

A Gift Assessment for Administrators

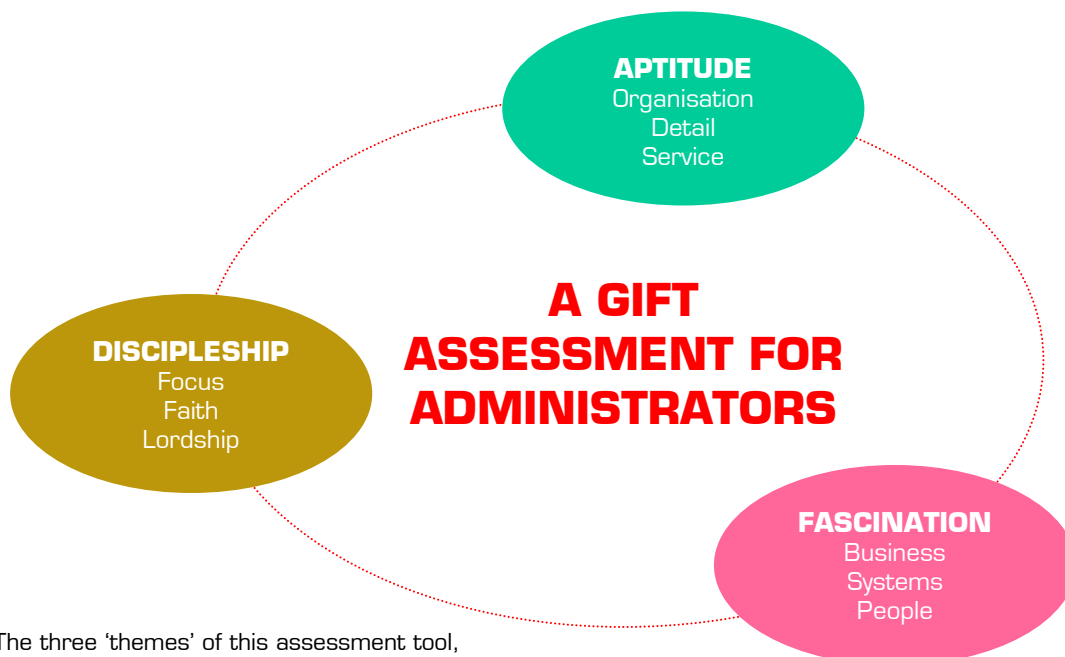
Part 1: Introduction

HC8 Health-checks series

This explanation of 'A Gift Assessment for Administrators' was first published on the website in April 2019 and last updated in March 2023. It is © John Truscott. You may download this file and/or print up to 30 copies without charge provided no part of the heading or text is altered or omitted.

This assessment tool is designed to help any Christian test whether they have a gift from God for some form of administration. This first paper gives the background to the Assessment, provides an outline of how it is operated, and explains the structure and all the terms that are used. It is followed by a second paper in **HC9 on this website which lists the 45 questions, the 225 sample tests and adds assessment forms to help you carry out the exercise.**

This is the April 2019 (launch) version, updated in March 2023. 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.

Overview

This Assessment is designed to help you as a Christian assess a possible spiritual gifting in some form of administration and therefore suitability for administrative service. It assumes a careful exercise in personal reflection. It is too detailed for uses such as interviewing for administrative posts or team training. In these cases see its shorter sister-paper on this website: Training Notes TN115, *Identifying gifts of administration*.

This full assessment tool is based on a set of three main **themes**¹.

The Aptitude theme

This has 15 **questions** to discover whether you show traits that indicate you have a spiritual gift as a helper-administrator². There are three **sections** of five questions each covering your personal organisation, attention to detail and attitude to service.

The Fascination theme

Here there are 15 more questions designed to see if you are likely to be fascinated by issues of operations with particular regard to a church or mission. Whereas the Aptitude theme applies to all administrators, the Fascination theme will be more relevant to those who see themselves as leader-administrators².

The Discipleship theme

Thirdly there are 15 more questions designed to challenge you on your Christian discipleship, some of which examine how that discipleship applies in the administrative sphere.

So this Gift Assessment for Administrators focuses on a set of 45 questions to be answered. You, together with a specially selected **Assessment Group**, check each question and respond on 'strengths', 'areas to work on', 'issues raised' and a multi-choice assessment. You are guided in this by means of five **sample tests** for each question. In summary, there are:

- 1 Three **themes**, elements of any understanding of administrative gifting. Each theme is divided into three **sections**. See the diagram on page 1 for all themes and sections.
- 2 Each theme has 15 **questions** to ask. To help you do this there are five **sample tests** for each question to give some idea of how to assess your response.
- 3 You and a small **Assessment Group** assess you on each question and so build up a picture of overall aptitude, fascination and discipleship.

One of the most likely benefits from conducting the Assessment is to see the way in which these themes, sections and questions have been selected and grouped.

The Assessment is designed to cover a wide range of applications so some of the questions will need to be adapted or expanded to fit the person that is you. This should not prove difficult.

1 Note that technical terms relating to the Assessment are given in bold italic – as in **themes, questions, sections, sample tests, Assessment Group** above. Such terms will be similarly highlighted in the text whenever they are first introduced, and at other times when such emphasis may be helpful. These terms and the structure of the Assessment are similar to those already used in the Church Health Review (CHR) for churches and the Christian Effectiveness Model (CEM) for mission agencies, both also on the Health-checks page in the Resources section of this website.

2 The terms 'helper-administrator' and 'leader-administrator' are explained in the pages that follow.

A spectrum of administrative gifting

The Assessment seeks to help identify your spiritual gifting, but talks deliberately in terms of 'gifts' (plural) of administration. Why is this? The following explanation is extracted from Article A15, *Christian administration?*, on this website. It suggests there is a range of administrative gifts from a 'helper-administrator' to a 'leader-administrator'.

Gifts of administration in 1 Corinthians 12

A simplistic reading of this well-known passage sees 'those with gifts of administration' in verse 28 and considers the case closed.

That is true, and it is a wonderful truth whose implications are great, though sadly ignored in many quarters. But this passage has far more to teach than that. Grabbing hold of that single word 'administration' in verse 28 is not quite enough. The latest NIV translates it 'guidance'. NRSV has 'forms of leadership'.

First of all, you need to have a Scripture-wide view of administration. Even within this chapter you need to grasp the context for these gifts:

- It is God who gives and operates each of them (v6).
- The gifts are given for the benefit of other members of the church (v7).
- Everyone has been given a gift to contribute (v7).
- All contributions are needed (v21).

The whole force of the chapter is both the diversity of the gifts (a theme that many preachers focus on), and the unity of the one Body (a theme that is not so common but just as powerfully expressed in the passage).

If you place this chapter alongside other similar ones in the New Testament, you find no one definitive list of gifts but a rainbow of examples from a generous God who gives the tools to his people to be his Church.

So be cautious before you define an explicit 'gift of administration'. But there are two points to make from this passage with certainty.

Gifts that are specifically administrative

That truth has not been heard sufficiently clearly in the Church. For many (usually those with the more dramatic gifts of leadership, teaching, tongues, etc.) administration is given second-class status. They divide ministries into the 'spiritual' and the 'practical', the implication being that the practical ones are not spiritual! They regard administration as a bore or a chore (which it may be for them), rather than something that, in the right person, can be creative, innovative and health-giving.

Others divide the gifts into those that are supernatural and those that are natural. Administration, of course, is dumped into the second category.

They should take care! In this passage Paul speaks of them all in the same breath as God-appointed (v28), parts of Christ's body (v27) and charismatic gifts of the Spirit (v13) – note the Trinitarian theme. More than that, even, for the supposedly natural gifts of helpers and administrators in verse 28 are sandwiched between some rather up-front gifts such as apostles, prophets, teachers, miracle-workers, healing (which come before these two), and tongue-speaking and, a verse later, interpretation, which come after.

There is much debate about the difference between natural abilities and spiritual gifts. I can think of people who are professional administrators at work, handling considerable budgets, who I would not regard as having a spiritual gift in this area, if only because they apply their abilities in ways that do not do justice to the Church as 'body' or bring honour to Christ.

There is much to learn from the secular workplace, but there are clear differences too, first because a church is a volunteer

society rather than a contractual commercial operation, and secondly because there are issues of theology as to exactly what a church is. The 'body' picture is used here but there are many others.

More than one administrative gift

The Greek word for 'administration' that Paul uses is *kuberneseis*. It is not a common word, but it seems to be a metaphorical use of a nautical term meaning navigation. The secular official who carried out this task is translated (in NIV) as 'pilot' in Acts 27:11 or 'sea captain' in Revelation 18:17. This person guided the enterprise by steering its course.

So the underlying idea is a leader of people more than a behind-the-scenes paper-pusher. This is no doubt why AV translated it 'governments' and NIV has now changed to 'guidance'.

Why is it often translated 'administration'? You need to understand culture here. In the UK people use the word rather differently from Americans who talk about the 'Biden' (or whoever) 'administration'. So they see it in leadership terms, steering the course of the nation. Dictionaries back up this idea of 'government'. It is us Brits who tend to take a more lowly view of the word and reduce it to 'admin'.

But it is still a good word. For a start, note that 'administration' and 'ministry' have the same root in English (even though some try to put a wedge between them).

So where does that put you if you see yourself not as a leader, but as a behind-the-scenes servant, helping things to run smoothly?

So far we have ignored the gift that precedes administration, 'those able to help others'. The root meaning of this Greek term, *antilempseis*, is 'those who take their turn'. You might think of those on a rota. The same kind of word comes in Luke 1:54 when God is described as helping Israel, and in Acts 20:35 when Paul shows how to help the weak.

So perhaps there is here the kind of behind-the-scenes administration that you may be more familiar with: those on the coffee rota, those who write the minutes of the meeting, those in the church office. And overall there are two gifts representing two parts of what you might regard as an administrative spectrum, from the co-ordination of all church activity to the humble organisation of one aspect of it. From being a **leader-administrator** to a **helper-administrator**.

Hence, gifts (plural) of administration. And the idea of a spectrum across these two broad categories.

Explaining the three themes

So this tool needs to assess you over a gifting range of 'helper-administrators' and 'leader-administrators'. Any assessment of 'gifting' for what is a broad range is no straightforward task. This part explains how this Assessment tests this.

Selecting the themes

The Assessment is based on three different **themes**. Here, first of all, is an explanation of why

- Aptitude
- Fascination
- Discipleship

have been chosen as both necessary and sufficient.

Although there is a wide range of administrative giftings and ministries, as already explained, there is much common ground.

The **Aptitude theme** aims to paint a picture of what an administratively gifted person would look like in their personality and attitude, before looking at the outworking of this in ministry. This theme is for everyone, whether you tend towards a helper-administrator or a leader-administrator.

The **Fascination theme** shows what should intrigue someone who is gifted not only in administrative service but also in the wider sphere of **operations**. It cannot assume wide experience in such areas because the Assessment is testing potential rather than experience. But it lists the areas that someone who is administratively gifted but also operationally suited might be expected to have a real interest in. This therefore is not focused on everyone, although those in more basic helping ministries should show interest in some of the ideas listed here.

The **Discipleship theme** assumes that church or mission administration will be carried out by Christian disciples for whom the idea of growing in faith through such service applies. This therefore tests general discipleship but with one part devoted to how this might impact administrative service.

The Assessment assumes that these three themes, between them, sum up the means for any Christian to be seen as being a 'helper-administrator' (first and third themes with more limited interest in the second) or 'leader-administrator' (all three themes).

Explaining the Aptitude theme

What might the spiritual gift of administration look like in the way someone lives and behaves? The Assessment assumes there are three elements to this, and these then become the three sections of the Aptitude theme. The three are:

- Organisation
- Detail
- Service.

In other words anyone who claims to be administratively gifted ought to have a life that is well-organised, live in a way that shows particular interest in detail, and have a real desire to serve others in ministry. The Assessment is designed on the basis that these three sum up a gifted administrator of any kind.

Each of these three is then broken down into five questions to give the 15 under this particular theme of Aptitude.

The tests for **Organisation** cover:

- planning your life
- managing your time
- organising your finance
- using tech for your systems
- co-ordinating your activities.

But as well as being well-organised, the gifted administrator will pay particular attention to **Detail**. This is broken down into the following elements:

- being accurate
- being a completer-finisher
- being aware of what needs doing
- keeping everything tidy
- being able to file so things can be found.

So, the argument so far is that the gifted administrator is well-organised themselves, and passionate about getting the detail right.

But there is another dimension to be added to these two, covering the service of others. All Christian ministry is service, but administration serves all the other ministries. That makes it important yet at the same time it needs to be acting quietly in the background, rather than attracting attention.

Here the five questions on **Service** cover:

- being trustworthy
- being humble
- being identified with a gift by others
- being people-centred not just task-centred
- being creative in solving problems.

So that describes the Aptitude theme, a vital way of assessing people's potential.

Explaining the Fascination theme

But for someone more at the leadership end of the gifting spectrum, there needs to be more than signs of organisation, detail and service. These need to play out on a wider leadership base within Christian service.

The Assessment is designed to test potential more than experience (which may be lacking). So to ask for wide experience in operational work will not do. In any case, experience does not necessarily mean passion. Both these issues are solved

with the idea of the Fascination theme, something that shows more than just interest.

The questions here are applied to three different aspects of operations.

- Business
- Systems
- People.

A gifted leader-administrator will be fascinated by the business aspects of church life, by the systems used across church life, and by the people within and outside the church.

The tests for the **Business** aspects cover:

- office as the administrative hub
- buildings as the home for the operation
- finance to enable it
- commercial elements
- compliance with legal requirements.

But if those are the areas of front-line ministry in operations, there is also a range of supports for these. These are grouped in the **Systems** section which covers:

- vision for the future
- aims as part of a strategic plan
- overview of a range of church systems
- tools, digital and others, to enable all this
- communication to get messages across.

So we now have ten areas of operation where we are looking for fascination in, leading to experience but not necessarily in all those areas yet.

There remains a third section covering the **People** aspects of operations. Operations only works through people so we have:

- teams – working together
- initiative – the leading of others
- structures – how we organise people
- meetings – how we take decisions
- projects – how we run events.

Those three sections, each with five questions, define operations and, in the Assessment, looks for fascination about these. Someone who has a leadership-administration gift should be displaying above average fascination in almost all these

areas. So they need to come through this theme as powerfully as they should have done through the Aptitude theme.

Those who are helper-administrators may well not have the same level of fascination in these themes. So this theme does not apply to them in quite the same way. But they should display a high level of fascination in at least some of these 15.

Explaining the Discipleship theme

The inclusion of the Aptitude theme as tests for a spiritual gift is self-evident. The idea of a Fascination theme for more operational issues simply develops this idea further. But why include a Discipleship theme?

There are two answers. First, Christian ministry demands Christian character – 1 Timothy 3 makes this clear when the character requirements for deacons are as demanding as those for elders. The seven appointed in Acts 6 had to be full of the Spirit and wisdom. There is no sense at all that ‘anyone will do’. This is even clearer for those who are leader-administrators but true for all those on the spectrum.

Secondly, there is an erroneous view that administrative service is somehow ‘less than spiritual’, and the inclusion of a Discipleship theme seeks to counter this.

This section of testing is based on material already on this website. Training Notes TN91, *An MOT for disciples of Jesus*, offers 14 tests for Christian disciples and these have been slightly adapted and then added to here.

The three sections are:

- Focus
- Faith
- Lordship

with the Lordship section including issues specifically for administrators.

So the **Focus** section has questions which would apply to all Christians on:

- following
- learning
- love
- character
- disciple-making.

This is followed by the **Faith** section which is also relevant to all Christians:

- temptation
- community
- witness
- suffering
- relationships.

There is then a **Lordship** section with the emphasis more on relevance to administrators. This covers:

- passion (for this ministry)
- call (to this ministry)
- administration (service track record)
- time (personal discipline)
- generosity (personal discipline).

The last two tests listed here partly overlap with the tests for managing your time and your resources in the Aptitude theme.

Overview

So we now have three themes set out as a means of testing your administrative gifting. One concerns **Aptitude** in basic administration which applies to any type of administrator. The second concerns **Fascination** for issues of operations and will apply more to those who are gifted at the other end of the administrator spectrum as leaders and operations specialists. The third covers **Discipleship** and applies again to every type of administrator.

Specialist administrators

There are types of administrator who specialise in specific areas of organisational work. One obvious example is financial specialists: Church Treasurers, Accountants, Book-keepers, and so on. How do you test administrative aptitude for them?

It is worth noting that specialists display a spectrum of administrative gifts and responsibilities just as much as in the wider application. Some finance people are Book-keepers, at the helper-administrator end of the spectrum. Others are strategic Treasurers, advising Trustees on planning but not getting involved in day-to-day detail.

The Assessment has been written for all-round administrators but, having said that, little has to be changed for a specialist.

The Aptitude theme applies to specialists as much as to generalists. The applications may be narrower and the sample tests may need some minor adjustment, but that is all.

The Fascination theme will show up the specialist strengths (eg. in the Finance question) but still apply throughout all the question headings.

The Discipleship theme applies to everyone in any case. Just some of the applications in its third section may need some tweaking.

The inclusion of humour

There is a great danger in all types of administrator taking themselves too seriously! For many non-administrators the idea of someone actually revelling in such detail or even in operations looks just a fraction ridiculous. Administrators are quite likely to come in for some friendly banter when they insist that something is done in a tidy fashion, that legislation is properly followed, and when they produce neat lists and detailed charts.

It is therefore important to appreciate that the Assessment recognises this. Before you exclaim, "Oh, get a life!" on reading some of the detail of sample tests (described in the following part of this paper), remember that they are designed to be taken with a pinch of humour.

So under the Tidiness sample tests you will find:

- 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;

This is designed to raise a smile. It is only a *sample* test and any good administrator will recognise the scenario, even if their garden does not get the time it needs and so does not look like this.

So do not take everything you read in what follows too seriously. We administrators are quite capable of seeing the funny side of our ministry – and of ourselves!

How to use the questions and tests

Where the questions fit

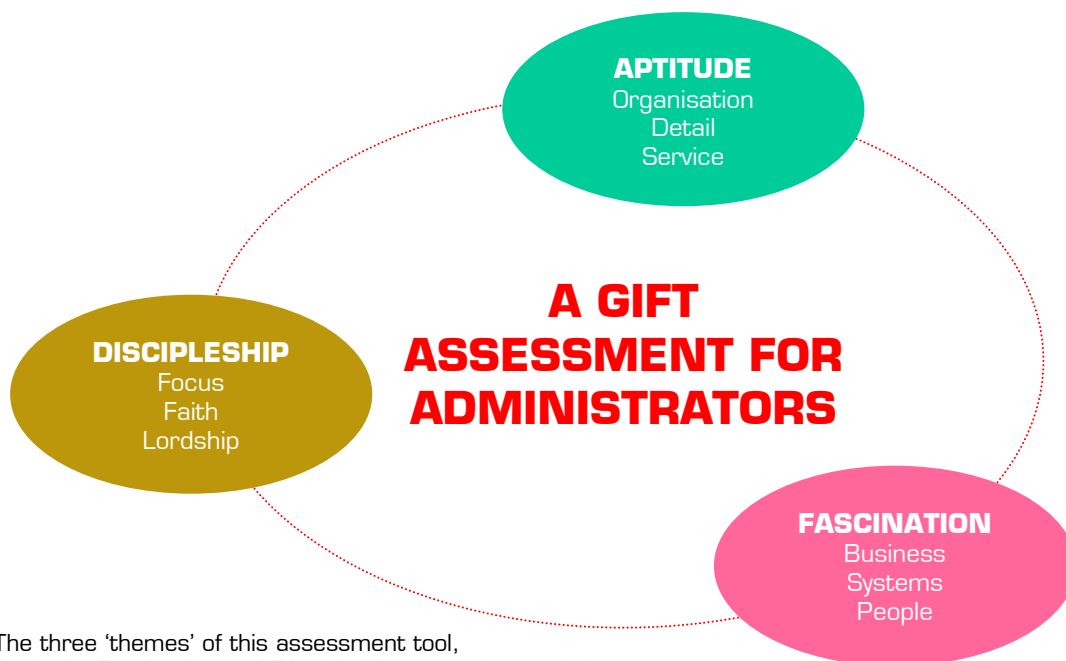
So far we have seen that the assessment of ‘gifting’ for administrative Christian ministry for you is, first, focused into three **themes**, each with 15 **questions**, broken into three **sections** of five questions each.

Gifting is then assessed by how positively you can answer the 45 **questions**, although the real value of the Assessment will be found in the specific issues that these questions raise. It is important to appreciate that while the first and third themes apply to everyone, the second theme on Fascination tests aptitude for operational posts rather more than for simply administrative ones.

1 15 questions on the theme of APTITUDE
 Do you demonstrate a God-given gift in administrative service?
 5 questions each in sections on **Organisation, Detail** and **Service**

2 15 questions on the theme of FASCINATION
 Do organisational issues really intrigue you?
 5 questions each in sections on **Business, Systems** and **People**

3 15 questions on the theme of DISCIPLESHIP
 Are you seeking to apply your gifts in the service of Jesus Christ?
 5 questions each in sections on **Focus, Faith** and **Lordship**



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

The 45 questions

Questions, rather than statements, have been chosen to underline the open approach required when testing gifting within God's work. We need to come to this task as God's servants, knowing that the final answers are his and we are merely seeking to discover his purposes. People love formulae, but God has patterns.

You may like to refer to page 10 as you read on.

Each **question** is given a **reference** (letter and number, so A1) and a **title**. On the next page is a listing of all 45 references and titles within the three **themes** and nine **sections**.

The references take the theme letter (A, F, D) followed by a number from 1 to 15. So, in the table, it can be seen that F13 is the reference for the question titled **Structures** within the **People** section of the **Fascination** theme.

Each question is also given a **sub-title** to show how it relates to the others in its **section**. So the **titles** and **sub-titles** for A6-A10 are as follows:

Ref	Title	Sub-title
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

Multi-part questions

Most questions are made up of more than one part. For example, question F12 on **Initiative** asks,

'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?'

Such grouping is deliberate for three reasons. First the assessment tool needs to fit many different types of people and if questions are too specialised many will not apply to any one person. Secondly, the sub-questions are closely related and the single question format helps to bring this out. Thirdly, 45 overall questions are quite enough if the structure and the flow of the Assessment are to remain visible!

If the answers are different for different parts of the question, that is no problem. Adapt to fit yourself in any appropriate way.

Open questions

The questions are in open format; you assess how well you fit what is described rather than give a YES/NO answer.

The fact that the tool asks for one of six possible answers for each question (see page 11 below) demonstrates this clearly.

The sample tests

Each of the 45 questions is given five **sample tests** to help assess how well you meet the requirement of the question. On the next page is an example of one such set of sample tests.

The tests are merely **samples** (this is a vital point to grasp). Use these carefully.

- 1 They show the *kind* of evidence that would point to a *very* positive answer.
- 2 The wording used may not be appropriate for you.
- 3 It is not the aim that you should be involved in all the activity listed! These are *sample* ideas.

If you do not do what one test suggests, this does not necessarily mean that this is wrong in any way. You may do something different in its place or may simply not have the experience for what is listed. So treat them as starting points for assessment.

It is important to note that the assessment tool is defined by its 45 questions, not by the 225 sample tests.

cont on page 11

Listing of the 45 questions titles in their themes and sections

APTITUDE theme	FASCINATION theme	DISCIPLESHIP theme
<p>Organisation</p> <p>A1 Planning A2 Self-management A3 Resources A4 Tech A5 Co-ordination</p> <p>Detail</p> <p>A6 Accuracy A7 Completion A8 Awareness A9 Tidiness A10 Storage</p> <p>Service</p> <p>A11 Reliability A12 Servanthood A13 Recognition A14 Relationships A15 Solutions</p>	<p>Business</p> <p>F1 Office F2 Buildings F3 Finance F4 Commercial F5 Compliance</p> <p>Systems</p> <p>F6 Vision F7 Aims F8 Overview F9 Tools F10 Communication</p> <p>People</p> <p>F11 Teams F12 Initiative F13 Structures F14 Meetings F15 Projects</p>	<p>Focus</p> <p>D1 Following D2 Learning D3 Love D4 Character D5 Disciple-making</p> <p>Faith</p> <p>D6 Temptation D7 Community D8 Witness D9 Suffering D10 Single/married</p> <p>Lordship</p> <p>D11 Passion D12 Call D13 Outworking D14 Time D15 Generosity</p>

A typical set of five sample tests

These are listed with each of the 45 questions

A 11 **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

- 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;
- 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;
- 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.

cont from page 9

The tests are only given to show how the questions might be answered. They also challenge you to take the question seriously. They are seeking to provide evidence to see how positively you can answer and so how your answer can be assessed.

Throughout the sample tests there are a number of cross-references to other questions (marked as, for example, *cf.A3*). If one is listed after the heading 'Sample tests' this means that the whole question links to another of the 45 questions. If one is listed after one particular test this means that this one test links to one of the other questions. The cross-referencing is far from exhaustive as there is no desire to complicate the Assessment.

The questions and sample tests are listed in full in paper HC9 on this website.

Assessing each question

You answer each of the questions in one of the following ways (see pages 13 & 15):

- 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 the D1-D10).

The assessment in No. 4 above is to select from this list:

- 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.

The sample tests are simply samples (not all may apply to you anyway) to give you some idea of how this test might work out in practice.

You are not assessing your performance on the tests as such but in answer to the question.

But this assessment depends on a definition of 'average' to make any sense. With whom do you compare yourself?

The simple answer is Christians in general which may need to be 'members of my church' but, in any case, is deliberately not well defined. The point is that the group should not be a group of administrators! It is much more the idea of the population at large.

Assessment Group

You can carry out the exercise yourself, but it will be better to ask two or three people who know you well to form an **Assessment Group**. They also carry out the exercise, or at least the Gifting and Fascination themes – the Discipleship theme probably has to be more personal to you apart from D10 to D15 which the group might write up.

The group might include a close friend or family member, someone who sees your ministry at church and a leader at church or work.

For each question you, and (separately) each member of your Assessment Group, fills in brief comments on strengths, areas to work on and issues. You then tick one of the boxes as given in the left hand column of this page.

There are notes on page 17 to show you how things might work out.

Sheets to copy and use

The following pages (13, 15 & 17) give you pro-forma sheets you can photocopy for you and your Assessment Group to use as you study each question. There is also a sheet for overall comments. These sheets are also provided in the next paper, HC9, so you can complete them within that document if you prefer.

One point you need to note is where your assessment differs from that of members of your Assessment Group. Is it just that they do not know you well enough, or are they aware of something you are blind to?

Summing up

This *Gift Assessment for Administrators* is designed for any Christian to assess their gifting for administrative service in a church or mission. It requires careful reflection – the material is detailed and thorough – and, ideally, the selection of a small Assessment Group to help you.

It is too detailed for other uses but Training Notes TN115, *Identifying gifts of administration*, also on this website, provide a summary of the criteria being used in this tool. The Training Notes may prove useful for selecting candidates for administrative posts at interview, for administrative team training or in other ways.

By testing the three themes of Aptitude, Fascination and Discipleship, each broken down into three sections, this Assessment seeks to provide an analysis of how suitable you might be for Christian administrative ministry, whether paid or voluntary, whether in church or elsewhere.

It can also act as a means of helping you see what kind of issues are involved in all types of Christian administration, along a spectrum from helper-administrators to leader-administrators.

Assessment overview

For each of the 45 questions you note:

- 1 **Strengths** – any specific aspects where you feel you are strong
- 2 **Areas to work on** – particular points that the question has shown up as requiring action in some way
- 3 **Issues raised** – any point (whether tackled directly in the question or not) you would like to consider further
- 4 An **assessment** – the question is ranked on a six-point scale. (Omit for D1-D10.) The points are:

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.

You then need to compare your own assessment with that of your Assessment Group to see where there are differences.

Pro-forma assessment sheets which you can photocopy follow on pages 13,15 & 17.

Part 2 follows with a full listing of all the questions and sample tests. It also includes the assessment sheets so you can use them there within that document rather than photocopying the pro-formas if you prefer. Access it by clicking on **HC9**.

This paper is available at <https://www.john-truscott.co.uk/Resources/Health-checks-index> then HC8. It forms the first part of two papers outlining a Gift Assessment for Administrators with the second part available at the same web address but with HC9 instead of HC8. 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 your thoughts regarding its base and structure, its questions or its sample tests.

Cartoons are by Micki Hounslow.

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Assessment forms

Copy these for each theme, but do not use for questions 1-10 for the Discipleship theme. See the column 2 tinted box on page 12 for an explanation of the codes below.

Theme *Questions 8-15 on next sheet*

tick one box for each question

Q	Question name	OF	WAA	AA	BA	WBA	FL
1	Strengths						
	Areas to work on						
	Issues raised						
2	Strengths						
	Areas to work on						
	Issues raised						
3	Strengths						
	Areas to work on						
	Issues raised						
4	Strengths						
	Areas to work on						
	Issues raised						
5	Strengths						
	Areas to work on						
	Issues raised						
6	Strengths						
	Areas to work on						
	Issues raised						
7	Strengths						
	Areas to work on						
	Issues raised						

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Theme cont *Questions 1-7 on previous sheet*

tick one box for each question

Q	Question name	OF	WAA	AA	BA	WBA	FL
8	Strengths						
	Areas to work on						
	Issues raised						
9	Strengths						
	Areas to work on						
	Issues raised						
10	Strengths						
	Areas to work on						
	Issues raised						
11	Strengths						
	Areas to work on						
	Issues raised						
12	Strengths						
	Areas to work on						
	Issues raised						
13	Strengths						
	Areas to work on						
	Issues raised						
14	Strengths						
	Areas to work on						
	Issues raised						
15	Strengths						
	Areas to work on						
	Issues raised						

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Notes on the assessment results

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 theme of

Strengths
Areas to work on
Issues raised