

# 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 (pages 62 and 63) 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.

**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 to the right under “Total for Gift.”

**Step 3:** Identify the five highest scores in the “Total for Gift” 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 the task:** \_\_\_\_\_

**Spiritual gifts needed:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

The spiritual gifts listed here are the ones most needed in order to accomplish the analyzed task. Include these spiritual gifts in the corresponding ministry description and only choose volunteers for this task whose spiritual gift mix includes at least one or more of these spiritual gifts.

\* Pay special attention to the gifts with an asterisk. These gifts are understood differently from group to group. See Chapter 5 of *The 3 Colors of Ministry* for the definitions upon which this gift test has been developed.

Evaluation Chart		Total for Gift
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

# Task Analysis Questionnaire

**Task to be analyzed:** \_\_\_\_\_

**This task** (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.).

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**Task to be analyzed:** \_\_\_\_\_

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

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.