

# ABILITIES/SKILLS ASSESSMENT

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.

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### ART

- |  |  |
|--|--|
| <input type="checkbox"/> Artist                  | <input type="checkbox"/> Banners             |
| <input type="checkbox"/> Crafts: Type: _____     | <input type="checkbox"/> Decorating          |
| <input type="checkbox"/> Flower Arranging        | <input type="checkbox"/> Interior Decorating |
| <input type="checkbox"/> Needlecraft Type: _____ | <input type="checkbox"/> Photography         |
| <input type="checkbox"/> Sewing                  | <input type="checkbox"/> Signs/Posters       |
|  | <input type="checkbox"/> Other: _____        |

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### CONSTRUCTION

- |   |   |
|---|---|
| <input type="checkbox"/> Architect          | <input type="checkbox"/> Air Conditioning         |
| <input type="checkbox"/> Carpet Cleaning    | <input type="checkbox"/> Carpet Installing        |
| <input type="checkbox"/> Carpenter: General | <input type="checkbox"/> Carpenter: Finish        |
| <input type="checkbox"/> Carpenter: Cabinet | <input type="checkbox"/> Concrete Work            |
| <input type="checkbox"/> Drafting           | <input type="checkbox"/> Drywall Finishing        |
| <input type="checkbox"/> Electrician        | <input type="checkbox"/> General Contractor       |
| <input type="checkbox"/> Heating            | <input type="checkbox"/> Heavy Equipment          |
| <input type="checkbox"/> Interior Design    | <input type="checkbox"/> Masonry                  |
| <input type="checkbox"/> Metal Work         | <input type="checkbox"/> Painting                 |
| <input type="checkbox"/> Papering           | <input type="checkbox"/> Plumbing                 |
| <input type="checkbox"/> Roofing            | <input type="checkbox"/> Telephone systems/repair |
| <input type="checkbox"/> Woodworking        | <input type="checkbox"/> Other _____              |

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### GENERAL HELP

- |  |   |
|--|---|
| <input type="checkbox"/> Assist the elderly (Short term) | <input type="checkbox"/> Assist the sick (Short term)           |
| <input type="checkbox"/> Building Maintenance            | <input type="checkbox"/> Child Care                             |
| <input type="checkbox"/> Companion Care (Short term)     | <input type="checkbox"/> Drivers:                               |
| <input type="checkbox"/> Visiting the sick               | <input type="checkbox"/> Bus (CDL) <input type="checkbox"/> Car |
| <input type="checkbox"/> Outreach to the poor/needy      | <input type="checkbox"/> Van <input type="checkbox"/> Truck     |
| <input type="checkbox"/> First Aid/Medical               | <input type="checkbox"/> Gardening                              |
| <input type="checkbox"/> Grounds Maintenance             | <input type="checkbox"/> Help with moving                       |
| <input type="checkbox"/> Help with housework             | <input type="checkbox"/> Help with yard work                    |

- Plants:  Outdoor care  Indoor care
- Sport Instructor: \_\_\_\_\_
- Start a New Ministry
- Transportation vehicles
  - Car  Truck
  - Pick Up Truck

- Snow Removal
- Sport Official
- Tape Duplication
- Telephoning
- Wedding planner  Reception Cor.
- Other \_\_\_\_\_

### **FOOD/REFRESHMENT**

- Assist serving food
- Cake Decorating
- Cooking Projects
- Purchasing Supplies
- Transporting Food

- Assist preparing meals
- Food Coordinator
- Provide Meals
- Table Decorating
- Other \_\_\_\_\_

### **HOSPITALITY**

- Assist Newcomers
- Host or Plan Dinners or Picnics
- Hostess for large group
- Welcome New People

- Greeters
- Hospitality Coordinator
- Housing (Short term)
- Other \_\_\_\_\_

### **MASS COMMUNICATION**

- Graphics
- Multi Media
- Sound Systems
- Writing Articles
- IT support

- Layout
- Publishing
- Video Systems
- Computer systems
- Other: \_\_\_\_\_

### **MECHANICAL**

- Auto Repair
- Light equipment Repair
- Small motor Repair

- Machinist
- Copier Repair
- Mower Repair
- Other \_\_\_\_\_

### **MISSIONS**

- Evangelism
- Scheduling trips/travel coordination
- Short term missions

- International Missions
- Local Missions
- Other: \_\_\_\_\_

### **MUSICAL**

- Arranger
- Choir
- Composer
- Piano Teacher
- Singing:
  - Choral group  Duet
  - Quartet  Soloist
  - Trio  Song leader

- Choir Coordinator
- Choral Group
- Piano Tuner
- Play Instrument Type: \_\_\_\_\_
- Other \_\_\_\_\_

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**OFFICE SKILLS**

- |  |   |
|--|---|
| <input type="checkbox"/> Coordinate Special Events | <input type="checkbox"/> Data Entry               |
| <input type="checkbox"/> Filing                    | <input type="checkbox"/> Library Support          |
| <input type="checkbox"/> Mail Room                 | <input type="checkbox"/> Office Errands           |
| <input type="checkbox"/> Office Housekeeping       | <input type="checkbox"/> Office Receptionist      |
| <input type="checkbox"/> Office Manager            | <input type="checkbox"/> Organizing Church Events |
| <input type="checkbox"/> Phone Calling             | <input type="checkbox"/> Photocopying             |
| <input type="checkbox"/> Printing/collating        | <input type="checkbox"/> Shorthand                |
| <input type="checkbox"/> Typing (40+ wpm)          | <input type="checkbox"/> Word Processing          |

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**PROFESSIONAL SKILLS**

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Accounting           | <input type="checkbox"/> Advertising                         |                                       |
| <input type="checkbox"/> Bookkeeping          | <input type="checkbox"/> Cleaning- facility, carpet or other |                                       |
| <input type="checkbox"/> Computer Programmer  | <input type="checkbox"/> Event Planning                      |                                       |
| <input type="checkbox"/> Counseling Type:     |  |                                       |
| <input type="checkbox"/> Career               | <input type="checkbox"/> Drug                                |                                       |
| <input type="checkbox"/> Financial            | <input type="checkbox"/> Legal                               | <input type="checkbox"/> Unemployment |
| <input type="checkbox"/> Relational           | <input type="checkbox"/> Other: _____                        |                                       |
| <input type="checkbox"/> Daycare Provider     |  |                                       |
| <input type="checkbox"/> Engineer             | <input type="checkbox"/> Journalist/Writer                   |                                       |
| <input type="checkbox"/> Landscaping          | <input type="checkbox"/> Law Enforcement                     |                                       |
| <input type="checkbox"/> Lawyer               | <input type="checkbox"/> Lifeguard                           |                                       |
| <input type="checkbox"/> Medical Type:        |  |                                       |
| <input type="checkbox"/> Chiropractor         | <input type="checkbox"/> Medical Doctor                      |                                       |
| <input type="checkbox"/> Nurse                | <input type="checkbox"/> Paramedic/EMT                       |                                       |
| <input type="checkbox"/> Psychologist         | <input type="checkbox"/> Psychiatrist                        |                                       |
| <input type="checkbox"/> Surgeon              | <input type="checkbox"/> Dental                              |                                       |
| <input type="checkbox"/> Other _____          |  |                                       |
| <input type="checkbox"/> Maintenance Engineer | <input type="checkbox"/> Personnel Manager                   |                                       |
| <input type="checkbox"/> Public Relations     | <input type="checkbox"/> Radio Experience                    |                                       |
| <input type="checkbox"/> Social Worker        | <input type="checkbox"/> Systems Analyst                     |                                       |
| <input type="checkbox"/> Tax Consultant       | <input type="checkbox"/> Television Experience               |                                       |
| <input type="checkbox"/> Travel Agent         | <input type="checkbox"/> Window Washing or Exterior          |                                       |
| <input type="checkbox"/> Maintenance          | <input type="checkbox"/> Other _____                         |                                       |

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**TEACHING OR ASSISTING**

- |  |  |  |
|--|--|--|
| Age Groups:                                | <input type="checkbox"/> Preschool               | <input type="checkbox"/> Elementary          |
|  | <input type="checkbox"/> Junior High             | <input type="checkbox"/> Senior High         |
|  | <input type="checkbox"/> Single Young Adults     | <input type="checkbox"/> Single Older Adults |
|  | <input type="checkbox"/> Married Couples         | <input type="checkbox"/> Women's Groups      |
|  | <input type="checkbox"/> Men's Groups            | <input type="checkbox"/> Mixed Groups        |
| <input type="checkbox"/> Aerobics          | <input type="checkbox"/> Bible Studies           |  |
| <input type="checkbox"/> Budget Management | <input type="checkbox"/> Crafts - Type _____     |  |
| <input type="checkbox"/> Learning Disabled | <input type="checkbox"/> Material/Bible Research |  |
| <input type="checkbox"/> Mentoring         | <input type="checkbox"/> Small Group Leader      |  |
| <input type="checkbox"/> Tutoring          | <input type="checkbox"/> Workshops               |  |

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**THEATRICAL**

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Acting   | <input type="checkbox"/> Audio Production      |
| <input type="checkbox"/> Clowning | <input type="checkbox"/> Creative Storytelling |
| <input type="checkbox"/> Costumes | <input type="checkbox"/> Dance Type: _____     |
| <input type="checkbox"/> Lighting | <input type="checkbox"/> Mime                  |

- Poets
- Radio Production
- Set Construction
- Stage Hand
- Video Production

- Puppets
- Script Writer
- Set Design
- Sound/Mixing
- Other \_\_\_\_\_

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**TYPES OF PEOPLE/SITUATIONS I ENJOY...**

- |   |   |
|---|---|
| <input type="checkbox"/> Children           | <input type="checkbox"/> Adults                     |
| <input type="checkbox"/> Teens              | <input type="checkbox"/> Singles                    |
| <input type="checkbox"/> Married            | <input type="checkbox"/> Newcomers to church        |
| <input type="checkbox"/> Handicapped        | <input type="checkbox"/> Hearing Impaired (Signing) |
| <input type="checkbox"/> Homeless           | <input type="checkbox"/> Hospital Visitation        |
| <input type="checkbox"/> Learning Disabled  | <input type="checkbox"/> Nursing Home Shut-Ins      |
| <input type="checkbox"/> Small Group Leader | <input type="checkbox"/> Sports Coach               |
| <input type="checkbox"/> Sports Teams       | <input type="checkbox"/> 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 uses; 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.**