



Gift-activation **worksheets**

These worksheets support the implementation of a gift-based ministry strategy, helping individuals and groups discover and utilise their gifts. They are referenced in the booklet *How to Implement The 3 Colors of Ministry in Your Church*.

MENU

SECTION ONE: HOW TO STUDY THE 3 COLORS OF MINISTRY IN A SMALL GROUP

- **Blueprint A:** [Your Personal Starting Point](#)
- **Blueprint B:** [Your Personal Gift Mix](#)

SECTION TWO: HOW TO USE THE 3 COLORS OF MINISTRY IN A MENTORING RELATIONSHIP

- **Worksheet 1:** [Discussion Outline](#)
- **Worksheet 2:** [Ministry Description](#)
- **Worksheet 3:** [Preparation & Follow-up Checklists](#)
- **Worksheet 4:** [Important Non-Gift Factors](#)
- **Worksheet 5:** [Action Items from My Gift-Counseling Appointment](#)
- **Worksheet 6:** [Gift-Counseling Appointment Report](#)

SECTION THREE: HOW TO IMPLEMENT THE 3 COLORS OF MINISTRY IN YOUR CHURCH

- **Worksheet A:** [Gaining the Support of Your Leaders](#)
- **Worksheet B:** [Structuring Your Implementation Team](#)
- **Worksheet C:** [Defining Ministries and their Descriptions](#)
- **Worksheet D:** [Conducting a Task Analysis](#)
- **Worksheet E:** [Ministry Description](#)
- **Worksheet F:** [Evaluating Your Church's Change Compass](#)
- **Worksheet G:** [Evaluating Your Church's Manifest Gifts](#)
- **Worksheet H:** [Evaluating Your Church's Latent Gifts](#)
- **Worksheet I:** [Bringing Balance to Your Church's Ministry Profile](#)
- **Worksheet J:** [Sub-Category Exploration](#)
- **Worksheet K:** [Enhancing Balance "Inside" and "Outside" the Church](#)

BLUEPRINT A: YOUR PERSONAL STARTING POINT

Fill in this page only after completing the Change Compass (pages 34-37 of The 3 Colors of Ministry) and studying the two pages that describe your starting point.

YOUR STARTING POINT:

BIBLICAL EXAMPLE:

Suggested Bible texts from this starting point's description:

(Please read these texts carefully within their biblical context, so that you are able to present them well to the group.)

TEXT:

OBSERVATIONS:

WHAT ARE THE STRENGTHS OF YOUR STARTING POINT?

WHAT ARE ITS LIMITATIONS?

TO WHAT EXTENT DO YOU IDENTIFY WITH THE BIBLICAL OR CONTEMPORARY EXAMPLE?

Write down at least **one example** of how a strength of this starting point has **manifested** itself in your life.

Write down at least **one example** of how you have experienced the **limitations** of this starting point.

WHAT COULD YOU DO TO HELP YOURSELF GROW MORE INTO THE COLORS THAT ARE NOT YET STRONG?

Who could **help you** in this endeavor?

BLUEPRINT B: YOUR PERSONAL GIFT MIX

Fill in this page only after you have completed the Three-Color Gift Test (pages 64-86 of The 3 Colors of Ministry) and studying the explanations for your two most dominant manifest gifts in Chapter 5.

MY MOST DOMINANT SPIRITUAL GIFT

Name and definition:

BIBLE TEXT FOR THIS GIFT

What does this say?

EXAMPLES

How God has already **used** this gift in your life:

CHURCH

Which tasks match this gift?

Have you **performed** one of these tasks already? If so, describe.

TRAIN

How could you further train this gift?

MY SECOND MOST DOMINANT SPIRITUAL GIFT

Name and definition:

BIBLE TEXT FOR THIS GIFT

What does this say?

EXAMPLES

How God has already **used** this gift in your life:

CHURCH

Which tasks match this gift?

Have you **performed** one of these tasks already? If so, describe.

TRAIN

How could you further train this gift?

WORKSHEET ONE: DISCUSSION OUTLINE

NAME:

DATE:

ADDRESS:

TELEPHONE:

GIFT COUNSELOR:

PHASE 1:

WELCOME

Notes:

PHASE 2:

BACKGROUND
INFO

*Family, work,
Christian life, etc*

*Present ministry
involvements*

Notes:

PHASE 3: TEST
RESULTS

Change Compass

Manifest Gifts

Latent Gifts

Notes:

**PHASE 4: FINDING
MINISTRIES**

*Current ministries
evaluated*

Preparedness

Interests

Other factors

Available time

Possible ministries

Result

Notes:

**PHASE 5:
CONCLUSION**

*Ministry
descriptions given*

*Ministry contact
information given*

Notes:

WORKSHEET TWO: MINISTRY DESCRIPTION

TASK:

DATE:

GOALS:

Notes:

SUB-TASKS:

Notes:

CONTACT:

Responsible for:

Responsible to:

Work with:

Notes:

SPIRITUAL GIFTS:

ABILITIES/INTERESTS:

TIME COMMITMENT:

LENGTH OF ASSIGNMENT:

TRAINING:

Notes:

**ADDITIONAL
AGREEMENTS:**

Notes:

WORKSHEET THREE: PREPARATION & FOLLOW-UP CHECKLISTS

NAME:

DATE:

ADDRESS:

TELEPHONE:

GIFT COUNSELOR:

PREPARATION CHECKLIST:

Go through this checklist before each appointment to be sure that you have remembered everything.

☐

Counselee asked to bring completed Change Compass and Three-Color Gift Test

☐

Current Ministry Descriptions

☐

Blank Ministry Description forms

☐

Current overview of available ministries

☐

Software database up-to-date

☐

Counseling Appointment Discussion Outline prepared

☐

Prepared for session in prayer

FOLLOW-UP CHECKLIST:

After each counseling appointment go through this checklist. Your counseling session with this person is only complete when you have checked off the final item.

☐

Appointment notes completed

☐

Contact person informed

☐

Contact and gift information for the database passed on to Ministry Coordinator

☐

Follow-up contact on:
Current status:

Further follow-up required? Date:

☐

Follow-up contact on:
Current status:

Further follow-up required? Date:

☐

Follow-up contact on:
Current status:

Further follow-up required? Date:

☐

Follow-up contact on:
Current status:

Further follow-up required? Date:

☐

Successfully involved in ministry

**SITUATIONAL
FACTORS:**

*(available time,
transportation,
living situation,
responsibilities in
the church)*

Notes:

**PHYSICAL
FACTORS:**

*(sickness,
handicaps)*

Notes:

**INTELLECTUAL
FACTORS:**

*(intelligence,
creativity, work
style)*

Notes:

**SPIRITUAL
FACTORS:**

*(spiritual maturity,
“flesh patterns”)*

Notes:

**WORK
FACTORS:**

*(training,
technical skills)*

Notes:

WORKSHEET FOUR: IMPORTANT NON-GIFT FACTORS

NAME:

DATE:

ADDRESS:

TELEPHONE:

GIFT COUNSELOR:

Jot down any relevant non-gift information about your counselee. If you discover anything that would be particularly important to keep in mind, include it in your report.

MOTIVATIONAL FACTORS:

(interests, goals, values, expectations)

Notes:

EMOTIONAL FACTORS:

(psychological stability, adequate self-esteem, ability to deal with stress and frustration)

Notes:

SOCIAL FACTORS:

(social competence, family, prejudices, obligations)

Notes:

WORKSHEET FIVE: ACTION ITEMS FROM MY GIFT-COUNSELING APPOINTMENT

MINISTRY “STYLE”

What have I **learned** from my **Change Compass** about the way I tend to do ministry?

How should this information **change the way** I go about future ministry?

MINISTRY GIFTING

Which **gifts** showed up in my **Three-Color Gift Test results** and have been **confirmed** by experience?

In which **areas** of ministry might I be **most interested** in using these gifts?

Which gifts showed up as “**latent gifts**”?

In what ways might I go about **testing** my possible gifting in these areas?

MINISTRY OPPORTUNITIES

Ministry 1:

Contact Person:

Ministry 2:

Contact Person:

Ministry 3:

Contact Person:

WORKSHEET SIX: GIFT-COUNSELING APPOINTMENT REPORT

NAME:

DATE:

ADDRESS:

TELEPHONE:

GIFT COUNSELOR:

BACKGROUND INFORMATION

Interests and skills:

Time availability:

Present ministries:

TEST RESULTS

Change Compass:

Manifest Gifts:

Latent Gifts:

RECOMMENDATIONS

Ministry Involvements:

Ministry Growth:

Other:

WORKSHEET A: GAINING THE SUPPORT OF YOUR LEADERS

WHOSE SUPPORT
DO YOU NEED?

WHY SHOULD THEY GET BEHIND A GIFT-ORIENTED MINISTRY
PROCESS?

What **needs** in the church would **encourage these leaders** to **support** this process?

What kinds of **expectations** do you have for this process? Are they **realistic**?

If this process **achieved** its goal, what would the **church look like** in two years?

What **concerns or preconceived notions** exist that might **hinder** support for this process? (How do you understand and appreciate these concerns?)

In what ways could you **meaningfully involve** the leaders in this process?

Do you need to develop a **better relationship** with any of the “opinion makers” in the church?

Will you seek the **coaching** of an outside consultant? If so, who?

HOW SHOULD THEY EXPERIENCE THE PROCESS?

When will you take your key leaders through a “pilot” experience with The 3 Colors of Ministry?

What format will you use? (regular leadership meetings, separate weekly or biweekly-meetings, weekend course, other?)

How much of the material will you cover? (12, 6, 3, or 1-week program, other?)

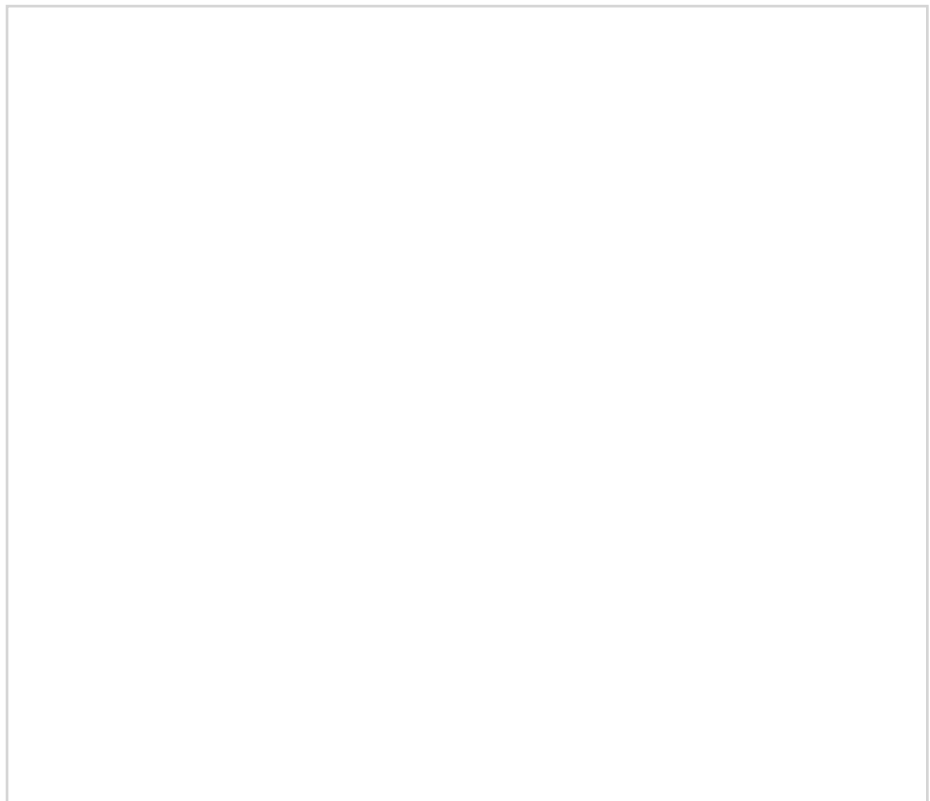
WORKSHEET B: STRUCTURING YOUR IMPLEMENTATION TEAM

DATE:

GOALS

A large, empty rectangular box with a thin grey border, intended for writing goals.

WORKFLOW

A large, empty rectangular box with a thin grey border, intended for writing the workflow.

ROLES

Ministry Co-ordinator:
(contact details)

Spiritual Gifts / Responsibilities:

Gift Counselors:
(contact details)

Spiritual Gifts / Responsibilities:

Seminar or Study Leaders:
(contact details)

Spiritual Gifts / Responsibilities:

Ministry Assistants:
(contact details)

Spiritual Gifts / Responsibilities:

WORKSHEET C: DEFINING MINISTRIES AND THEIR DESCRIPTIONS

WHAT ARE THE MINISTRIES OF YOUR CHURCH?

☐

Do you have a church ministry organization chart? If so, is it complete and up-to-date?

If it is not complete and up-to-date, who will be responsible to make sure that it is?

When will they do this?

(As you expand the ministry organization chart, you might seek to do this in ways that will allow for future development. Perhaps create a general, “bird’s-eye” view of the church’s ministries with more detailed supporting charts for each ministry area. Developing a “flexible” chart is also a good idea. Such a chart will not only allow for the possibility that your church’s ministry will grow in depth and breadth, but it could also form the basis of an “intuitive” filing system so that the day-to-day tasks of maintaining or updating information can be done without difficulty.)

HOW WILL YOU GO ABOUT CREATING ALL OF THE NECESSARY MINISTRY DESCRIPTIONS?

When will you meet with the appropriate leaders to “flesh-out” the ministry organization chart with a list of specific tasks and responsibilities?

Will you meet with everyone at once, or will you have several meetings with different people, covering a different ministry area at each meeting?

Will you develop ministry descriptions in those meetings, or will you ask ministry leaders to bring completed ministry descriptions with them?

(Be sure that you make copies of Worksheet E available.)

Will you invite your gift counselors to these meetings? If you don't plan to invite them (or if you simply don't have any gift counselors yet), **how do you plan** to make sure that they have a thorough grasp of all of the specific ministry tasks that are available?

How will you keep the church's ministry descriptions current? **What sort of procedure** will you put in place to make sure that old ministry descriptions are removed, new ones are added, and changed ministry descriptions are updated?

WORKSHEET D: CONDUCTING A TASK ANALYSIS

If you are not sure what spiritual gifts are needed for a specific task or ministry, perform a “**task analysis**.” This enables you to look at every task in terms of the spiritual gifts necessary.

With your group of leaders, apply the task analysis questionnaire below to each **responsibility** or **ministry** that you want to analyze.

Work through the 60 statements together, determining to what degree the respective statement applies in each case. Discuss each statement together and allow enough time to answer all of the questions.

Finally, complete the last 3 steps to analyse what gifts are the ones most needed in order to accomplish the specific task.

TASK ANALYSIS QUESTIONNAIRE

TASK TO BE ANALYSED:

(4) very often, (3) often, (2) sometimes, (1) rarely (0) never requires the ability to

1	develop detailed plans for accomplishing certain goals.
2	integrate into another culture and adapt to foreign customs.
3	live without a spouse and family
4	evaluate statements made by others to determine whether they might mislead the church.
5	talk with non-Christians about Jesus and one's relationship to him.
6	encourage others.
7	formulate goals that appear unrealistic to others and pursue them in a systematic manner.
8	generously share one's money and possessions for the expansion of the kingdom of God.
9	play a role in delivering others from demonic influence.
10	pray regularly for the healing of the sick.
11	work on materials that will help others learn in a simple and interesting way.
12	pray in tongues.
13	help others analyze their situation.
14	stick to a modest standard of living.
15	repair and maintain things.
16	work in the background to support others who are in a more visible ministry.
17	welcome even unexpected guests and provide them with food and lodging.
18	spend much time in prayer.
19	hear what God wants to communicate when others speak in tongues.
20	spend a lot of time studying in order to gain new insights.
21	lead people in such a way that they learn to work together toward a common goal.
22	demonstrate a positive mindset in the midst of suffering and pain.
23	care for those who are on the fringe of society.
24	pray for the supernatural.
25	solve problems in other churches.
26	care for the spiritual well-being of others and mentor them in their spiritual journey.
27	serve as God's channel for giving clear direction in concrete situations.
28	assume minor and seemingly unimportant responsibilities in the church.

29	work hard to develop one's musical abilities.
30	express one's thoughts and feelings through the arts (drama, pantomime, painting, etc.).
31	manage business or organizational projects independently.
32	establish contact with those who have a completely different life-style than oneself.
33	deny oneself the possibility of establishing a family.
34	determine whether another person's words are of divine, human, or satanic origin.
35	sense when another person is open to the Gospel.
36	quickly take a conversation with someone one hardly knows to a more meaningful level.
37	pray and work toward something that other Christians would consider impossible.
38	regularly give a significant amount of one's resources for the furthering of the kingdom.
39	recognize whether there are areas of someone's life that are under demonic influence.
40	pray for the sick in a personal and concrete way.
41	share insights and information in a logical, interesting, and easily-understandable way.
42	publicly pray or speak words inspired by God, through the medium of tongues.
43	apply theoretical knowledge to a concrete situation.
44	maintain a low standard of living.
45	resolve technical problems that normally demand a repairman.
46	assist other Christians in their work so that they can be more effective in their ministry.
47	help visitors feel "at home."
48	pray intensively over a period of weeks or months for certain concerns.
49	sense what God wants to say when someone is speaking in tongues.
50	discover, formulate, and systematize ideas that are important for the health of a church.
51	delegate tasks to others.
52	accept suffering for the cause of Christ.
53	express sympathy toward others who are in need.
54	pray for signs and wonders.
55	counsel groups and churches with regard to their spiritual situation.
56	mentor a group of Christians and to work toward their unity.
57	receive insights from God reflecting his will in specific situations.
58	involve oneself in tasks that others regard as less attractive.
59	learn a musical instrument.
60	exercise creative forms of communication such as painting, drama, and pantomime.

STEP 1:

In the small boxes on the evaluation chart, enter the values you marked for each question (0 = never, 1 = rarely, 2 = sometimes, 3 = often, 4 = very often).

STEP 2:

Add the two digits that appear next to each other on the table (that is, the numerical values of questions 1 and 31, questions 2 and 32, and so on) and enter their sum under “Total”

STEP 3:

Identify the five highest scores in the “Total” column. Write the names of the corresponding spiritual gifts below. (If two values are the same, it does not matter what spiritual gift you enter first.)

Name of task:

Spiritual gifts needed:

- 1.
- 2.
- 3.
- 4.
- 5.

Include these spiritual gifts in the corresponding ministry description and select volunteers whose gift mix includes at least one of these gifts.

* Take note of the gifts marked with an asterisk, as their interpretation varies across groups. Refer to Chapter 5 of The 3 Colors of Ministry for the definitions used in this gift test..

EVALUATION CHART

		Gift	Total
1	31	Organization	
2	32	Missionary*	
3	33	Singleness	
4	34	Discernment	
5	35	Evangelism	
6	36	Counseling	
7	37	Faith	
8	38	Giving	
9	39	Deliverance	
10	40	Healing	
11	41	Teaching	
12	42	Tongues*	
13	43	Wisdom*	
14	44	Voluntary poverty	
15	45	Craftsmanship	
16	46	Helps	
17	47	Hospitality	
18	48	Prayer	
19	49	Interpretation	
20	50	Knowledge*	
21	51	Leadership	
22	52	Suffering	
23	53	Mercy	
24	54	Miracles	
25	55	Apostle*	
26	56	Shepherding*	
27	57	Prophecy*	
28	58	Service	
29	59	Music	
30	60	Artistic creativity	

WORKSHEET E: MINISTRY DESCRIPTION

TASK:	DATE:
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GOALS:	Notes:
--------	--------

SUB-TASKS:	Notes:
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CONTACT:	Notes:
Responsible for:	
Responsible to:	
Work with:	

SPIRITUAL GIFTS:

ABILITIES/INTERESTS:

TIME COMMITMENT:

LENGTH OF ASSIGNMENT:

TRAINING:

Notes:

**ADDITIONAL
AGREEMENTS:**

Notes:

WORKSHEET F: EVALUATING YOUR CHURCH'S CHANGE COMPASS

DATE:

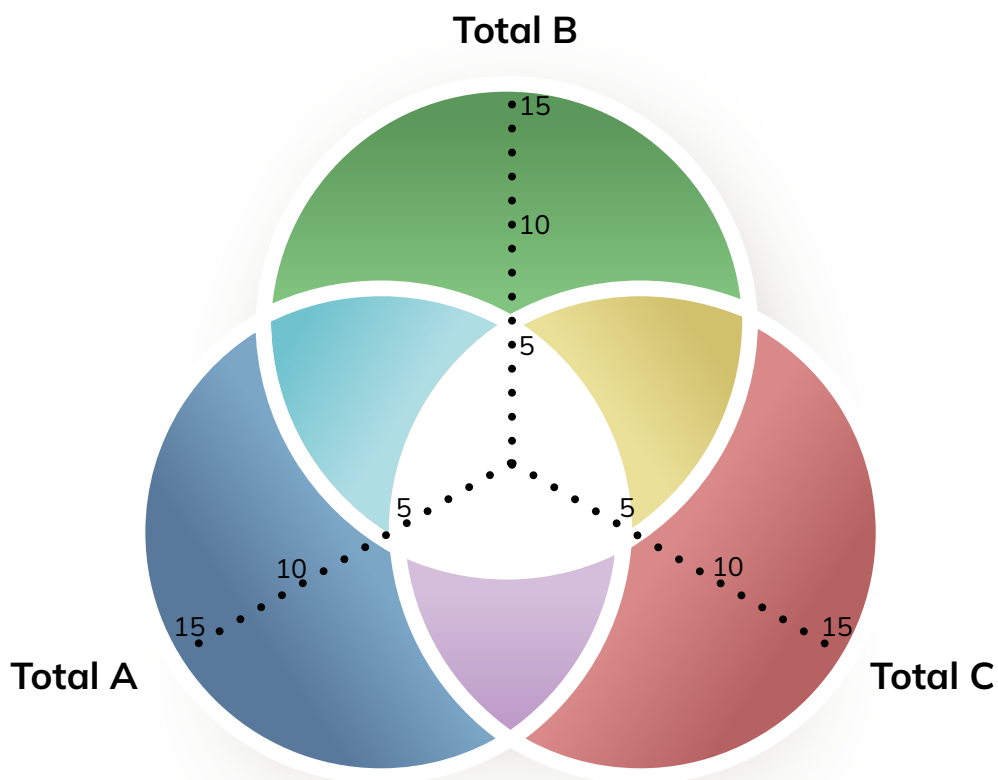
HOW DID YOUR CHURCH SCORE IN ...?

Power: (Total A)

Wisdom: (Total B)

Commitment: (Total C)

Graph your composite results on the chart above.



INTERPRETING THE RESULTS

How would you **interpret** the results of this composite Change Compass?

What relationship, if any, would you identify between the “color blend” of your church’s ministry style (composite Change Compass) and the gifts being employed in your church (Manifest Gift Tendency) or future areas of potential gift usage (Latent Gift Tendency)?

How, if at all, should this interpretation “color” your implementation efforts? (Would any of the suggestions given for individual believers under “Next Steps” on pages 38-40 of The 3 Colors of Ministry be at all suggestive for your church? If so, **which ones**, and how would they apply at the whole church level?)

List several ways in which your church could grow in those areas that seem to be underdeveloped right now.

WORKSHEET G: EVALUATING YOUR CHURCH'S MANIFEST GIFTS

DATE:

MANIFEST GIFT TENDENCY

How did your church score in each area?

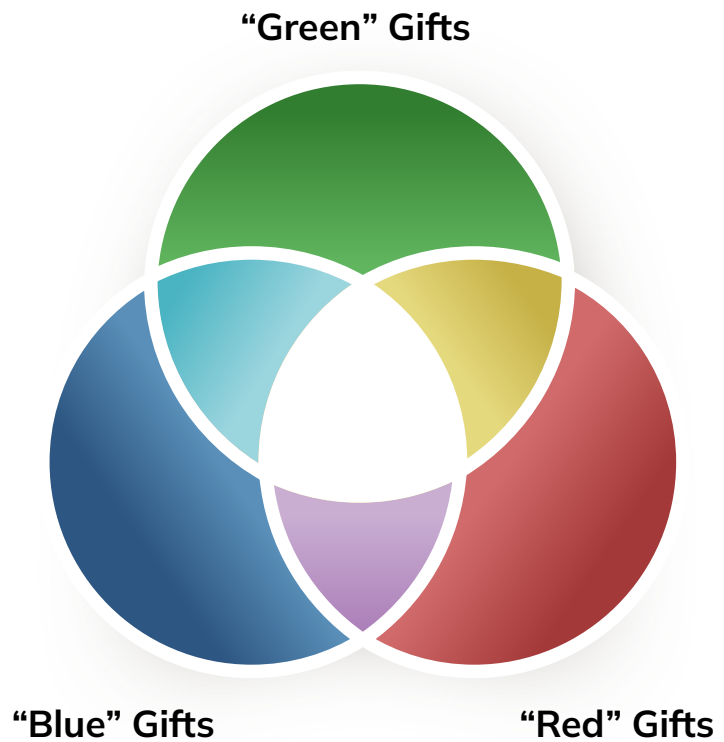
Blue:

Green:

Red:

Sketch your church's manifest gift tendency.

How would you interpret these results?



How, if at all, should this interpretation “color” your implementation efforts?

MANIFEST GIFT DISTRIBUTION

What gifts appeared most frequently?

How does this “color” the way your church ministers?

Which gifts appeared infrequently or not at all?

How would you explain this? (Theological convictions? Teaching Emphases? The Holy Spirit’s sovereign distribution of gifts?)

WORKSHEET H: EVALUATING YOUR CHURCH'S LATENT GIFTS

DATE:

LATENT GIFT TENDENCY

How did your church score in each area?

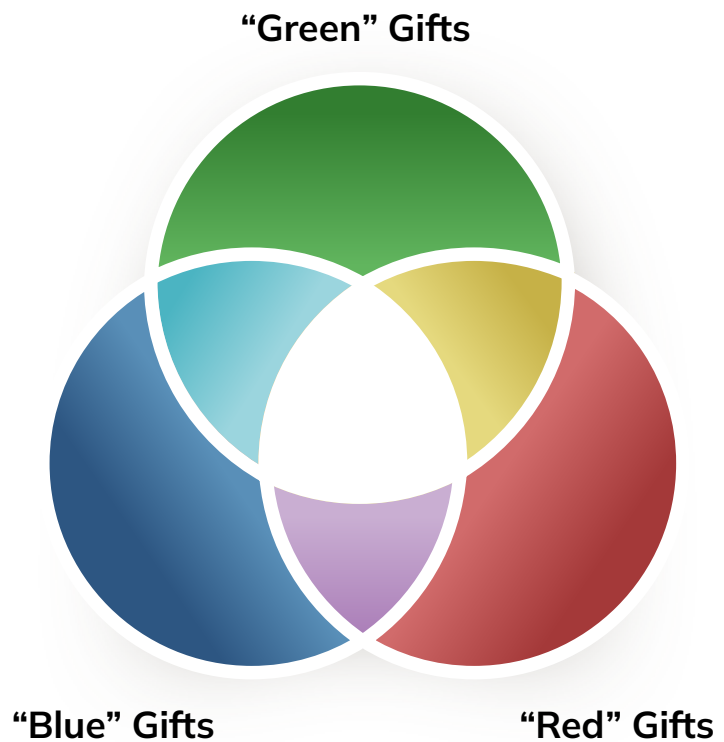
Blue:

Green:

Red:

Sketch your church's manifest gift tendency.

How would you interpret these results?



How, if at all, should this interpretation "color" your implementation efforts?

LATENT GIFT DISTRIBUTION

What gifts appeared most frequently?

What, if anything, should your church do in response to this? (Initiate training in these areas? Give more teaching on these subjects?)

Did any gifts not appear at all?

What explanation would you give for this?

WORKSHEET I: BRINGING BALANCE TO YOUR CHURCH'S MINISTRY PROFILE

DISTRIBUTION OF MINISTRIES

Does your church have **ministries** in each of the three general categories? Are they somewhat **evenly distributed**? Do you believe they should be? Why or why not?

Are there areas in which you have **gifts**, but **no ministries**? In what areas? **What** untapped gifts do you have that could be dedicated to new ministries in those areas?

Are there areas in which you have **ministries**, but **no gifts**? What areas? What should you do about these ministries?

DEVELOPMENT OF MINISTRIES

How could you **develop** new ministries in areas that are currently under-developed?

Would you need to **modify** your church's **mission statement** at all if you added ministries in these areas?

Consider a ministry "brainstorming" task force. Take an area of potential ministry that you would like to explore. Who has gifts in that area that you could invite to be on such a brainstorming team?

MODIFICATION OF MINISTRIES

Can you think of ways in which **existing ministries** can be made more **balanced**?

Are there **unused gifts** (or latent gifts) in your church that could be **incorporated** into existing ministries in a way that would add new, previously unconsidered possibilities for those ministries? How?

WORKSHEET J: SUB-CATEGORY EXPLORATION

Green Area	Use in existing ministries	Potential new ministries
Social Needs		
Human mind		
Creative potential		

Red Area	Use in existing ministries	Potential new ministries
Sharing the Gospel		
Leadership		
Assistance		

Blue Area	Use in existing ministries	Potential new ministries
Uncompromising trust		
Communicating God's messages		
God's supernatural power		

WORKSHEET K: ENHANCING BALANCE “INSIDE” AND “OUTSIDE” THE CHURCH

Approximately what percentage of the ministries of your church are internally focused? Approximately what percentage are focused outside? Is this a ratio with which you are satisfied?

If you believe that you need to enhance the ministry balance of your church, spend some time brainstorming in light of the following areas:

“GREEN” GIFT MINISTRIES

Inside

“GREEN” GIFT MINISTRIES

Outside

“RED” GIFT MINISTRIES

Inside

“RED” GIFT MINISTRIES

Outside

“BLUE” GIFT MINISTRIES

Inside

“BLUE” GIFT MINISTRIES

Outside