Preparation for this portion of the SHAPE Workshop

- To be completed at home
- To bring with you to the Workshop.

Be sure to follow directions.

This section will take you about 30 minutes to complete ...so please allow yourself that amount of time.

Do it quickly and spontaneously

- with what jumps into your mind and
- without mulling over each section.

Additional understanding will be addressed at the workshop.

Name: _____________________________

Phone: __________

Thank You
Abilities—Your ‘Natural’ Talents

I (God)…have given him skill, ability, and knowledge in all kinds of crafts… Exodus 31:3

STEP #1 Identify Your Abilities

The following is a listing of various talents and skills to give you general suggestions about what your abilities (talents) may be. If you frequently repeat doing things in these areas and have a special joy in doing them, place an X in the space. When you finish, look over your list of Xs and which ones could be clustered together.

**ART**

__ Artist  ___ Banners
__ Crafts: Type: ______  ___ Decorating
__ Flower Arranging  ___ Interior Decorating
__ Needlecraft Type: ________  ___ Photography
__ Sewing  ___ Signs/Posters
__ Other: ______________

**CONSTRUCTION**

__ Architect  ___ Air Conditioning
__ Carpet Cleaning  ___ Carpet Installing
__ Carpenter: General  ___ Carpenter: Finish
__ Carpenter: Cabinet  ___ Concrete Work
__ Drafting  ___ Drywall Finishing
__ Electrician  ___ General Contractor
__ Heating  ___ Heavy Equipment
__ Interior Design  ___ Masonry
__ Metal Work  ___ Painting
__ Papering  ___ Plumbing
__ Roofing  ___ Telephone systems/repair
__ Woodworking  ___ Other __________________________

**GENERAL HELP**

__ Assist the elderly (Short term)  ___ Assist the sick (Short term)
__ Building Maintenance  ___ Child Care
__ Companion Care (Short term)  ___ Drivers:
__ Visiting the sick  ___ ___ Bus (CDL) ___ Car
__ Outreach to the poor/needy  ___ ___ Van ___ Truck
__ First Aid/Medical  ___ Gardening
__ Grounds Maintenance  ___ Help with moving
__ Help with housework  ___ Help with yard work
<table>
<thead>
<tr>
<th>Plants:</th>
<th>Outdoor care</th>
<th>Indoor care</th>
<th>Snow Removal</th>
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</thead>
<tbody>
<tr>
<td>Sport Instructor:</td>
<td></td>
<td></td>
<td>Sport Official</td>
</tr>
<tr>
<td>Start a New Ministry</td>
<td></td>
<td></td>
<td>Tape Duplication</td>
</tr>
<tr>
<td>Transportation vehicles</td>
<td>Car</td>
<td>Truck</td>
<td>Telephoning</td>
</tr>
<tr>
<td>Pick Up Truck</td>
<td></td>
<td></td>
<td>Wedding planner</td>
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<tr>
<td>Reception Cor.</td>
<td></td>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

| FOOD/REFRESHMENT |
| --- | --- |
| Assist serving food | Assist preparing meals |
| Cake Decorating | Food Coordinator |
| Cooking Projects | Provide Meals |
| Purchasing Supplies | Table Decorating |
| Transporting Food | Other |

| HOSPITALITY |
| --- | --- |
| Assist Newcomers | Greeters |
| Host or Plan Dinners or Picnics | Hospitality Coordinator |
| Hostess for large group | Housing (Short term) |
| Welcome New People | Other |

| MASS COMMUNICATION |
| --- | --- |
| Graphics | Layout |
| Multi Media | Publishing |
| Sound Systems | Video Systems |
| Writing Articles | Computer systems |
| IT support | Other |

| MECHANICAL |
| --- | --- |
| Auto Repair | Machinist |
| Light equipment Repair | Copier Repair |
| Small motor Repair | Mower Repair |
| | Other |

| MISSIONS |
| --- | --- |
| Evangelism | International Missions |
| Scheduling trips/travel coordination | Local Missions |
| Short term missions | Other |

| MUSICAL |
| --- | --- |
| Arranger | Choir Coordinator |
| Choir | Choral Group |
| Composer | Piano Tuner |
| Piano Teacher | Play Instrument |
| Singing: | Type: |
| | Other |

---

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<thead>
<tr>
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<tbody>
<tr>
<td>Choral group</td>
<td>Duet</td>
</tr>
<tr>
<td>Quartet</td>
<td>Soloist</td>
</tr>
<tr>
<td>Trio</td>
<td>Song leader</td>
</tr>
</tbody>
</table>
## OFFICE SKILLS

- Coordinate Special Events
- Data Entry
- Filing
- Library Support
- Mail Room
- Office Support
- Office Housekeeping
- Office Receptionist
- Office Manager
- Organizing Church Events
- Phone Calling
- Photocopying
- Printing/collating
- Shorthand
- Typing (40+ wpm)
- Word Processing

## PROFESSIONAL SKILLS

- Accounting
- Advertising
- Bookkeeping
- Cleaning- facility, carpet or other
- Computer Programmer
- Event Planning
- Counseling Type:
  - Career
  - Drug
  - Financial
  - Legal
  - Relational
  - Unemployment
  - Other: ________________________
- Daycare Provider
- Engineer
- Journalist/Writer
- Landscaping
- Event Planning
- Lawyer
- Law Enforcement
- Medical Type:
  - Chiropractor
  - Nurse
  - Psychologist
  - Surgeon
  - Other
- Maintenance Engineer
- Personnel Manager
- Public Relations
- Radio Experience
- Social Worker
- Systems Analyst
- Tax Consultant
- Television Experience
- Travel Agent
- Window Washing or Exterior
- Travel Agent
- Window Washing or Exterior
- Maintenance
- Other ________________________

## TEACHING OR ASSISTING

### Age Groups:
- Preschool
- Elementary
- Junior High
- Senior High
- Single Young Adults
- Single Older Adults
- Married Couples
- Women’s Groups
- Men’s Groups
- Mixed Groups

- Aerobics
- Bible Studies
- Budget Management
- Crafts - Type
- Learning Disabled
- Material/Bible Research
- Mentoring
- Small Group Leader
- Tutoring
- Workshops

## THEATRICAL

- Acting
- Audio Production
- Clowning
- Creative Storytelling
- Costumes
- Dance Type: ______
- Lighting
- Mime
___ Poets  ___ Puppets
___ Radio Production  ___ Script Writer
___ Set Construction  ___ Set Design
___ Stage Hand  ___ Sound/Mixing
___ Video Production  ___ Other __________________________

TYPES OF PEOPLE/SITUATIONS I ENJOY...

___ Children  ___ Adults
___ Teens  ___ Singles
___ Married  ___ Newcomers to church
___ Handicapped  ___ Hearing Impaired  (Signing)
___ Homeless  ___ Hospital Visitation
___ Learning Disabled  ___ Nursing Home Shut-Ins
___ Small Group Leader  ___ Sports Coach
___ Sports Teams  ___ Prisoners

Review Step #1 and record what you consider to be your top 2-3 primary tangible abilities and the type of people you enjoy.

Move on to Step #2  (Next page)
STEP #2. Learning From Your Abilities

Now think about the special skills you have developed over periods of time in your life. Look over some of the areas of specialized abilities listed below.

Check those that you feel most accurately represent ones that have been demonstrated repeatedly and consistently in your life.

SPECIALIZED ABILITIES

Classifying ability: to systematize and file books, data, records and materials so they can be retrieved easily.

Communicating ability: to speak clearly/effectively to groups so people understand and are motivated to action.

Counseling ability: to listen, encourage and guide with sensitivity.

Construction ability: to be skilled with your hands to do general construction, maintaining or repairing objects or buildings.

Crafts: to design, create and put together something with your hands to beautify or improve an area. (Decorative objects, albums, floral arranging, etc.)

Craftsmanship ability: to work with your hands making or building things that help people.

Creative arts ability: to enhance peoples’ understanding through the arts. (music, drama, painting, drawing, etc.)

Decorating ability: to beautify a setting with plants or other materials for a special event.

Design ability: to creatively bring different pieces, ideas or materials together into concrete reality.

Develop ability: to improve, train or enable others to learn to do things skillfully in specific areas.

Drama/Theatre ability: to act or dance; write or direct plays/skits; design sets/costumes.

Editing ability: to proof read or rewrite.

Encouraging ability: to build up/strengthen another person in their current situations and/or to take action.

Entertaining ability: to host events and provide a welcoming atmosphere.

Evaluating ability: to analyze data, situations or skills and draw conclusions.

Financial planning ability: to knowledgably counsel others in beneficial ways to use or multiply their resources.

Graphics ability: to layout, design, create visual displays on computers or banners.

Health care ability: to support the sick or infirmed as a nurse, doctor, social worker, or companion.
Hospitality/Cooking ability: to provide food, cook or serve meals for small or large groups of people.

Interview ability: to focus on individuals & discover what they really like in an area - asking specific questions.

Landscaping ability: to maintain, garden, plant and/or design layouts for grounds.

Managing ability: to supervise people to accomplish a task or event and coordinate the details involved.

Mass Communication Technology: to be skilled in either computer technology, systems, networks, software or hardware.

Mass Communication ability- Desktop: to be skilled with computer use, various programs or presentations.

Mass Communication abilities – Writing/Reporting: to write articles, compile newsletters, do interviews and/or edit materials for publication.

Mechanical operating ability: to have a sense of how something works; often able to figure it out.

Medical skill: skilled in the physical well being of people; caring for them in specific areas of physical health.

Mentoring/life skill: to walk alongside another for a period of time to help develop a spiritual or life skill.

Music ability: Composing/Arranging: to compose or arrange a musical score.

Music ability: Instrumental: to be skilled playing/performing a musical instrument.

Music ability: Vocal: to be skilled singing either solo or in group situations.

Office skill ability: to photocopy, answer phones, file, sort or assemble materials.

Operating equipment ability: to be skilled operating tools, machinery or types of vehicles.

Organizing ability: to bring together plans, people, schedules and tasks to accomplish a project.

Pioneering ability: to start a new ministry, project, or work that enhances the lives of others.

Planning ability: to strategize, design and compile the future picture for ministries, programs or events.

Promoting ability: to advertise or promote events and activities using various forms of media to encourage interest or attendance.

Public Relations ability: to represent an organization/ministry to others, handling questions, problems and concerns with a positive attitude, care and courtesy.

Recall ability: to quickly retrieve specific past situations, facts, names, faces or places.

Recruiting ability: to enlist and motivate people to become involved.

Repairing ability: to fix, restore to good condition and maintain upkeep.

Researching ability: to read/track information extensively, gather information and collect data.

Resourceful ability: to search out and find inexpensive materials or resources to use; find an alternate means to accomplish the goal.

Special Events ability: to organize or serve with a team supporting a large event with various helping abilities.
Sports/Coaching ability: to be skilled in a specific sport or coach a team or event.

Teaching ability: to explain, train, demonstrate, tutor.

Train/Coaching ability: to work with a person or group to develop, oversee and encourage skill in a specific area and then become a resource.

Welcoming ability: to convey warmth, develop rapport, making others feel comfortable.

Writing ability: to communicate in written form using words to create interest and appeal in letters, articles or books, etc.

Other: __________________________________________ _______________________________________

We all have abilities and skills.

One of the most common reasons people give for not getting involved in ministry is, "I just don't know what I have to offer." Nothing could be further from the truth.

The key is matching your abilities and abilities skills with the right ministry!

Review Step #2. Summarize your conclusions by listing your top two specialized skills based on this section. Also add the type of people you enjoy working with.

BRING THIS WITH YOU…to the SHAPE workshop. The results are to be added to your “S.H.A.P.E Summary Form” at the workshop.