

ADMINISTRATION

Those with gifts of Administration bring efficiency and order to the church and to other organizations. These are usually the planners, goal-setters, or managers. They look for new ways to help groups of people and necessary tasks run more effectively.	This is one of my gifts _____ I am unsure if I have this gift _____ This is not one of my gifts _____
Questions on the gifts assessment that pertain to Administration:	Review each question and jot down what comes to mind:
<i>I am good at taking care of details that other people might neglect.</i>	
<i>Others look to me for my organizational skills.</i>	
<i>If somebody has a good vision, I can do the work of putting it into practice.</i>	
Some words that describe people with this gift:	Put a checkmark below if you feel the word describes you:
Organizer	
Planner	
Strategizer	
Developer	
Goal-oriented	
Efficient	
Potential negatives to this gift:	Check the ones that feel like particular warnings for your use of the gift:
Getting lost in the details and failing to remember the vision/mission/purpose.	
Pride in organizational skills instead of giving credit to God for the giftedness you exhibit.	
Relying on programs and projects at the expense of people and needs.	
Some possible ways to serve using this gift:	Check which ways to serve sound like a potential fit for you, or add to the list:
• Committee member or chairperson	
• Facilitator	
• CEO/COO	

• Strategic planner	
• Conductor and analyzer of surveys	
• Event organizer	
• Administrative assistant/executive assistant	
• Elder/trustee	
• Wedding coordinator	
• Strategic/master plan committee member	
• Anywhere!	

Quotations from individuals with this gift:

JB: "I love to organize people, ideas, information, projects. Being at the center of the hub and putting all the variables in place to meet a goal effectively and efficiently is my sweet spot."

SD: "I love bringing order out of disorder. God has made me good at seeing the things that need to be done to facilitate or carry out a project. Keeping lots of people and tasks on schedule is something I am able to do without loads of stress. I see this as both a leadership gift and as a support gift."

CB: "I have used my spiritual gift of Administration in helping with 'behind the scenes' activities both here at church and at other non-profits for which I volunteer. I may not be out 'front and center,' but I'm working to help the church/organization run more efficiently and effectively, which for me, is typically in the finance/accounting/budgeting area."

If you think you have this gift, write your own quotation (a description of what this looks like in your life):

Having reviewed this gift in detail above, who else do you think exhibits this gift?

Jot down your reactions/reflections here: