

SPIRITUAL GIFTS

*Ministry
Descriptions*

**Understanding God's Design for
All of us in the Church**

“Now about spiritual gifts, brothers, I do not want you to be ignorant.”

— I Corinthians 12:1

Spiritual Gifts Ministry

The purpose of the Spiritual Gifts Ministry is to help the right people to be in the right serving places for the right reasons — to end up with Spirit filled servants utilizing Spiritual Gifts to serve the purposes of the church.

The Spiritual Gifts Ministry is a proven and repeatable process of identifying and placing believers into meaningful places of service where they can be fruitful *AND* fulfilled.

It is a comprehensive approach that includes a three-step process that begins with “*Discovery*,” and “*Coaching*,” and ends in “*Service*” — service to God by serving others. Spiritual Gifts Ministry helps believers identify their God given Passion, Spiritual Gifts, and Personal Style (their servant-profile) in order to understand and fulfill their ministry. This combination of three facets of a person’s life makes this a different than usual approach to truly understanding how God has made us.

This tested approach has many benefits:

It is Biblical

It is a harmonious, integrated, and comprehensive system

It values people and their God-given uniqueness

It is realistic and practical

It is interactive, participatory, and inclusive

It can be used in a small group or larger seminar format

It increases motivation, involvement, and giving

Spiritual Gifts Ministry’s Three-step Process:

1. The *Discovery* step helps the believer to discover their God-given *Servant Profile* through a series of 60-minute sessions, offered in a variety of formats. These step-by-step studies assist participants to better understand their place within God’s design for serving in the church. A Biblical foundation is presented and several self-scoring assessments are used to assist believers in their understanding of how God has “wired-them.”
2. A one-hour one-on-one *Coaching* follows. This personal interaction provides individualized attention for each volunteer in helping them find an appropriate place of service which reflects who God has made them to be (their Servant Profile).
3. The ultimate goal of Spiritual Gifts Ministry is *Service*. Spiritual Gifts Ministrys three-step process moves people from the theoretical theology of the “priesthood of all believers” into the practical and God-honoring experience of it. Spiritual Gifts Ministry facilitates the expression and application of their Servant Profile in the mission and ministry of Your Church USA.

Your Church USA MINISTRY POSITION DESCRIPTION

POSITION TITLE	MINISTRY	DEPARTMENT	M-LEVEL
Follow-up Coordinator	SGM	SERVE	3
Responsibilities <hr/> <p>Responsible to follow-up on participants all the way through the Spiritual Gifts Ministry process, from the registration for the Discovery sessions to Serving; encouraging them and assisting them on how they can reach their place of ministry.</p>	Passion for <hr/> <p>Assisting believers to make their unique contribution in a meaningful place of service.</p> <p>The church and seeing people develop into their full potential in Christ.</p>		
Spiritual Gifts <hr/> <p>Encouragement Hospitality Administration</p>	Personal Style <hr/> <p>Energized <input checked="" type="checkbox"/> People-Oriented <input type="checkbox"/> Task-Oriented</p> <p>Organized <input checked="" type="checkbox"/> Structured <input type="checkbox"/> Unstructured</p>		
Minimum Spiritual maturity <hr/> <p>Stable/Growing Believer</p>	Talents/Skills/Abilities <hr/> <p>Able to make people feel valued. Positive attitude, does not offend. Excellent phone skills, pleasant voice.</p>		
Availability <hr/> <p>Flexible</p>	Regular Commitments <hr/> <p>Team meetings as scheduled 1-2 hrs/wk depending on size of sessions.</p>		
Length of Commitment <hr/> <p>1 years</p>			
ADDITIONAL COMMENTS			
LOCATION <hr/> <input checked="" type="checkbox"/> Church <input type="checkbox"/> Home <input type="checkbox"/> Other:		SPECIAL NOTES <hr/> <p>Membership Encouraged</p>	
Total Needed	1	Now Have	0
		Openings	1
Staff Overseer _____ Trained By _____ Assimilator _____			

Your Church USA MINISTRY POSITION DESCRIPTION

POSITION TITLE	MINISTRY	DEPARTMENT	M-LEVEL
SPM Director	SGM	SERVE	4
Responsibilities <hr/> <p>Responsible for casting the YCUSA vision, overseeing the team, mediating between staff, ministry leaders and volunteers, representing YCUSA to each of these groups, promoting the values and opportunities for service.</p>	Passion for <hr/> <p>Assisting believers to make their unique contribution in a meaningful place of service.</p> <p>The church and seeing people develop into their full potential in Christ.</p>		
Spiritual Gifts <hr/> <p>Leadership Wisdom Encouragement Administration</p>	Personal Style <hr/> <p>Energized <input checked="" type="checkbox"/> People-Oriented <input checked="" type="checkbox"/> Task-Oriented</p> <p>Organized <input checked="" type="checkbox"/> Structured <input type="checkbox"/> Unstructured</p>		
Minimum Spiritual maturity <hr/> <p>Leading / Guiding</p>	Talents/Skills/Abilities <hr/> <p>Good interpersonal skill Organizational, effective delegator Sensitive, listens well</p>		
Availability <hr/> <p>Flexible</p>	Regular Commitments <hr/> <p>Monthly Team meetings, one-on-one meetings as required, 6-10 hrs/wk</p>		
Length of Commitment <hr/> <p>2+ years</p>			
ADDITIONAL COMMENTS <p>Must be highly respected by both staff and volunteers Professional background helpful, but not required</p>			
LOCATION <hr/> <input checked="" type="checkbox"/> Church <input checked="" type="checkbox"/> Home <input type="checkbox"/> Other:		SPECIAL NOTES <hr/> <p>Membership Required</p>	
Total Needed <input style="width: 50px; text-align: center;" type="text" value="1"/>		Now Have <input style="width: 50px; text-align: center;" type="text" value="0"/>	
Openings <input style="width: 50px; text-align: center;" type="text" value="1"/>			
Staff Overseer _____ Trained By _____ Assimilator _____			

Your Church USA

MINISTRY POSITION DESCRIPTION

POSITION TITLE	MINISTRY	DEPARTMENT	M-LEVEL
Publicity Coordinator	SGM	SERVE	3
Responsibilities <hr/> <p>Responsible for all the details associated with promoting the Spiritual Gifts Ministry Discovery sessions, including program and newsletter announcements, testimonies from the pulpit and elsewhere, solicit and collect publicity information</p>	Passion for <hr/> <p>Assisting believers to make their unique contribution in a meaningful place of service.</p> <p>The church and seeing people develop into their full potential in Christ.</p>		
Spiritual Gifts <hr/> <p>Creative Communication Helps</p>	Personal Style <hr/> <p>Energized <input checked="" type="checkbox"/> People-Oriented <input checked="" type="checkbox"/> Task-Oriented</p> <p>Organized <input checked="" type="checkbox"/> Structured <input checked="" type="checkbox"/> Unstructured</p>		
Minimum Spiritual maturity <hr/> <p>New/Young Believer</p>	Talents/Skills/Abilities <hr/> <p>Resourceful. Able to manage multiple issues Communicates well.</p>		
Availability <hr/> <p>Flexible</p>	Regular Commitments <hr/> <p>Monthly Team meetings.</p>		
	Length of Commitment <hr/> <p>1 years</p>		
ADDITIONAL COMMENTS <p>1-2 hrs/wk needed when there are not sessions being done. 3-4 hrs/wk needed during those weeks when there are Discovery sessions being done.</p>			
LOCATION <hr/> <p><input checked="" type="checkbox"/> Church <input type="checkbox"/> Home <input type="checkbox"/> Other:</p>		SPECIAL NOTES <hr/> <p>Membership Encouraged</p>	
Total Needed <input style="width: 50px;" type="text" value="1"/>		Now Have <input style="width: 50px;" type="text" value="0"/>	
		Openings <input style="width: 50px;" type="text" value="1"/>	
Staff Overseer _____ Trained By _____ Assimilator _____			

Your Church USA

MINISTRY POSITION DESCRIPTION

POSITION TITLE	MINISTRY	DEPARTMENT	M-LEVEL
Support Coordinator	SGM	SERVE	4
Responsibilities <hr/> <p>Responsible for all aspects of support for the Discovery and Coaching Teams including scheduling of rooms, collection of material from graduates, financial records and hospitality.</p>	Passion for <hr/> <p>Assisting believers to make their unique contribution in a meaningful place of service.</p> <p>The church and seeing people develop into their full potential in Christ.</p>		
Spiritual Gifts <hr/> <p>Helps Leadership Administration Hospitality</p>	Personal Style <hr/> <p>Energized <input checked="" type="checkbox"/> People-Oriented <input type="checkbox"/> Task-Oriented</p> <p>Organized <input checked="" type="checkbox"/> Structured <input checked="" type="checkbox"/> Unstructured</p>		
Minimum Spiritual maturity <hr/> <p>Leading/Guiding Believer</p>	Talents/Skills/Abilities <hr/> <p>Counseling skills, listens well, good with first impressions, team builder, able to train and develop</p>		
Availability <hr/> <p>Flexible</p>	Regular Commitments <hr/> <p>Monthly team meetings, one-on-one meetings as required, 6-10 hrs/wk</p>		
Length of Commitment <hr/> <p>2+ years</p>			
ADDITIONAL COMMENTS <p>This person needs to be very good at speaking the truth in love. They also need to be able to develop and coach those who will be consulting. Their goal ought to be to serve the volunteer in identifying and moving toward the fulfillment of their ministry.</p>			
LOCATION <hr/> <p><input checked="" type="checkbox"/> Church <input type="checkbox"/> Home <input type="checkbox"/> Other:</p>		SPECIAL NOTES <hr/> <p>Membership Required</p>	
Total Needed <input style="width: 50px;" type="text" value="1"/>		Now Have <input style="width: 50px;" type="text" value="0"/>	
		Openings <input style="width: 50px;" type="text" value="1"/>	
Staff Overseer _____ Trained By _____ Assimilator _____			

Your Church USA

MINISTRY POSITION DESCRIPTION

POSITION TITLE	MINISTRY	DEPARTMENT	M-LEVEL
Coaching Coordinator	SGM	SERVE	4
Responsibilities <div style="border: 1px solid black; padding: 5px; min-height: 100px;"> <p>Responsible for all aspects of the consultation step: recruiting, training and overseeing a team of consultants, maintaining follow-up, insuring updated information and ministry descriptions.</p> </div>		Passion for <div style="border: 1px solid black; padding: 5px; min-height: 100px;"> <p>Assisting believers to make their unique contribution in a meaningful place of service.</p> <p>The church and seeing people develop into their full potential in Christ.</p> </div>	
Spiritual Gifts <div style="border: 1px solid black; padding: 5px;"> <p>Discernment Wisdom Leadership Encouragement</p> </div>		Personal Style <div style="border: 1px solid black; padding: 5px;"> <p>Energized <input checked="" type="checkbox"/> People-Oriented <input type="checkbox"/> Task-Oriented</p> <p>Organized <input checked="" type="checkbox"/> Structured <input checked="" type="checkbox"/> Unstructured</p> </div>	
Minimum Spiritual maturity <div style="border: 1px solid black; padding: 5px;"> <p>Leading/Guiding Believer</p> </div>		Talents/Skills/Abilities <div style="border: 1px solid black; padding: 5px;"> <p>Counseling skills, listens well, good with first impressions, team builder, able to train and develop</p> </div>	
Availability <div style="border: 1px solid black; padding: 5px;"> <p>Flexible</p> </div>		Regular Commitments <div style="border: 1px solid black; padding: 5px;"> <p>Monthly team meetings, one-on-one meetings as required, 6-10 hrs/wk</p> </div>	
		Length of Commitment <div style="border: 1px solid black; padding: 5px;"> <p>2+ years</p> </div>	
ADDITIONAL COMMENTS <p>This person needs to be very good at speaking the truth in love. They also need to be able to develop and coach those who will be consulting. Their goal ought to be to serve the volunteer in identifying and moving toward the fulfillment of their ministry.</p>			
LOCATION <input checked="" type="checkbox"/> Church <input type="checkbox"/> Home <input type="checkbox"/> Other:		SPECIAL NOTES <p>Membership Required</p>	
Total Needed <input style="width: 50px;" type="text" value="1"/>		Now Have <input style="width: 50px;" type="text" value="0"/>	
		Openings <input style="width: 50px;" type="text" value="1"/>	
Staff Overseer _____ Trained By _____ Assimilator _____			

Your Church USA

MINISTRY POSITION DESCRIPTION

POSITION TITLE	MINISTRY	DEPARTMENT	M-LEVEL
Coaching Trainer	SGM	SERVE	4
Responsibilities <hr/> Responsible to train new consultants in the necessary skills and ministry concepts to conduct effective consultations, also providing on-going training opportunities as needed.	Passion for <hr/> Assisting believers to make their unique contribution in a meaningful place of service. The church and seeing people develop into their full potential in Christ.		
Spiritual Gifts <hr/> Wisdom Discernment Teaching Knowledge	Personal Style <hr/> Energized <input checked="" type="checkbox"/> People-Oriented <input checked="" type="checkbox"/> Task-Oriented Organized <input checked="" type="checkbox"/> Structured <input type="checkbox"/> Unstructured		
Minimum Spiritual maturity <hr/> Stable/Growing Believer	Talents/Skills/Abilities <hr/> Counseling skills. Able to train and develop. Good presentation skills.		
Availability <hr/> Flexible	Regular Commitments <hr/> Provide training as needed, meetings as scheduled. Length of Commitment <hr/> 2 years		
ADDITIONAL COMMENTS			
15-18 hrs. are required for preparation to do the 6-8 hrs of new consultant training (it will decrease with experience). On-going training and preparation will vary depending upon the topic, guest speaker, etc.			
LOCATION <hr/> <input checked="" type="checkbox"/> Church <input type="checkbox"/> Home <input type="checkbox"/> Other:		SPECIAL NOTES <hr/> Membership Encouraged	
Total Needed	1	Now Have	0
		Openings	1
Staff Overseer _____ Trained By _____ Assimilator _____			

Your Church USA

MINISTRY POSITION DESCRIPTION

POSITION TITLE	MINISTRY	DEPARTMENT	M-LEVEL
Information Team Member	SGM	SERVE	2
Responsibilities <div style="border: 1px solid black; padding: 5px; min-height: 100px;"> <p>Responsible for gathering and processing information needed for consultants, the Spiritual Gifts Ministry ministry and the church including: Next-Step Reports, Ministry Description Books and Registrations</p> </div>		Passion for <div style="border: 1px solid black; padding: 5px; min-height: 100px;"> <p>Assisting believers to make their unique contribution in a meaningful place of service.</p> <p>The church and seeing people develop into their full potential in Christ.</p> </div>	
Spiritual Gifts <div style="border: 1px solid black; padding: 5px;"> <p>Administration Helps Craftsmanship</p> </div>		Personal Style <div style="border: 1px solid black; padding: 5px;"> <p>Energized <input type="checkbox"/> People-Oriented <input checked="" type="checkbox"/> Task-Oriented</p> <p>Organized <input checked="" type="checkbox"/> Structured <input type="checkbox"/> Unstructured</p> </div>	
Minimum Spiritual maturity <div style="border: 1px solid black; padding: 5px;"> <p>New Young Believer</p> </div>		Talents/Skills/Abilities <div style="border: 1px solid black; padding: 5px;"> <p>Project management abilities, dependable, able to do data entry, basic computer skills.</p> </div>	
Availability <div style="border: 1px solid black; padding: 5px;"> <p>Flexible</p> </div>		Regular Commitments <div style="border: 1px solid black; padding: 5px;"> <p>Scheduled team meetings 2-3 hrs/wk</p> </div>	
		Length of Commitment <div style="border: 1px solid black; padding: 5px;"> <p>1 years</p> </div>	
ADDITIONAL COMMENTS			
LOCATION <input checked="" type="checkbox"/> Church <input type="checkbox"/> Home <input type="checkbox"/> Other:		SPECIAL NOTES <div style="border: 1px solid black; padding: 5px;"> <p>Membership Encouraged</p> </div>	
Total Needed		1	Now Have
		0	Openings
		1	
Staff Overseer _____ Trained By _____ Assimilator _____			

Your Church USA

MINISTRY POSITION DESCRIPTION

POSITION TITLE	MINISTRY	DEPARTMENT	M-LEVEL
Information Coordinator	SGM	SERVE	4
Responsibilities <hr/> <p>Responsible for all data systems and information flow within Spiritual Gifts Ministry, keeping sub-ministry job descriptions updated, coordination of tracking reports</p>	Passion for <hr/> <p>Assisting believers to make their unique contribution in a meaningful place of service.</p> <p>The church and seeing people develop into their full potential in Christ.</p>		
Spiritual Gifts <hr/> <p>Administration Helps Leadership</p>	Personal Style <hr/> <p>Energized <input checked="" type="checkbox"/> People-Oriented <input checked="" type="checkbox"/> Task-Oriented</p> <p>Organized <input checked="" type="checkbox"/> Structured <input type="checkbox"/> Unstructured</p>		
Minimum Spiritual maturity <hr/> <p>Leading/Guiding Believer</p>	Talents/Skills/Abilities <hr/> <p>Strategic thinker, organized, able to manage projects and flow, team builder.</p>		
Availability <hr/> <p>Flexible</p>	Regular Commitments <hr/> <p>Monthly team meetings, one-on-one meetings as required, 6-10 hrs/wk</p>		
	Length of Commitment <hr/> <p>2+ years</p>		
ADDITIONAL COMMENTS <p>A knowledge of computers is helpful. They need to keep all the pieces of Spiritual Gifts Ministry together within a timely and good communication system.</p>			
LOCATION <hr/> <input checked="" type="checkbox"/> Church <input type="checkbox"/> Home <input type="checkbox"/> Other:		SPECIAL NOTES <hr/> <p>Membership Encouraged</p>	
Total Needed	1	Now Have	0
		Openings	1
Staff Overseer _____ Trained By _____ Assimilator _____			

Your Church USA

MINISTRY POSITION DESCRIPTION

POSITION TITLE	MINISTRY	DEPARTMENT	M-LEVEL
Coach	SGM	SERVE	3
Responsibilities		Passion for	
<p>Responsible to assist Spiritual Gifts Ministry participants one-on-one in identifying possible and appropriate places of service. Needs to listen, discern, and serve the individual. Needs to interpret the Servant Profile and identify ministry opportunities.</p>		<p>Assisting believers to make their unique contribution in a meaningful place of service.</p> <p>The church and seeing people develop into their full potential in Christ.</p>	
Spiritual Gifts		Personal Style	
<p>Wisdom Discernment Encouragement Knowledge</p>		<p>Energized <input checked="" type="checkbox"/> People-Oriented <input type="checkbox"/> Task-Oriented</p> <p>Organized <input checked="" type="checkbox"/> Structured <input checked="" type="checkbox"/> Unstructured</p>	
Minimum Spiritual maturity		Talents/Skills/Abilities	
<p>Stable/Growing Believer</p>		<p>Counseling skills, listens well, good with first impressions, able to speak the truth in love.</p>	
Availability		Regular Commitments	
<p>Flexible</p>		<p>Team meetings, consultant training events, 3-4 hrs/wk</p>	
		Length of Commitment	
		<p>1 years</p>	
ADDITIONAL COMMENTS			
<p>Consultants need to be caring and respected people. They need to be familiar with the church, it's history and philosophy.</p>			
LOCATION		SPECIAL NOTES	
<input checked="" type="checkbox"/> Church <input type="checkbox"/> Home <input type="checkbox"/> Other:		<p>Membership Encouraged</p>	
Total Needed	5	Now Have	0
		Openings	5
Staff Overseer _____			
Trained By _____			
Assimilator _____			

Your Church USA

MINISTRY POSITION DESCRIPTION

POSITION TITLE	MINISTRY	DEPARTMENT	M-LEVEL
Discovery Session Coordinator	SGM	SERVE	4
Responsibilities <hr/> <p>Responsible for all aspects of conducting the seminar and/or small groups going through Spiritual Gifts Ministry's Discovery Sessions, recruiting and building a team to lead and support the seminar/small groups, identify</p>	Passion for <hr/> <p>Assisting believers to make their unique contribution in a meaningful place of service.</p> <p>The church and seeing people develop into their full potential in Christ.</p>		
Spiritual Gifts <hr/> <p>Leadership Encouragement Teaching Hospitality</p>	Personal Style <hr/> <p>Energized <input checked="" type="checkbox"/> People-Oriented <input type="checkbox"/> Task-Oriented</p> <p>Organized <input checked="" type="checkbox"/> Structured <input type="checkbox"/> Unstructured</p>		
Minimum Spiritual maturity <hr/> <p>Leading/Guiding Believer</p>	Talents/Skills/Abilities <hr/> <p>Good interpersonal skills, able to recruit and delegate, organizational.</p>		
Availability <hr/> <p>Flexible</p>	Regular Commitments <hr/> <p>Monthly team meetings, one-on-one meetings as required, 6-10 hrs/wk</p> <p>Length of Commitment <hr/> <p>2+ years</p> </p>		
ADDITIONAL COMMENTS <p>15-18 hrs. are required for preparation to do the 6-8 hrs of new consultant training (it will decrease with experience). On-going training and preparation will vary depending upon the topic, guest speaker, etc.</p>			
LOCATION <hr/> <p><input checked="" type="checkbox"/> Church <input type="checkbox"/> Home <input type="checkbox"/> Other:</p>		SPECIAL NOTES <hr/> <p>Membership Required</p>	
Total Needed 1		Now Have 0	Openings 1
Staff Overseer _____ Trained By _____ Assimilator _____			

Your Church USA

MINISTRY POSITION DESCRIPTION

POSITION TITLE	MINISTRY	DEPARTMENT	M-LEVEL
Instructor	SGM	SERVE	4
Responsibilities <hr/> <p>Responsible for preparing and presenting Spiritual Gifts Ministry Discovery sessions.</p>	Passion for <hr/> <p>Assisting believers to make their unique contribution in a meaningful place of service.</p> <p>The church and seeing people develop into their full potential in Christ.</p>		
Spiritual Gifts <hr/> <p>Encouragement Teaching Wisdom</p>	Personal Style <hr/> <p>Energized <input checked="" type="checkbox"/> People-Oriented <input checked="" type="checkbox"/> Task-Oriented</p> <p>Organized <input checked="" type="checkbox"/> Structured <input type="checkbox"/> Unstructured</p>		
Minimum Spiritual maturity <hr/> <p>Leading/Guiding Believer</p>	Talents/Skills/Abilities <hr/> <p>High capacity to integrate. Effective communicator. Excellent interpersonal skills.</p>		
Availability <hr/> <p>Flexible</p>	Regular Commitments <hr/> <p>Monthly team meeting, feedback and evaluation time.</p>		
Length of Commitment <hr/> <p>1 year</p>			
ADDITIONAL COMMENTS <p>There is flexible study and preparation time. When the sessions are scheduled, then the availability chart can be completed above. There is preparation time of 3-4 hrs/wk when leading the sessions and 8 hrs. of presentation time.</p>			
LOCATION <hr/> <input checked="" type="checkbox"/> Church <input type="checkbox"/> Home <input type="checkbox"/> Other:		SPECIAL NOTES <hr/> <p>Membership Required</p>	
Total Needed	2	Now Have	0
		Openings	2
Staff Overseer _____ Trained By _____ Assimilator _____			