

# MANY GIFTS

SOFTWARE FOR THE GIFT DISCERNMENT PROCESS

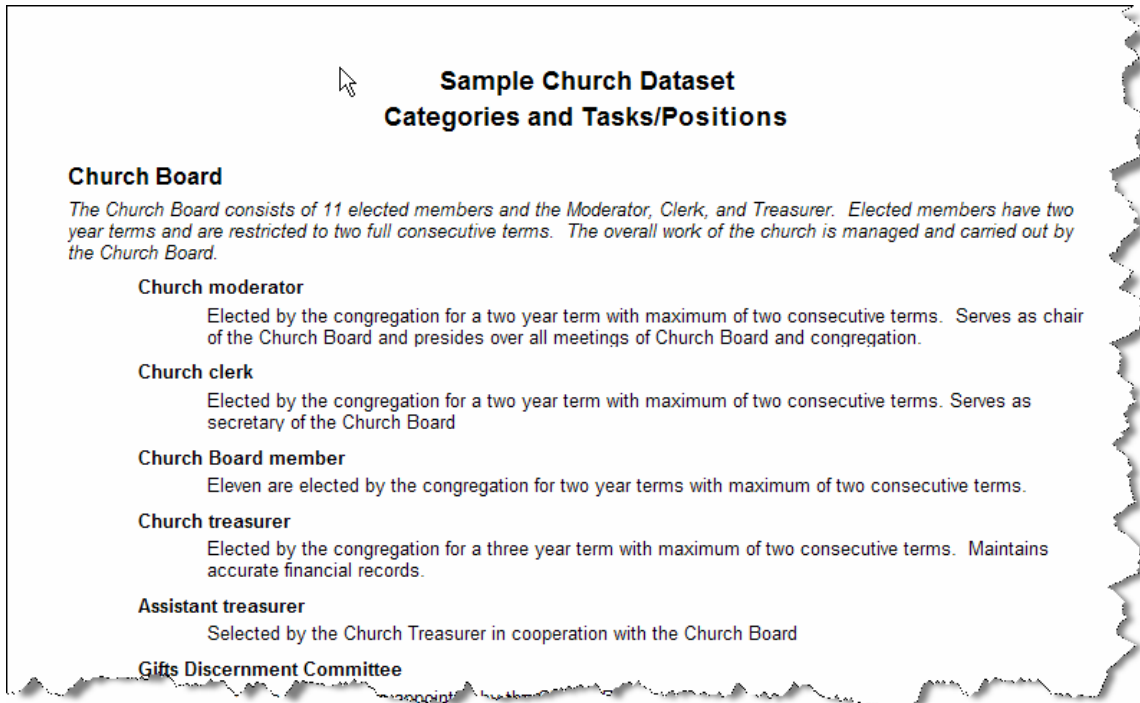
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## Overview

*Many Gifts* helps a congregation manage a customized gifts discernment process. Some congregations start with an individual profile of spiritual gifts, personal styles and ministry passions. Other congregations use a survey that allows an individual to volunteer or to suggest others for particular tasks or positions. *Many Gifts* provides an efficient way to record individual profiles or enter survey results and prepare reports for use by a gifts discernment committee, pastors, or others. Notes can be entered about contacts with individuals and a history of involvement can be maintained.

## Survey Preparation

The survey is organized by major categories with specific tasks or positions listed under each category. Usually the major categories are major church committees such as Church Board, Deacons, Worship Committee, Trustees, etc. However, major categories could include spiritual gifts, personal styles and ministry passions as well.



**Figure 1 - Sample category with tasks and positions. Additional information about the category or task can be entered for use by a gifts discernment committee.**

# Survey Form

The survey form can be generated directly by *Many Gifts* or by a word processor from an unformatted text file generated by *Many Gifts*. (An online web survey can also be generated.) Several formats are available. The beginning and ending text can be customized for each survey. Open-ended questions can be added. Most formats allow an individual to show their interest and willingness to serve by checking any task or position. In addition an individual can suggest other names by writing them besides the appropriate task or position.

**Time and Talents Survey**  
**Sample Church**  
February 2005

Please fill out and return if you are over the age of 12.

Name \_\_\_\_\_ Tel. \_\_\_\_\_ Email \_\_\_\_\_

Our life together in our congregation is strengthened when we share our gifts. This time and talents survey is a resource for the Gifts Discernment Committee and staff for filling positions and tasks in the future. Give thoughtful consideration to the gifts you are willing to share in the life and work of our congregation.

**Completed forms may be returned to the church office or in a box in the lobby by Feb. 15**

\* In the left-hand column, a check indicates my willingness to serve, if asked, in the future.  
\* In the right-hand column are names I believe would serve well in the position/task listed.

**Church Board**

<input type="checkbox"/> Church moderator	_____
<input type="checkbox"/> Church clerk	_____
<input type="checkbox"/> Church Board member	_____
<input type="checkbox"/> Church treasurer	_____
<input type="checkbox"/> Assistant treasurer	_____

Correspondence - Denominations \_\_\_\_\_

Mission/Service Endowment Committee \_\_\_\_\_

**Worship Commission**

<input type="checkbox"/> Commission member	_____
<input type="checkbox"/> Art and Decoration Committee	_____
<input type="checkbox"/> Greeters Committee	_____
<input type="checkbox"/> Music Committee	_____
<input type="checkbox"/> PA system operator	_____

**Figure 2 - Sample survey generated by *Many Gifts*. Beginning (above) and ending text (not shown) can be customized for each survey. The congregation's customized categories and tasks/positions are automatically shown on the survey form.**

## Survey Compilation

Completed surveys can be entered into *Many Gifts* using several quick entry features. Most churches will be able to import names from a church management software program, other database, or spreadsheet. The correct name can be located with a minimum of keystrokes.

Figure 3 – Sample screenshot for entering survey results. There are four steps to enter most volunteers (1. Select Name, 2. Select Category, 3. Select Task, 7. Add Self)

## View Results

After the surveys are entered, a variety of reports are available that show the results.

Smith, Sonya T	Self	Open to another term(CS)
<b>Church clerk</b>		
<b>Name</b>	<b>Summary</b>	<b>(L)ist or (C)omment, (S)elf or (O)ther</b>
Adam, Robyn D	Self	
Edmondson, Jose X	1 other	
Gilreath, Susan U	1 other	
Nicholls, Dale E	1 other	
Pilcher, Jerry Y	1 other	
Sherry, Timothy A	1 other	
Swiger, Sally A	1 other	
<b>Church Board member</b>		
<b>Name</b>	<b>Summary</b>	<b>(L)ist or (C)omment, (S)elf or (O)ther</b>
Absher, Kristin P	Self	

Figure 4 – Sample report showing several positions for the Church Board. The summary column indicates whether the person volunteered and/or was suggested by others.

A worksheet might be useful to a committee in reviewing the results, deciding who to ask, and assigning committee members to make the contacts.

**Church clerk**

Name	Priority	Contacted By	Date	Notes
Adam, Robyn D				
Edmondson, Jose X				
Gilreath, Susan U				
Nicholls, Dale E				
Pilcher, Jerry Y				
Sherry, Timothy A				
Swiger, Sally A				

**Notes:**

Figure 5 – Sample worksheet

## Recording Notes

*Many Gifts* makes it possible to record information--such as contacts with volunteers--that may be useful in the future. The worksheets are one way to collect this information.

**Sample Church Dataset**  
**Notes by Category**

**Category:** Church Board  
**Task/Position:** Church moderator

Date	Name	Notes	Author
1/8/2005	Julian, Bryan F	Accepted.	Jack
1/8/2005	Haskins, Susan Z	Asked but declined. Too busy now. Willing to consider in two years.	Jack
2/26/2005	Julian, Bryan F	Accepted.	Steve

**Task/Position:** Church clerk

Date	Name	Notes	Author
1/8/2005	Edmondson, Jose X	Asked but declined.	Robin
1/8/2005	Pilcher, Jerry Y	Accepted.	Robin

Figure 6 – Sample report on notes by category. Notes can also be shown by name.

## History

*Many Gifts* can track the names of people who serve or have served in various positions. A history report can also be generated by name that shows involvement over a number of years.

Dewberry, Megan L	2004	6/1/2003 - 5/31/2004	<input checked="" type="checkbox"/>		
<b>Church Board member</b>					
Name	Term	From - To	Elig	Position	Comments
Blanks, Ernest V	2005	6/1/2003 - 5/31/2005	<input checked="" type="checkbox"/>		
Brumbaugh, Ella T	2005	6/1/2001 - 5/31/2005	<input type="checkbox"/>		
Burson, Natasha K	2005	6/1/2003 - 5/31/2005	<input checked="" type="checkbox"/>	Outreach Comm. rep.	
Haskins, Susan Z	2005	6/1/2003 - 5/31/2005	<input checked="" type="checkbox"/>		
Preciado, Gerald S	2005	6/1/2001 - 5/31/2005	<input type="checkbox"/>		
Blum, Thomas F	2004	6/1/2002 - 5/31/2004	<input checked="" type="checkbox"/>	Trustees Comm rep.	
Duque, Frank U	2004	6/1/2000 - 5/31/2004	<input type="checkbox"/>	Youth Comm. rep.	
Esquivel, Margaret Z	2004	6/1/2000 - 5/31/2004	<input type="checkbox"/>	Worship Comm. rep.	
Feinberg, Sherry Z	2004	6/1/2002 - 5/31/2004	<input checked="" type="checkbox"/>	Peace & Justice Comm. rep.	
Summers, Curtis P	2004	6/1/2002 - 5/31/2004	<input checked="" type="checkbox"/>	Education Comm. rep.	
Weisman, Denise T	2004	6/1/2000 - 5/31/2004	<input type="checkbox"/>	Stewardship Comm. rep.	

Figure 7 – Sample history report by category

## Other Reports

A variety of other reports are available with *Many Gifts*. The following report provides a summary of survey results for the survey as a whole and for each individual that filled out a survey or was suggested by someone else.

<b>Sample Church Dataset</b>		
<b>REPORT OF ALL INDIVIDUALS WHO VOLUNTEERED OR WERE SUGGESTED BY OTHERS</b>		
<p>164 surveys have been entered.            161 people filling out surveys volunteered for 761 tasks/positions.            53 people filling out surveys suggested 151 people for 408 tasks/positions.            This report includes 242 separate individuals who either volunteered and/or were suggested by someone else.</p>		
<b>Abbott, Jose G</b>	Volunteered: 0	Suggested Others: 0    Suggested By Others: 1
Worship Commission		
Music Committee		1 other

Figure 8 – Sample summary report with overall survey summary

Music Committee		Home	
<b>Abercrombie, Lynne B</b> <i>Volunteered: 5   Suggested Others: 0   Suggested By Others: 0</i>			
<i>Worship Commission</i>			
Summer worship music		Self	
Sing in Adult Choir		Self	
<i>Fellowship Commission</i>			
Serve at funerals		Self	
Cook for Wednesday night suppers		Self	
<i>Skills/Services To Share</i>			
Stuff church mailboxes		Self	
<hr/>			
<b>Abrego, Violet P</b> <i>Volunteered: 1   Suggested Others: 1   Suggested By Others: 0</i>			
<i>Worship Commission</i>			

**Figure 9 – Sample summary report detail for individual**

### **Additional Information**

Visit [www.manygifts.org](http://www.manygifts.org) or email [info@manygifts.org](mailto:info@manygifts.org).