



# Volunteer Manual

**All Stars Kids' Ministries**  
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CHRISTIAN ASSEMBLY  
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## New Volunteer Checklist:

- ✓ Complete and return your All Stars Kids' Ministries Volunteer Application to an All Stars Kids' Ministries Director.
- ✓ Have your photograph taken by an All Stars Kids' Ministries Department Director for your All Stars Kids' Ministries volunteer badge.
- ✓ Read the All Stars Kids' Ministries Volunteer Manual, sign the Volunteer Manual Receipt, and return the signed Volunteer Manual Receipt to your All Stars Kids' Ministries Department Director.
- ✓ Attend a volunteer orientation session with your All Stars Kids' Ministries Department Director before serving in that department.
- ✓ Regularly check volunteer schedules and updates on the BCA website ([www.bca-online.com](http://www.bca-online.com)).

# Volunteer Manual

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# Mission • Vision • Values • Strategy

## MISSION

All Stars Kids' Ministries exists to:

- |          |   |                     |
|----------|---|---------------------|
| <b>S</b> | <b><u>Support</u></b> —Insuring kids that they are loved and special.           | <i>Fellowship</i>   |
| <b>T</b> | <b><u>Teach</u></b> —Training kids to apply the Bible to their lives.           | <i>Discipleship</i> |
| <b>A</b> | <b><u>Activate</u></b> —Inspiring kids to use their gifts in service to others. | <i>Ministry</i>     |
| <b>R</b> | <b><u>Reach</u></b> —Inviting kids (& families) to become Christ followers.     | <i>Outreach</i>     |
| <b>S</b> | <b><u>Surrender</u></b> —Encouraging kids to entrust their entire lives to God. | <i>Worship</i>      |

## VISION

Teaching kids to love God for a lifetime.

## VALUES

These 6 core values focus our efforts and guide our ministry to children.

- C Child-Targeted & Fun** ..... I Cor. 9:22  
Our focus is to make All Stars Kids' Ministries the best hour in every kid's week.
- H Honor Volunteers** ..... Rom. 12; I Cor. 12  
All Stars Kids' Ministries volunteers are heroes making an eternal difference in young lives.
- A ACE (Application, Creativity, Excellence) Teaching**..... Ps. 119:11; Col. 1:28  
All Stars Kids' Ministries' teaching is relevant and "makes the point" with excellence.
- M Mentor & Multiply Leaders/Workers** ..... 2 Timothy 2:2  
All Stars Kids' Ministries is committed to team ministry where apprentices are trained.
- P Protection and Safety Standards High** ..... Mark 10:14  
Safety is the first priority.
- S Shepherd in Small Groups** ..... Acts 2:42-47  
At All Stars Kids' Ministries everybody is somebody and nobody is alone.

All Stars Kids are *Champs!!!*

## STRATEGY

Three important components define our strategy:

1. Large Groups
2. Small Groups
3. Gift-Based Volunteer Placement

# Policies & Procedures

## Special Event Advertising

Any flyers or written communication advertising special events or announcements should be reviewed and approved by the All Stars Kids' Ministries Staff in advance of publication and/or distribution.

## Parent Volunteers

Our Early Childhood Department at BCA operates on a cooperative basis; therefore, parents who utilize the nursery and preschool are expected to serve regularly in these areas. Parents of elementary children are also encouraged to participate as volunteers in their child's classroom.

## Volunteer Dress Code

- Modest dress is important in order to provide a comfortable environment for children and volunteers.
- Volunteers should always dress modestly. Necklines, waistlines, and hemlines should not allow for inappropriate exposure while participating in children's ministries.

## Restroom Policy

- In the nursery and preschool departments, whenever a child needs to use the restroom he/she will be directed to a nearby restroom in the classroom.
- All Stars Kids' Ministries' volunteers do not provide assistance to children in the restroom, although volunteers may provide supervision if necessary. When supervision is required while children are in the restroom, two staff members—preferably female volunteers—should be present.
- Volunteers should never change diapers or Pull Ups. Parents must be paged if a child needs a diaper change or assistance cleaning up after an accident.
- While in the elementary department, children should only use the restrooms located in the children's center and not be allowed to go outside the children's center to use the restrooms located in other parts of the church building.

## Well Child Policy

- If a child shows signs of illness, **he/she should not be admitted to** the classroom. He/she must be picked up by his/her parent(s). If signs of illness become apparent after a child has been dropped off, please page the child's parents immediately and inform them that they must pick up their child. The Well Child Policy is documented in the Nursery Guidelines brochure and Children's Ministry brochure. Please encourage newcomers to read and abide by these policies.

NOTE: The Nursery guidelines are more specific: "For the protection of all the children, we cannot admit a child who has been ill within the previous 24 hours with any of the following symptoms: fever, vomiting, discharge in or around eyes, green or yellow nasal mucous, excessive coughing, diarrhea, questionable rashes, head lice, or any communicable diseases. Colds, flu, and ear infections are assumed contagious as long as the child exhibits symptoms. If a child has a clear runny nose due to allergies, the

child may be admitted to the classroom, but a parent will be notified if the child's nose needs to be wiped more than three times during a service."

- Volunteers are not allowed to administer or apply any type of medication. If a child needs medication, the parent should administer the medication.
- Nursery & Preschool Departments -- The toys, tables, and chairs must be sprayed with toy disinfectant after each closing service on Sunday mornings. Toy disinfectant is located in each classroom.
- **Kids must wash their hands** after restroom use and before snack time.

### **Nursery Specifics**

- Small babies are to be fed only if the parents provide a bottle. Closely follow the feeding instructions provided by the parents.
- Inform new parents that the nursery **does** provide snacks (usually crackers) sometime during each service.
- Show new parents the Nursing Mothers' Room and the Family Room.
- Parents are responsible to change their own child's diaper and may do so at any of the changing tables in the restrooms or the Nursing Mothers' Room.

### **Preschool Specifics**

- Storage Cabinets and Supplies: Most of the cabinets in the classrooms will be unlocked on Sundays. Most supplies and resources regularly needed are located in these cabinets. Please return all supplies to their rightful spot after use.
- Snacks: All areas of the children's center are tree nut and peanut-free. Please do not bring any food containing nuts--or that may have been exposed to nuts--into the children's center.

### **Security Policy**

All volunteers must meet the following criteria before working in a classroom:

- Be at least 11 years of age.
- Receive background check approval through BCA.
- Wear an All Stars Kids' Ministries Volunteer Badge.

Badges must be worn at all times while working in a classroom. A volunteer without a badge will not be allowed to work in a classroom until an All Stars Kids' Ministries Staff member issues a temporary badge or locates the volunteer's personalized badge. If a volunteer badge is misplaced, a temporary badge may be issued by an All Stars Kids' Ministries staff member until a replacement badge is printed.

Parents that want to visit the classroom must receive approval from the department director. Parents must complete background check applications prior to entering any classroom, with the following exception: parents of nursery or preschool-aged children can stay for a **10-minute grace period** to help their child adjust to their new environment.

## Safety/Evacuation Procedures

- In case of a fire or other emergencies, volunteers must know how many children are currently in their classroom. This information is located at the check in counter on each floor of the children's center.
- In the event an alarm is set off, volunteers must calmly lead children to the designated safety zone highlighted on the map that is posted in each classroom. Each classroom is equipped with a map of the building, including a primary and secondary evacuation route as well as a meeting location. Volunteers must always use the primary evacuation route first. In the event the primary exit is blocked, volunteers will lead their children to the secondary meeting place and await permission from a departmental director or BCA staff member before returning to the classroom.

## General Check-In/Out Procedures

- **Newcomer Registration:** If a child is new to BCA and his/her parents wish to have him/her attend a class, the child's parents must register their child at a newcomer registration center located on the first and second floor of the children's center.
- **Welcome Newcomers:** Staff working at the newcomers' registration centers will provide newcomers with a newcomer gift. Newcomer children's nametags will be printed and marked with a row of stars across the nametag. Security bracelets will be attached to both parent and child at the newcomer registration center. Please make a special effort to make these newcomers feel welcome by smiling and welcoming the child and the child's parents to BCA. Remember, you may be the first impression our guests have of BCA. Be sure to share the love of Jesus!
- **Special nametag symbols:** Please note any special symbols included on children's nametags. A nametag example with all four symbols is pictured here. Special symbols denote **allergies** (food with a line crossing it out), **important medical conditions** (medical alert symbol), whether or not a child is **potty training** (toilet image), and special **security alerts** (triangle with exclamation point in center).



**These symbols are important!** If a child has an exclamation point on his/her nametag (!), make a special effort to ensure the child leaves with the person he/she arrived with by matching security bracelet numbers with the parent before releasing the child. If a child has a food allergy alert or medical alert, become familiar with the child's special situation explained in the comment section next to the symbol.

The large image, number, or letter symbol next to the FirstName and LastName indicates the child's grade and in which classroom he/she belongs.

- **Security bracelets:** For nursery and preschool children, be sure to match up security bracelet numbers of children and parents before releasing children to parents. Only the parent with the matching security bracelet can pick up his/her child in the nursery and preschool departments.
- **Pagers:** Please check out pagers to parents of young children and include the pager information on the bracelet and/or nametag of the child. Please be sure to retrieve the pager from the parent at check out time. Pagers are expensive to replace.

### **Contacting Parents** (Early Childhood)

If a parent does not respond to his/her pager during a service, volunteers may dial x114 on the phone (located in any of the Early Childhood classrooms) and request that the child's bracelet number be displayed on the screen in the Worship Center.

### **Classroom Ratios**

As we continue to strive for excellence and safety in All Stars Kids' Ministries, it is our goal that every classroom maintains the following volunteer/child ratio:

<b>Nursery</b>	1:3 (1 adult for every 3 children)
<b>Preschool</b>	1:4 (1 adult for every 4 children)
<b>Primary</b>	1:6 (1 adult for every 6 children)
<b>Middler</b>	1:10 (1 adult for every 10 children)
<b>Big Events</b>	1:15 (1 adult for every 15 children)

**Please Note:** All classrooms must have **at least two** approved adult volunteers working at all times. Approved youth volunteers can work in the classrooms, but must make up less than 50% of the total volunteers in a classroom.

There are two main reasons why All Stars Kids' Ministries incorporates these ratios:

- **BCA believes in small groups.** Having a smaller number of children "assigned" to a teacher allows children to have a better sense of belonging. We want every child to feel loved and wanted.
- **BCA puts safety first.** The ratio policy ensures safety for our children and our volunteers.

### **Active Inclusion Ministries**

Our goal is to provide the most conducive atmosphere possible for kids with special needs to learn about God. Active Inclusion Ministries (AIM) is an extension of Compassion Ministries and works with parents to minister to children with special needs while they are in the classroom. For more information about this important and vital ministry, please read the AIM brochure provided at the newcomer registration station or contact an AIM Leader.

# Child Behavior Policy

## THE THREE THINGS

1. Respect Others, Yourself, & BCA Property.
2. Listen To Your Leaders.
3. Give Your Best And Have Fun!

## What “The Three Things” Mean

### **#1 – Respect Others, Yourself, & BCA Property.**

Keep your hands to yourself.

Listen when another classmate or leader is sharing an idea with the class.

Use only kind words.

Use BCA property in a way that is respectful to God.

### **#2 – Listen To Your Leaders.**

Follow your leader’s directions.

Raise a hand if you wish to make a comment or ask a question.

Remain seated during large group teaching times.

### **#3 – Give Your Best & Have Fun!**

Participate in all classroom activities.

Have a great time!

## CONSEQUENCES OF VIOLATING BEHAVIOR POLICY

**First Violation:** A Warning. Each child is given the chance to correct his/her behavior. If the behavior continues, the child will be taken aside and reminded of the rules and expectations.

**Second Violation:** Speak with Parents. After class, the departmental director, parents, and child will have a conversation about the child’s behavior. The parents and departmental director will determine how best to achieve the goal of positive behavior in the child.

**Third Violation:** Conference with Parents. An All Stars Kids’ Ministries departmental director will contact the parents to discuss a plan to help achieve more positive behavior in the child. A behavior contract between the family and All Stars Kids’ Ministries may be developed at this time.

## **Child Behavior Expectations**

Physical aggression towards others is not tolerated in All Stars Kids' Ministries. If a child makes a bad choice that results in physically hurting another individual, he/she will be subject to the following plan of action:

- The first time a child physically hurts another individual, the departmental director will immediately notify parents and an incident report will be prepared.
- The second time a child physically hurts another individual, the departmental director will immediately notify parents, an incident report will be completed, and the child will be removed from the classroom for the day.
- The third time a child physically hurts another individual, the departmental director will immediately notify parents the parents, an incident report will be completed, and the child will be removed and only allowed to attend class in the future if he/she is accompanied by one of his/her parents and complies with classroom rules.

## **Appropriate Discipline in the Classroom**

- Volunteers should use a firm but gentle voice to address and redirect negative behavior (e.g. "You are running--please walk.").
- Volunteers should praise desirable classroom behavior (e.g. "Good listening!"; "Thank you for raising your hand."; "Thank you for sharing.").
- Volunteers should use age-appropriate time outs or withdraw the child from the activity.
- The departmental director should be the only person who discusses a child's behavior with a child's parents.

## ***Use Only Appropriate Physical Contact***

- Use only non-demanding, gentle touch of shoulders, hands, arms, head or back.
- Use "high fives" or shaking hands.
- Use hugs ONLY with the child's permission.

## **Steps to Changing Behavior**

- Talk directly to the child. Ask the child: "Is there a problem?" Tell him/her what you believe took place and ask the child, "Is this what happened?" Explain to the child why his/her behavior is inappropriate.
- Ask the child how he/she believes his/her behavior made others feel, followed by, "How could you make the other person feel better?"

## **Encouraging Good Behavior**

- **Catch them being good** – Constantly praise good behavior in children. It helps to build relationships with the children. Praise encourages children exhibiting inappropriate behavior to get attention in appropriate ways.
- **Extrinsic Incentives**
  - When appropriate, use incentives like stickers or rewards to acknowledge good behavior.
  - Incentives should not be used in a bribing way (e.g. “If you stop running, I’ll give you a sticker.”). This rewards children for bad behavior.
  - Use these incentives in the right way (e.g. “Wow, Sally is playing so nicely by following the leader’s directions. She just earned a sticker!”).
- **Parent Communication** – Departmental directors will regularly communicate with parents about their child’s behavior so that parents can help reinforce good behavior. Never hesitate to ask a departmental director to notify a parent at any time if a situation requires it. The departmental director should always be the one person who communicates directly with the parent.

## **Wednesday Night Programs**

All Stars Kids’ Ministries Wednesday Night programs are a great way for kids to get together, have fun, and learn about Jesus during the middle of the week. Volunteers are needed to greet and check children into class, teach, assist teachers, and help with special projects or activities. The following is a list of children’s classes offered on Wednesday nights.

### **Nursery:**

Nursery care is available for infants and toddlers during Wednesday night classes.

### **Tiny League and Little League:**

On Wednesday nights, preschoolers will experience stories from the Bible and learn to connect with God, each other, and their parents through creative teaching methods.

### **Minor and Major League:**

Boys and girls—kindergarten through 5th grade—can be a part of a class where kids will learn about God and His Word through an exciting multi-media driven experience.

### **Royal Rangers:**

Boys—kindergarten and older—can participate in **Royal Rangers** where boys are strengthened mentally, physically, and spiritually by an advanced awards-based program.

# Annual Events at BCA

There are plenty of ways to get involved in BCA's Children's Ministries annual events. Whether it's behind the scenes or having fun being crazy with the kids, there is always a place for you.

These annual events exist as a method to reach out to the kids in the community by showing them that learning about God and being involved in church can be a fun and positive experience.

Annual Event	Month	Age Group
<b>Royal Rangers Pinewood Derby</b> A pinewood car derby race for boys involved in Royal Rangers.	<b>February or March</b>	Kindergarten boys and older who are participating in Royal Rangers.
<b>EggStravaganza</b> A Huge Easter egg/candy hunt and a great outreach to our community (10am – Noon)	<b>March or April</b> (Saturday before Easter)	Preschool through 5 <sup>th</sup> Grade
<b>Vacation Bible School (VBS)</b> Monday through Thursday from 9am to Noon Thursday at 7 pm – Family & Friends Night.	<b>June</b> (last full week of month)	4 year olds through 5 <sup>th</sup> Grade
<b>Special Summer Camps and Retreats</b> A variety of special summer camps and retreat opportunities are offered during the summer months.	<b>Summer</b>	Elementary
<b>Pumpkin Patch Party</b> A harvest party for families and a great outreach to our community.	<b>October 31st</b> (6-9 PM)	Preschool through 5 <sup>th</sup> Grade
<b>SHOUT Kidz' Choir</b> An opportunity for the kids of BCA to share the message of Jesus through performance of song, dance, and drama.	<b>November</b> (1 <sup>st</sup> Sunday afternoon in November)	Preschool through 5 <sup>th</sup> Grade
<b>New Year's Eve Bash</b> A big party for kids to have fun ringing in the New Year!	<b>December 31<sup>st</sup></b> (9 PM to 1 AM)	3 <sup>rd</sup> through 5 <sup>th</sup> grade



For more information on how to get involved in any of these annual events, please contact All Stars Kids' Ministries.

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# General Classroom Job Descriptions

The following are descriptions of volunteer positions available in All Stars Kids' Ministries. Our desire is that everyone has a positive experience in the classroom.

**Nursery Volunteer** – Cares for babies and toddlers in the nursery department during regular service times. Assists with check-in/out procedures before and after services.

## Lead Teacher

- **Teaching:** Studies the lesson plan; teaches children in big group lessons; provides lesson connections at interest centers; provides or delegates musical movement and craft activities that connect to Biblical principles.
- **Leading:** Delegates tasks and teaching opportunities to assistants; guides children towards positive behavior; ensures that the classroom is left in a clean and orderly manner when class time is finished.

## Teacher's Assistant

- **Teaching:** Uses interest centers to teach lesson concepts to children; assists teacher with set up and clean up of activities; helps teacher wherever needed; attends BCA's All Star Kids' Ministries Huddles twice per year and assists teacher in guiding positive behavior in children.
- **Small Group Leader:** Provides individualized and personalized supervision for a small number of children; ministers to 6 class members and reaches out to 4 prospects totaling 10 children under their care; sits with their small group during class; ensures appropriate behavior conducive for maximum learning.

**Check-In/Check Out Staff** – Welcomes children as they enter the children's center; assists parents in registering electronically, assists with check-in and check-out; helps children reunite with parents at check-out time.

**Storyteller** – Tells a Bible story to a small group of children.

**Activity Leader** – Works at an activity center with a small group of children.

## Behind the Scenes

- Helps the programs director organize curriculum for the teachers.
- Helps with other miscellaneous tasks such as designing bulletin board displays.

**Song Leader** – Leads the class during song time or worship.

**Tech/Sound Person** – Responsible for running the sound and lights as needed on Sunday mornings for the kids' church service. This would include worship background music, lights, and sound.

# Support

## ~ Resources for our BCA Volunteers ~

### **BCA Resource Room**

(Located upstairs in Room 206)

The Resource Room Volunteer Staff:

- Takes classroom attendance.
- Is a great source for general classroom supplies!

### **BCA Website (www.bca-online.com)**

The BCA website is packed with many helpful tools. Some examples are listed below:

- Staff Contact Information
- Monthly Volunteer Schedules for each department (e.g., nursery, preschool, elementary, AIM)
- Calendar/Event Information
- Sunday/Wednesday Program Information
- Volunteer Applications, Rosters, Volunteer Manual, etc.
- Event Permission & Release Forms

### **All Stars Kids' Ministries Huddles**

These events are held in February and in September. The following is just a taste of what you can experience when you attend a Huddle:

- Receive vital children's ministry updates.
  - Enjoy a great meal and enter to win some great door prizes.
  - Meet other volunteers in your department of ministry to strategize, brainstorm, and offer/receive support.
  - Recharge yourself and become inspired to grow in your area of ministry!
- Plan to attend our next Huddle – you won't want to miss it! Check the BCA calendar on [www.bca-online.com](http://www.bca-online.com) for upcoming dates.

### **Childcare Ministries Provided (CMP)**

When it comes to ministry events that are scheduled at times other than Sunday morning (e.g. Huddles, Membership Classes, choir practice, etc.), children's ministries is provided. For more information on childcare ministries for specific events, contact the BCA department hosting the event.

### **All Stars Kids' Ministries Department**

If at any time you have any questions or need assistance, please contact the All Stars Kids' Ministries office at 425-339-3303 x128 or [kids@bca-online.com](mailto:kids@bca-online.com). We welcome your questions and feedback and appreciate your willingness to contribute your time as a volunteer in All Stars Kids' Ministries. May God bless you!

# Discover Your Ministry Gifts

It is our goal to connect you with areas of ministry where you can best use your ministry gifts.

**“Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others.”  
(Romans 12:4-5)**

Those who put their spiritual gifts to work in ministry make an important heart shift – they offer a joy-filled sacrifice of time to God. Of course, there are times when someone must serve in a position that does not match his or her gifts, but ultimately, our goal is to find areas that best suit your talents.

If you have the desire to find out what your ministry gifts are, you can take the simple test and then total your score to find your answer. Have fun!

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## Gift Test

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### **Instructions**

Read each question, and then choose the number that indicates the degree to which the statement is true or false in your life. Use the following scale in your scoring:

- 1 - Never, not at all
- 2 - Usually or mostly false
- 3 - Occasionally or partially true or false
- 4 - Usually or mostly true
- 5 - Greatly or completely true

- \_\_\_\_\_ 1) I have been known for my directness and frankness in speaking to people about their spiritual lives.
- \_\_\_\_\_ 2) I am eager to pitch in and help when a menial task needs to be done involving an individual or group.
- \_\_\_\_\_ 3) I love to do research on Christian topics with the purpose of presenting what I discover to a group, whether in writing or orally.
- \_\_\_\_\_ 4) I enjoy encouraging and comforting others who are going through trying times.
- \_\_\_\_\_ 5) In an appeal for a worthy cause, I am among the first to give.
- \_\_\_\_\_ 6) I enjoy coordinating the activities of others to achieve a common goal.
- \_\_\_\_\_ 7) I am a caregiver... I want to ease the pain of people in distress.
- \_\_\_\_\_ 8) It hurts me deeply when I see Christians living sinful lives or not up to their true potential, and I am not afraid to confront them about these things when I get the opportunity.
- \_\_\_\_\_ 9) I am good with my hands and have excellent physical stamina.
- \_\_\_\_\_ 10) It upsets me greatly when a speaker takes a verse of the Bible out of context.
- \_\_\_\_\_ 11) People with problems seem to be drawn to me and they often ask me to help them resolve their problems.
- \_\_\_\_\_ 12) I try to be careful in managing my money so I can give more to the work of the Lord.
- \_\_\_\_\_ 13) I enjoy leading a group of people to accomplish something for God.
- \_\_\_\_\_ 14) I am concerned for the helpless (babies, young children, the retarded, the infirm, the underprivileged, etc.).
- \_\_\_\_\_ 15) When I speak to a group or sit in a church, I am concerned that people be given a chance right then and there to find Christ or straighten out their lives.
- \_\_\_\_\_ 16) I prefer to assist wherever I am needed most in the church rather than take on a regular ministry.

- \_\_\_\_\_ 17) When people ask me an important question about spiritual things, I tend to give them an involved answer rather than a simple one because I do not want them to misunderstand. If I don't have an answer, I promise to do some research and get back to them.
- \_\_\_\_\_ 18) When others share their problems with me, I can visualize goals and steps of action for them to take.
- \_\_\_\_\_ 19) I can make quick decisions regarding helping others who are in need.
- \_\_\_\_\_ 20) I can get others to work to get a job done for God.
- \_\_\_\_\_ 21) I am very sensitive about how others feel.
- \_\_\_\_\_ 22) I have a profound sense of right and wrong and it hurts me deeply when I hear of people being treated unjustly or hear of people treating others unfairly.
- \_\_\_\_\_ 23) I prefer to busy myself behind the scenes at a social gathering.
- \_\_\_\_\_ 24) I enjoy communicating God's truth to people and I do so in a systematic, orderly way.
- \_\_\_\_\_ 25) I tend to forget time when listening to others sharing their hurts.
- \_\_\_\_\_ 26) I have no trouble tithing and giving beyond my tithe, and am concerned about other Christians who don't tithe.
- \_\_\_\_\_ 27) I tend to assume leadership, organize, and delegate responsibility if no assigned leader exists in a group.
- \_\_\_\_\_ 28) I am able to identify with and comfort those who are suffering.
- \_\_\_\_\_ 29) I have deep insight into the hearts of people – I seem to know when there is something wrong in another Christian's life or group that needs correcting.
- \_\_\_\_\_ 30) I am often called on to help someone fix something or help them with a test.
- \_\_\_\_\_ 31) I am not given much to small talk, but I do enjoy a good discussion on ideas or truths from God's Word.
- \_\_\_\_\_ 32) When someone is hurting, I am able to say something that comforts them.
- \_\_\_\_\_ 33) I am greatly moved when I hear about a missionary project or a missionary in need, and try to rally others to help support the project.
- \_\_\_\_\_ 34) I react inwardly when church business is not done in an orderly fashion.
- \_\_\_\_\_ 35) I enjoy visiting those in the hospital or shut-ins.

## Instructions for Scoring (Gift Test)

1. Transfer totals written in blanks on questionnaire to its respective square on the score sheet.
2. Total the squares across.
3. Consult the gift explanations, especially for the highest scores, to see if the gift fits you.
4. Test the gift by volunteering for service along the lines of the gifts with highest scores.

1	8	15	22	29
2	9	16	23	30
3	10	17	24	31
4	11	18	25	32
5	12	19	26	33
6	13	20	27	34
7	14	21	28	35

### Total Gift \_\_\_\_\_

\_\_\_\_\_ **Prophecy:** The divine enabling to proclaim God's truth with power and clarity in a timely and culturally sensitive fashion for correction, repentance, or edification.

\_\_\_\_\_ **Serving:** The divine enabling to provide practical assistance to others in fulfilling their tasks.

\_\_\_\_\_ **Teaching:** The divine enabling to understand and clearly explain and apply the Word of God to the lives of listeners.

\_\_\_\_\_ **Encouraging:** The divine enabling to minister to others by word and deed in such a way that they receive comfort, counsel, and courage for their life experiences.

\_\_\_\_\_ **Giving:** The divine enabling and ability to contribute money and material resources to the work of the ministry.

\_\_\_\_\_ **Leadership:** The divine enabling of attracting, leading, and motivating people to accomplish the work of the ministry.

\_\_\_\_\_ **Showing Mercy:** The divine enabling to minister cheerfully and appropriately to people who are suffering.