage people well, developing them to be the best they can be rather than seeking to impose your own views and control them;
- 5 you feel frustration when you can identify an organisational problem that needs solving but which others seem unaware of, and long to see action to improve the current situation. *(cf.A15.1)*

F13 **STRUCTURES** – Organising others

To what extent does the way people are organised intrigue you? Do you note and have experience in structures such as those for leadership, governance, committees, small groups, children and young people?

Sample tests

- 1 you enjoy structure diagrams for people and groups showing accountability or chain of command and play around with them in your mind;
- 2 you understand something of the wider structures of your church's denomination or stream in how churches or Ministers are grouped or led and how overall the denomination operates;
- 3 you have been involved in any kind of structure review, whether at work or in church, and have enjoyed thinking how people need to link with each other;
- 4 you are interested in governance structures within charities, the role and powers of trustees, their responsibilities and issues such as conflicts of interest and fraud prevention;
- 5 you are annoyed when you can see that structures have become ends in themselves or are operating on outdated ways of working, so that they hinder rather than enable a vision.

F14 **MEETINGS** – Deciding with others

How much real interest or experience do you have in how business meetings operate with particular regard to agendas, papers and minutes?

Sample tests

- 1 you are truly interested in the detail of business meetings: the physical environment, the seating layout, the timings, the skill of chairing well, the actions to be taken;
- 2 you have some experience in setting agendas and take care to lay them out in a way that enables the meeting to function effectively, getting a buzz when the meeting then goes well;
- 3 you have experience in taking minutes or writing notes or reports from a meeting, with a genuine desire to distribute them promptly, to get the details right and to express everything well;
- 4 ineffective meetings upset you: when the chair does not seem to know what they are doing, when discussions go round in circles, when no decisions are made;
- 5 you are the person in a meeting who points out that a decision is not clear, or that no one has been make responsible for actions to be taken, or that there is no quorum present. *(cf.A7.3)*

F15 **PROJECTS** – Running events for others

How excited are you to see the really effective organisation of an event or management of a project, discovering real joy in bringing several different strands of action together so that they enable the project to take place on time and with good success?

Sample tests *(cf.A5)*

- 1 you have experience in running an event or organising a project, whether at work, in the community or at church, where you learnt lessons from what went well and what was sub-standard;
- 2 you find a certain exhilaration in running a complex, pressured operation, combining different actions and working to tight deadlines, depending on other people's actions by those deadlines;
- 3 you have an enthusiasm to get a complex operation completed, with an ability to think of all the practical actions that will be necessary for this and to use lists and diagrams to achieve this;
- 4 you feel really exasperated when you see a project being mishandled, an event being put together at the very last minute, or people being put under unfair pressure to deliver through someone else's inefficiency;
- 5 you cannot easily observe a Sunday service without having in mind all the various operational elements that have to work together: welcome, sound, visuals, music, readers, coffee, etc.

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The DISCIPLESHIP theme

How are you seeking to apply your gifts in the service of Jesus Christ?

Summary

But aptitude and fascination as a pair lack the key characteristic of Christian discipleship. This third theme therefore tests how you are seeking to use what God has given you within the context of following and learning from your Lord. Here are a third set of 15 questions to test this area of your life.

This final theme is designed for everyone but needs to be handled in a slightly different way from the other two.

So far, we have tested aptitude and fascination but all this could be true in a secular setting; even the church applications used could be viewed without a context of faith in Jesus Christ.

This Gift Assessment for Administrators is seeking to identify spiritual gifts of administration, not just natural gifting, talent or interest. So there needs to be some testing that points to both call to ministry and the context of a lived-out Christian life..

This theme follows a set of general tests of discipleship already on this website (see Training Notes TN91, *An MOT for disciples of Jesus*). This has been reworked into a suitable format as a theme here, with sample tests then added.

But the standard set is high – and this author is only too conscious of his failing to live up to the standard that God sets, as will all who use this tool. To talk in terms of being ‘above’ or ‘below average’ is not the right way to tackle this so this idea should not be used for this particular theme.

So the suggestion is that this theme is used to challenge which means ‘strengths’, ‘areas to work on’ and ‘issues’ can still all be assessed without the need to choose an assessment on the scale as such.

However, in this reworked version, questions 11 to 15 are grouped in such a way as to apply directly to administration. So it is important that these are considered rather carefully – more so perhaps than for the others. You might even use the scaling for these particular questions.



Verses to study

The references are to, first, the question in this theme (see over) and then in brackets to the point no. in Training Notes 91.

Focus

- D1 (1) Mark 1:16-20; Luke 9:23-24; Mark 3:13-15
- D2 (2) John 13:12-17; Rom 12:2; Acts 17:10-12
- D3 (3) John 13:34,35; 21:15-17; 1 John 4:7-12
- D4 (4) Gal 5:22,23; John 15:5-8; Col 1:9-12
- D5 (9) Matt 28:18-20; Acts 4:8-12; 1 Pet 3:15

Faith

- D6 (5) 1 John 2:15-17; James 4:4-8; Eph 6:10-13
- D7 (6) Acts 2:42-47; 1 Cor 11:23-26; Heb 3:12-13
- D8 (8) Matt 5:1-12; John 15:18-19; 1 Pet 2:11-17
- D9 (12) John 16:33; 2 Cor 1:3-5; 2 Tim 2:3-7
- D10 (13/14) 1 Tim 3:12; Eph 5:25; 1 Cor 7:32-35; Heb 13:5-6

Lordship

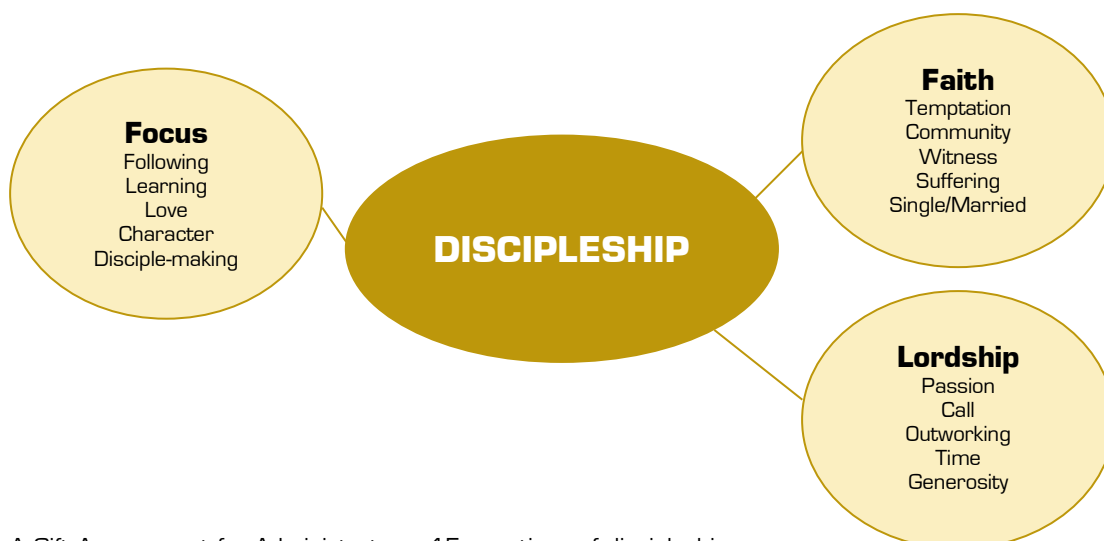
- D11 (-)
- D12 (-)
- D13 (7) Rom 12:3-8; 1 Cor 12:7-11; John 13:12-17
- D14 (10) Eph 5:15-17; 1 Thess 5:1-11; 2 Pet 3:11-12
- D15 (11) Matt 6:1-4; 2 Cor 9:6-8; 1 Tim 6:6-11

SECTION
Ref Question title Sub-title

DISCIPLESHIP – FOCUS – testing how you see Jesus Christ at the centre of your life		
D1	Following	Going where Jesus takes you
D2	Learning	Obeying what Jesus teaches you
D3	Love	Mirroring what Jesus wants of you
D4	Character	Becoming what Jesus shows you
D5	Disciple-making	Nurturing what Jesus expects of you

DISCIPLESHIP – FAITH – testing how you live out your faith in your life		
D6	Temptation	Living against the grain of the world
D7	Community	Living with your sisters and brothers
D8	Witness	Living out the good news
D9	Suffering	Living when life is tough
D10	Single/married	Living outside or within relationship

DISCIPLESHIP – LORDSHIP – testing how you serve your Lord in the administrative sphere		
D11	Passion	A real enthusiasm for these gifts
D12	Call	A sense of vocation within these gifts
D13	Outworking	Practical service within these gifts
D14	Time	Personal discipline to role model these gifts
D15	Generosity	Financial giving to underline these gifts



A Gift Assessment for Administrators: 15 questions of discipleship

Assessment for the Discipleship theme see pages 27-31

OF Outstanding feature for me; WAA Well above average; AA Above average; BA Below average; WBA Well below average; FL Feature lacking in my case. These are not used for D1-D10.

Copy page 17 from HC8 for an overall assessment of this theme.

Questions D8-D15 on reverse

tick one box for each question D11-15 only

Q	Question name	OF	WAA	AA	BA	WBA	FL
D1	Focus - Following						
	Strengths						
	Areas to work on						
	Issues raised						
D2	Focus - Learning						
	Strengths						
	Areas to work on						
	Issues raised						
D3	Focus - Love						
	Strengths						
	Areas to work on						
	Issues raised						
D4	Focus - Character						
	Strengths						
	Areas to work on						
	Issues raised						
D5	Focus - Disciple-making						
	Strengths						
	Areas to work on						
	Issues raised						
D6	Faith - Temptation						
	Strengths						
	Areas to work on						
	Issues raised						
D7	Faith - Community						
	Strengths						
	Areas to work on						
	Issues raised						

tick one box for each question D11-15 only

Q	Question name	OF	WAA	AA	BA	WBA	FL
D8	Faith – Witness						
	Strengths						
	Areas to work on						
	Issues raised						
D9	Faith – Suffering						
	Strengths						
	Areas to work on						
	Issues raised						
D10	Faith – Single/married						
	Strengths						
	Areas to work on						
	Issues raised						
D11	Lordship – Passion						
	Strengths						
	Areas to work on						
	Issues raised						
D12	Lordship – Call						
	Strengths						
	Areas to work on						
	Issues raised						
D13	Lordship – Outworking						
	Strengths						
	Areas to work on						
	Issues raised						
D14	Lordship – Time						
	Strengths						
	Areas to work on						
	Issues raised						
D15	Lordship – Generosity						
	Strengths						
	Areas to work on						
	Issues raised						

D1-5: THE DISCIPLESHIP THEME – Questions of Focus

These test how you see Jesus Christ at the centre of your life.

D1 **FOLLOWING** – Going where Jesus takes you

How well do you feel you are following where your Leader takes you? What direction do you sense he is taking you in at the moment and how well are you seeking to find this and then obeying him in going that way?

Sample tests *(cf. F6)*

- 1 you carve out from a busy life regular and disciplined time each day to pray;
- 2 you pray specifically for guidance for the direction your life and ministry should take over the coming period of time, seeking to go his way rather than your own preference;
- 3 you have a sense of growing in personal holiness, in your prayer life, or in new discoveries about yourself and God's love for you;
- 4 you are seeking advice from Christian friends and family so that you are not only relying on your own insights for this;
- 5 you are open to being taken out of your comfort zones, to be tested and stretched, for yourself, your work and your family if relevant.

D2 **LEARNING** – Obeying what Jesus teaches you

How much have you learnt from your Teacher over the past year or so? Are you gaining in your understanding of what it means to be a Christian in the world today, or are you stuck?

Sample tests

- 1 you carve out from a busy life regular and disciplined time each day to study the Scriptures; *(cf. A5.3)*
- 2 you take time to study books or undertake courses that improve your understanding of the Bible and its application to your life today;
- 3 you receive quality teaching input at church and are a member of a church group that together studies the Scriptures and prays so that others are encouraging you to grow in your faith;
- 4 you are seeking to serve God in church, in your community and at work and so learning to trust him more and more;
- 5 you have seen answers to prayer so that you are growing in faith and assurance.

D3 **LOVE** – Mirroring what Jesus wants of you

How true would it be to say that you love the Lord your God with all your heart, mind, soul and strength and your neighbour as yourself?

Sample tests

- 1 you show your commitment to God through the dedication of your life to him and his service so that Jesus Christ is at the heart of everything you think and do;
- 2 you have a sense of heartfelt appreciation for all that Jesus has done for you through his birth into this world, his life and his death on the cross and resurrection;
- 3 you are committed to other Christians by means of membership of a local church and the taking of a full part in its life and witness, not only through any administrative post you hold;
- 4 you intercede regularly for your sisters and brothers in Christ in your church and throughout the world as a sign of your commitment to and love for them;
- 5 you love other Christians you know whose views differ from yours on various issues or whose personalities do not fit well with yours, holding them in respect even in your differences.

D4 CHARACTER – Becoming what Jesus shows you

Checking out the nine aspects of the fruit of the Spirit (Gal 5:22-23), how well are you displaying these in your life day by day?

Sample tests

- 1 Christian friends provide evidence that you are living a life at work, at church and at home that displays these qualities;
- 2 you have a sense of growing in these nine qualities and of working on those where you are currently weakest;
- 3 you are unaware of criticism that your character lacks such features when things are difficult and you are under stress;
- 4 you are growing in displaying the quality of patience, the item on the list most frequently named by administrators as one of the most needed in their work;
- 5 you are shunning, as best you can, the equivalent list of the fruit of the flesh in Gal 5:19-21.

D5 DISCIPLE-MAKING – Nurturing what Jesus expects of you

How many people have you seen come to Christ where you played some part in the process with others, and how many young Christians have you seen grow in their faith through your encouragement, support or advice?

Sample tests

- 1 you have opportunities to speak about your faith to those who are not yet Christians, whether at work, in your community or in your family;
- 2 you have among your friends people who are not yet Christians and spend time with them rather than just staying in Christian circles;
- 3 you are not being shy in talking to other Christians about their discipleship and seeking to help each other to grow in faith and holiness;
- 4 you use time over refreshments after church services to talk about Jesus Christ to others, rather than just using the time for church business or chatter;
- 5 you pray regularly for friends and family who are not yet Christians.

D6-10: THE DISCIPLESHIP THEME – Questions of Faith

These test how you live out your faith in your daily life.

D6 TEMPTATION – Living against the grain of the world

How well are you coping with the daily pressure to conform to the world's norms and to live life by standards that do not match the values of the Kingdom of God?

Sample tests

- 1 you see it as a daily battle to maintain a life that follows Christ's expectations rather than be dragged down by the standards of those you live among;
- 2 you have Christian friends or family with whom you are able to be honest about what tempts you most and how to cope with this;
- 3 you find that Sunday church services and other meetings with fellow-Christians give you strength to fight the pressures to conform;
- 4 you pray regularly for strength to maintain a Christian witness in the workplace even when expected to follow procedures which you feel go against your faith;
- 5 confession plays a major part in your own prayers, and you then know God's forgiveness.

D7 **COMMUNITY** – Living with your sisters and brothers

How well integrated are you in the life of your church, so that you have a real sense of belonging together with others for worship and communal life?

Sample tests *(cf.A14, F11)*

- 1 you make it a priority to be present for Sunday worship on a weekly basis as far as this is possible for you;
- 2 you make it a priority to be part of a smaller groups within your church which meets regularly for encouragement, prayer and learning;
- 3 you seek to play a full part in your church's areas of service and in supporting and encouraging other members;
- 4 you seek to make your home a place of welcome to offer hospitality to fellow Christians as well as to others;
- 5 you pray for Christians throughout the world and take a personal interest in at least one area of global mission or one particular mission worker in the UK or abroad.

D8 **WITNESS** – Living out the good news

To what extent are you known to be a Christian disciple by your work colleagues, in your community and by your family? Are you seeking to witness to them by your life and when you have opportunities to explain your faith?

Sample tests

- 1 without being pushy about it you seek not to hide your Christian faith when with others who do not share it with you;
- 2 you have had opportunity within the past year to explain that you are a Christian to someone at work or in your community or family who was not a believer;
- 3 you feel that the way you behave at work or in your community has had an impact on the culture there in some way;
- 4 you pray regularly for your witness by action and word in any regular setting where others would not share you faith;
- 5 you seek to honour God in your work as, among other things, a witness to those who work alongside you.

D9 **SUFFERING** – Living when life is tough

How well do you hang on to your relationship with Jesus when life gets tough through personal difficulties, family worries, work concerns or health issues?

Sample tests

- 1 you are brought closer in your relationship with Jesus Christ when things are hard, rather than seeking to manage such concerns in your own strength;
- 2 you have close Christian friends or family with whom you can be honest about your difficulties and share news with them for their prayers for you;
- 3 you feel you can be open with others about difficulties which are not confidential, rather than bottling it all up inside you; *(cf.F11.2)*
- 4 you yourself seek to encourage and support others going through difficulties of any kind;
- 5 if you have ever been through what can rightly be termed persecution, you have kept your faith and now you pray regularly for those in such situations.

NOTE: This theme, or at least D1 – D10, should be seen as personal challenges more than anything else. The tests are designed to show a highly positive answer to the question.

D10 SINGLE/MARRIED – Living outside or within relationship

How well do you accept whatever relationship state you are currently in and seek to honour God in that state, whether you are content with this or struggling?

Sample tests

- 1 you are able to keep your discipleship alive day by day even if you are frustrated in singleness or unhappy or struggling in marriage;
- 2 if single: you are able to form deep friendships and serve others, looking to Christ for your daily needs;
- 3 if married: you are fulfilling your responsibilities towards your spouse as best you can, practically, emotionally and sexually;
- 4 whether single or married but with children: you are seeking to be a Christian role model to them, whatever their acceptance or rejection of your faith;
- 5 you trust God for strength for the future, even if that might bring about a very different position from the one you find yourself in today.

D11–15: THE DISCIPLESHIP THEME – Questions of Lordship

These test how you serve the Lord in the administrative sphere.

D11 PASSION – A real enthusiasm for these gifts

How excited are you to be seen to have been given administrative gifts, and long to use them in your life, whether that means in a paid Christian post or in a voluntary capacity?

Sample tests

- 1 you are passionate about the place quality administration can play in a church or mission and people can see your enthusiasm and tell you this, even though they may not share your views;
- 2 you seek to use every opportunity you can to advance your knowledge of this gift and to discover how God might want to use it in your life, through reading, events and discussion with others;
- 3 you have a sense of humour concerning this gift, appreciating that many Christians do not get it, but seeing the funny side of this passion and the caricatures of desk-bound administrators;
- 4 you know that this gift is bound up with your faith in Jesus Christ and can recognise the place that this theme of discipleship plays in its outworking;
- 5 you long to see the Church effective through quality support ministries releasing leaders to lead.

D12 CALL – a sense of vocation within these gifts

How aware are you of a specific call from God to use this area of gifting in his service, whether this is paid or voluntary?

Sample tests *(cf. A13)*

- 1 you feel some kind of compulsion to develop your understanding and operation of this gifting in Christian service;
- 2 when you are praying over extensive time about your use of these gifts, you sense that God is speaking to you and that you cannot escape this;
- 3 you find that Scripture passages concerning this area of gifting shine out of the page at you;
- 4 your Christian friends are encouraging you to explore using this area of gifting, and are pointing out areas of specific service that might suit you well;
- 5 you cannot get this idea about administrative service out of your mind.

D13 **OUTWORKING** – Practical service within these gifts

To what extent do you already have a track record of service within the administrative areas, in churches, in Christian missions or in secular charities?

Sample tests *(cf.A12)*

- 1 you have served in some form of administrative service throughout your membership of churches in the past, whether in regular activities, in the management of projects or events or in governance positions;
- 2 you are currently serving your church in some form of administrative service to demonstrate your gifting and commitment to organisational aspects of your church's life;
- 3 you are known to be reliable and efficient in such service, with people aware that they can trust you to fulfil your responsibilities effectively and to deliver on time; *(cf.A11)*
- 4 you are told by others in your church that you clearly have administrative gifts and should use them;
- 5 you can show a track record in enthusiasm for voluntary administrative service other than in a church, whether in a Christian mission or in your own local community.

D14 **TIME** – Personal discipline to role model these gifts

How well do you make good use of the time available to you each day living in the expectation of the return of Jesus Christ as Lord?

Sample tests *(cf.A2)*

- 1 you seek to balance your days in terms of paid employment, Christian service, family time and relaxation/renewal as best you can, given your current circumstances;
- 2 you treat the Sabbath principle of one day off in seven with due care, however you seek to apply it to your present circumstances;
- 3 if in paid employment you work hard and as effectively as you can, seeking to use the time well;
- 4 you seek to minimise wasted time and are careful to control time spent on screens watching TV or on social media;
- 5 you seek to be a role model to your family and friends on the effective use of each 24 hours.

D15 **GENEROSITY** – Financial giving to underline these gifts

To what extent do you seek to live simply, sitting lightly on ownership of property, cars, possessions and money, employing whatever wealth you have for the benefit of the poor and the spread of the gospel?

Sample tests *(cf.A3)*

- 1 you are seeking to live simply, caring for the world you inhabit;
- 2 you seek to give generously, especially to Christian relief and mission, as you are able in your present circumstances;
- 3 you plan your giving to ensure you are following your own guidelines about proportions of income or other means you use, but then are happy to give on top of this;
- 4 you ensure that your giving is tax-efficient and are meticulous at keeping records and tax details;
- 5 you handle your personal finances in a careful and detailed way, and are in control of your spending and use of capital funds.

Your assessment

The results you come up with should look something like this:

Aptitude theme

This theme is designed for ‘helper-administrators’, but ‘leader-administrators’ too should come out at ‘above average’ or higher for almost all the 15 questions and ‘well above average’ or ‘outstanding feature’ on several of these.

Fascination theme

This theme is more for those testing a ‘leadership-administrator’ gift. They should come out at ‘above average’ or higher for almost all the 15 questions, and ‘well above average’ or ‘outstanding feature’ on several of these.

Those who see themselves more as ‘helper administrators’ should be at least ‘above average’ on several of these, and perhaps ‘well above average’ or ‘outstanding’ on one or two.

But bearing in mind that our ‘administrative gifting scale is a continuum, administrators will find themselves at various points between these two.

Discipleship theme

This is for everyone. But here the idea of assessing on a scale is not really appropriate other than for the Lordship section (D11-D15). The idea is to give a challenge on each of the first ten questions and the idea here of comparing with others is inappropriate which is why no assessment score should be given, although the other notes should all be completed.

Overall comments for the three themes

Strengths
Areas to work on
Issues raised

This paper is available at <https://www.john-truscott.co.uk/Resources/Health-checks> then HC9. It forms the second part of two papers outlining the Gift Assessment for Administrators with the first part available at the same web address but with HCB instead of HC9. There is a much shorter version at Training Notes TN115, *Identifying gifts of administration*. For indexes of all items available on the site, visit the [Resources page](#).

John would also like to hear your ideas for improving the Assessment – please contact him with ideas regarding its basis and structure, its questions or its sample tests.

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