EXPLANATORY NOTE

The skills in this manual are presented in a three-level hierarchy:

- General Skills
  - Specific Skills
  - Skill Details

One may select a General Skill only, e.g.:

- Administration

Or a General Skill linked with a Specific Skill, e.g.:

- Administration
  - Budget and Finance

Or a General Skill with both a Specific Skill and a Skill Detail, e.g.:

- Administration
  - Budget and Finance
  - Program & Budget Development

Note that in this manual General Skills are presented in Bold Type, Specific Skills in Italic, and Skill Details in Standard Type.

CDO recommends that one be as specific as possible in the selection of skills and experiences.
Ministry Skill/Experience Manual

Administration

Average Sunday Attendance
- a. 0-99 Communicants
- b. 100-200 Communicants
- c. 201-350 Communicants
- d. 351-500 Communicants
- e. 501-750 Communicants
- f. 751-1000 Communicants
- g. 1,001-1,500 Communicants
- h. 1,501-2,500 Communicants
- i. More Than 2,500 Communicants

Budget & Finance

Annual Budget Design
Budget Review & Control
Capital Campaign Design/Mgt
Controller
Diocesan Finance Committee
Finance Committee Leadership
Financial Reports/Statements
Investment Management
Program & Budget Development

Budget Responsibility
- a. Less than $25,000 annually
- b. $25,000 to $75,000 annually
- c. $76,000 to $150,000 annually
- d. $151,000 to $250,000 annually
- e. $251,000 to $500,000 annually
- f. $501,000 to $1,000,000 annually
- g. $1,001,000 to $5,000,000 annually
- h. More than $5 million annually

Business Administration

Church Business Management
Contract Administration
Convention Direction/Planning

Church Building/Construction

Direct Employee Responsibility
- a. 1-5 Employees
- b. 6-10 Employees
- c. 11-20 Employees
- d. 21-35 Employees
- e. 36-50 Employees
- f. More Than 50 Employees

Goal Setting

Institutional

Adult Day Care
Camp/Conference Center

Cemetery
Child Day Care
Church/School Relations
College Relations
Convalescent/Nursing Home
Day School
Educational
Head of School/Principal
Hospital Management
Library
Medical
Pastoral Counseling Center
Penal/Correctional Institution
Religious Order
Theological Education Center
Thrift Store

Local Church Administration

Parliamentary Procedure

Personnel/Human Resources

Affirmative Action
Background Checks
Diocesan Deployment Officer
Employment Interviewing
Human Resource Planning
Mediation/Arbitration
Pension & Benefits
Placement
Vocational/Career Coach

Planning/Research

Advertising Research
Archival Research
Church Growth Research
Church Research
Community Research
Educational Research
Market Research
Organizational Development
Organizational Research
Parish/Dio Strategic Planning
Planning & Strategy Development
Research/Planning Methodology
Rural Planning/Development
Social Action Research
Sociological Research
Survey/Questionnaire Dev.
System/Organization Planning
Ministry Skill/Experience Manual

Administration (cont.)
Planning/Research (cont.)
Theological Research
Urban Planning/Development

Staff Administration
Canon to the Ordinary
Christian Formation/Education
Communications
Diocesan Administrator
Diocesan Executive
Diocesan Staff
Diocesan Troubleshooter
Evangelism
Liturgy and Worship
Multiple Staff Management
Music
National/Provincial Staff
Social/Community Ministry
Stewardship
Team Development & Coordination
Volunteers
Young Adults (18-25)
Youth

Systems/Operations
Computer Literacy
Computer Programming
Database Management
Information Technology
Systems Analysis

Chaplaincy
Clergy/Clergy Families
College/University
Convalescent/Nursing Home
Corrections
Director of Pastoral Care
Disaster Response
Fire/Police
Hospice
Hospital
Institutional
Military
Retirement Community
School
Seafarers

Christian Formation/Education

Adult Programs
Bible Study
Epis. Theology/Polity/Structure
Program Development/Planning
Theological Education
Baptismal Preparation
Catechist
Catechumenal Process Consultant
Children’s Ministry
Catechesis of Good Shepherd
Godly Play Teacher
Church/Sunday School Teaching
Confirmation Preparation
Curriculum Development
Director of Christian Formation
Educational Consultant
Faith Development
Family Life Education
Human Sexuality
Parish Health Ed Programs
Program Design
Recreational Programs
Camping/Outdoor Programs
Sports Activities
Science & Religion
Teacher Training
Theologian
Vacation Church School
Workshop Leader
Youth
Journey to Adulthood
Student Ministry
Youth Group Program Design
Youth Spirituality

Church Growth/Development
Alternative Worship Sites
Analyzing/Using Demographics
Change Management
Church Growth Expertise
Clusters/Regional Ministry
Clergy Team Member
Church Growth/Development (cont.)

Clusters/Regional Ministry (cont.)
Regional Ministry Council
Regional Officer (e.g. Dean)
Senior Missioner
Startup/Development

Congregational Life Cycle Theory
Congregational Systems
Developing Mission & Purpose
Empowering Laity for Ministry
Developing Lay Callers

Family Ministry
Family Systems Theory
Ministry in the Workplace
New Member Incorporation
Parish Consultant
Parish Fellowship/Hospitality
Parish Planning
Parish Program Development
Prospective Members
Redefining Stable Congregations
Reshaping Organizational Systems
Reversing Decline
Singles Ministry
Small Church Ministry
Small Group Ministry
Coordinator
Group Leader
Starting New Congregations
Church Planter
Parochial Mission
Site Selection
Storefront Ministry
Teach Ministry of Baptized

Transition Specialist
From Family to Pastoral Style
From Pastoral to Program Style
From Program to Resource Style

Vestry Consultant

Communications
Action Group Org/Formation
Advertising
Advertising Design & Graphics
Direct Advertising (magazines, etc.)
Direct Mail Advertising

Telemarketing

Church Related
Church Public Relations
Communications Policy
Diocesan Publications
Media
National Publications
Parish Newsletter

Electronic Communications
Desktop Publishing
ListServ
Parish Website
Telecommunications
Web-based Research
Website Design

Film/Video
Graphic Arts
Art & Layout
Audio-Visual Production
Book or Brochure Design
Photography
Lecturing/Public Speaking
Narration/Announcing
Speech Writing

Public Relations
Media Relations
News Release Preparation
Public Relations (Interpretation)
Public Relations (Planning/Strategy)

Publications
Radio-TV
Report Development & Writing
Sales & Marketing
Writing
Promotional Writing
Writing-Fiction
Writing-Non-Fiction
Writing-Religious

Community Outreach
Community Involvement
Arts
Community Dev/Planning
Community Organization
Community Relations
Parks & Recreation
Scouts
Ministry Skill/Experience Manual

Community Outreach (cont.)

Community Involvement (cont.)
Urban Affairs
Urban Ministry
Welfare/Social Service Agencies

Education
Library
Nursery/Pre-School
Remedial Education/Literacy
Sex Education
Tutoring

Emergency Services
Disaster Response
Hotline Network
Suicide Prevention

Environmental Concerns

Family/Children's Services
Adoption
Child Abuse
Childcare
Children at Risk
Day Care Centers
Domestic Violence
Family Planning
Marital Problems
Reproductive Choice
Youth

Healthcare
Convalescent/Nursing Home
Healthcare Facilities
HIV/AIDS
Hospices
Mental Health
Nutrition
Persons with Disabilities
Public Health

Housing
Halfway Facilities
Homeless
Homeless Shelters

Hunger & Poverty
Food Pantry
Soup Kitchens

National/International Affairs
Anti-Racism
Civil Rights/Liberties

Government Work
Immigration/Refugees
Migrant Labor
Peace & Justice
Political Involvement
Veterans

Prison/Corrections
Juvenile Probation

Retired/Seniors
Retirement Facilities

Substance Abuse
Alcoholism
Drug Addiction

Women's Issues

Counseling

Educational/Vocational
Career
Retirement
Unemployment

Grief
Group

Making Referrals
Marriage Preparation
Pastoral Counseling
Pastoral Psychotherapy
Post-Traumatic Stress Disorder
Rehabilitation

Ecumenical/Interfaith

Council of Churches Ministry
City/County Council of Churches
Metropolitan Council of Churches
National Council of Churches
Regional/State Council/Conference

Ecumenical Action Ministry

Ecumenical Agency Administration

Ecumenical Memberships
Ecumenical Consortium
Interdenom. Conference/Board/Agency
Local Ministerial Association
National Ecumenical Organization
World Organization

Faith & Order

Interfaith Memberships/Groups

Episcopal Church Membership

Clergy
Ministry Skill/Experience Manual

Episcopal Church Membership (cont.)

Clergy (cont.)
  Clergy Associations
  Clergy Wellness
  Ordained Couple Ministry

Diocesan/National Leadership
  Budget & Finance
  Calling/Nominating Committee
  Camps/Conference Centers
  Church Deployment
  Consortium of Endowed Parishes
  Council/Governing Board
  Diocesan Convention Delegate
  Evangelism
  General Convention Deputy
  Institutional Trustee
  Planning
  Program
  Regional & Local Relationships
  Spirituality
  Standing Com'tee/Commission
  Stewardship
  Youth Ministry

Education
  Christian Formation/Education
  Continuing Education
  Educational Development
  Higher Education
  Theological Education

Legal/Governance
  Canon Law
  Constitution & Canons
  Ecclesiastical Court

Ministry Development
  Commission on Ministry
  Examination for Ordination
  Lay Ministry

Missions
  Domestic & Foreign Missions
  Missionary Education
  Overseas Missions
  Overseas Missions-Africa
  Overseas Missions-East Asia
  Overseas Missions-Latin America
  Overseas Missions-Middle East
  Overseas Missions-Near East
  Overseas Missions-Relief
  Overseas Missions-Specialized

Religious Organizations
  Devotional Societies
  Member/Assoc. Religious Order

Social Ministry/Outreach
  Aging
  Women's Ministries
    Episcopal Churchwomen
  Worship/Arts
    Liturgy & Worship
    Music

Evangelism
  Developing Spiritual Gifts
  Diocesan Evangelism Consultant
  Door- to-Door Evangelism
  Engage the Unchurched
  Evangelism Ministry
  Parish Evangelism Leader
  Parish Renewal Leader
  Teacher of Evangelism Consultants
  Teacher of Visitors
  Visitation of Lapsed

Geographical Areas

Africa
  Africa, Central
  Africa, East
  Africa, North
  Africa, Southern
  Africa, West

Asia
  Far East Asia
  South Asia
  Southeast Asia

Australia

Canada

Caribbean

Central America

Europe
  Northern Europe
  Southern Europe

Foreign, Anywhere

Mexico

Middle East

Pacific Islands
Geographical Areas (cont.)

South America

USA
  Great Plains
  Mid-Atlantic
  Midwest
  New England
  Rocky Mountains
  South
  Southwest
  West Coast

Languages

American Sign Language

French
  a. Native Tongue
  b. Bilingual/Multilingual
  c. Translator/Interpreter
  d. Conversational Ability
  e. Read and Write
  f. Function Professionally
  g. Education or Training only

German
  a. Native Tongue
  b. Bilingual/Multilingual
  c. Translator/Interpreter
  d. Conversational Ability
  e. Read and Write
  f. Function Professionally
  g. Education or Training only

Japanese
  a. Native Tongue
  b. Bilingual/Multilingual
  c. Translator/Interpreter
  d. Conversational Ability
  e. Read and Write
  f. Function Professionally
  g. Education or Training only

Korean
  a. Native Tongue
  b. Bilingual/Multilingual
  c. Translator/Interpreter
  d. Conversational Ability
  e. Read and Write
  f. Function Professionally
  g. Education or Training only

Mandarin

Other Languages

Afrikaans
Albanian
American Indian Languages
Arabic
Armenian
Braille
Bulgarian
Burmese
Cantonese
Congoese
Creole
Czech
Danish
Dutch
English as a 2nd Language
Estonian
Finnish
Flemish
Gaelic
Greek
Hebrew
Hindustani
Hungarian
Icelandic
Indonesian
Italian
Latin
Latvian
Lituuanian
Norwegian
Persian or Farsi
Philippine, Ilocano
Philippine, Tagalog
Polish
Portuguese
Rumanian
Russian
Serbo-Croatian
Languages (cont.)

Other Languages (cont.)
- Slovak
- Swahili
- Swedish
- Tamil
- Thai
- Turkish
- Ukranian
- Vietnamese
- Welsh

Spanish
  a. Native Tongue
  b. Bilingual/Multilingual
  c. Translator/Interpreter
  d. Conversational Ability
  e. Read and Write
  f. Function Professionally
  g. Education or Training only

Leadership Development

Coaching/Mentoring
- Laity
- Lay Vicars
- New Deacons
- New Priests
- Seminarians

Conference Leader

Conflict Resolution

Develop Lay Leaders

Group Leadership
- Group Dynamics
- Group Facilitation

Interim Consultant

Ministry Development
- Identify & Train Leaders
- Intern Program Participant
- Intern Supervision
- Recruit & Select Volunteers
- Recruit Clergy

Specialized Ch. Training Prog.
- Alpha Team Leader
- DOCC
- EFM
- EFM Mentor
- Fresh Start Trainer
- LAND
- Upward Bound

Training
- Anti-Racism
- Training Coordination
- Training Program Development

Women's Leadership Dev.

Licenses/Certificates
- Abuse/Harassment Awareness Trainer
- Accounting
  - Certified Public Accountant
  - Commercial Public Accountant
- Anti-Racism Trainer
- Architect
- Assn. of Professional Chaplains
- Attorney
- Clinical Pastoral Education
  - 1 Quarter
  - 2 Quarters
  - 3 Quarters
  - 4+ Quarters
- CPE Residency
- CPE Supervisor
- CREDO Faculty
- Critical Incident Stress Mgt.

Education Administration

Fellow, College of Preachers

Fresh Start Faculty

Godly Play Trainer

Guidance Counselor

Interim Ministry
- Interim Consultant
- Interim Ministry Specialist
- Interim Pastor

Interpreter for the Deaf

LAND Instructor

Law
- Church/State Law
- Civil Liberties Law
- Human Rights Law
- Mediation
- Naturalization/Immigration Law

Librarian

Library Science

Licensed Lay Ministries
- Eucharistic Minister
Ministry Skill/Experience Manual

Licenses/Certificates (cont.)

Licensed Lay Ministries (cont.)
Eucharistic Visitor
Lay Catechist
Pastoral Leader (Special Circ.)
Preacher
Worship Leader

Mediator/Arbitrator

Medical
Medical Administration
Midwife
Nurse Practitioner
Paramedic/EMT/First Aid
Physical Therapist
Physician
Practical Nurse
Registered Nurse

Myers-Briggs

Nursing Home Director

Organist, AGO

Pastoral Care Intervention

Pilot, Aircraft

Psychologist

Psychotherapist

Sexual Misconduct Prevention Trainer

Social Worker

Substance Abuse Counselor

Teacher
Teacher (College/Graduate School Level)
Teacher (Elementary/Secondary Level)

Therapist/Counselor
Marriage/Family/Child Counselor
Pastoral Counselor
Psychotherapist

Liturgy

Planning and Design
Festivals & Gatherings
Innovative Liturgical Forms
Liturgical Forms, General
Liturgical/Sacred Dance
Liturgies with Media
Train Acolytes
Train Lay Eucharistic Ministers
Train Lay Readers
Train Worship Leaders

Work with Worship Committees

Verger

Worship Leader
Anglo-Catholic Services
Broad Church Services
Charismatic Renewal Services
Daily Eucharist
Evangelistic Services
Evensong
Home Eucharists
Household Celebrations
Prayer & Praise
Public Daily Offices
Rite I Services Only
Rite II Services Only
Sunday Eucharist
Sunday Morning Prayer
Sung Services

Military Experience

Active Duty
Air Force
Army
Coast Guard
Foreign Military Service
Marine Corps
National Guard
Navy

Other Duty
Alternative Service

Reserve Duty
Air Force
Army
Coast Guard
Foreign Military Service
Marine Corps
National Guard
Navy

Ministry Setting

Community Church (Non-Denom)

Composition of Congregation
Professional/Managerial
White Collar
Working Class

Location of Congregation
Metro Region
Rural
Ministry Setting (cont.)

Location of Congregation (cont.)
- Suburban
- Town/Village
- Urban

Style of Congregation
- Family Church
- Pastoral Church
- Program Church
- Resource Church
- Transitional Church

Type of Community
- College Center
- Economically Depressed
- Ethnic
- Indian Reservation
- Island
- Military
- New Residential
- Resort/Recreational
- Retirement/Seniors
- Transitional Neighborhood
- Working Class Neighborhood

Type of Congregation
- Cluster/Regional
- Episcopal/ELCA
- Ethnic Congregation
- Federated Church (Ecumenical)
- Multicultural
- Overseas
- Retired/Seniors
- Single Congregation
- Working Class
- Yoked Congregation

Multi/Cross-Cultural Ministry
- Bilingual Liturgical Ability
- Cultural Bridge Building
- Cultural Sensitivity
- Ethnic Ministries
  - American Indian
  - Asian
  - Black
  - Latino/Hispanic
  - Native Alaskan
  - Pacific Islander
  - West Indian/Carribean

Language Emersion
- Minority Groups

Music & Arts Ministry
- Canon Precentor
- Choir Director
  - Adult
  - Bell Choir
  - Children
  - Youth
- Church Architecture
- Church Art
- Church Music
- Composer/Arranger
- Contemporary Church Music
- Iconography
- Instrumentalist
  - Organist
  - Pianist
- Music Ministry Specialist
- Performing Arts
- Religious Drama
- Renewal Music

Parish Ministries
- Assistant/Associate/Curate
  - Christian Ed. Assistant/DRE
  - Community Relations Assistant
- Director of Christian Formation
- Music Assistant
- Parish Administrator
- Pastoral Calling Assistant
- Pastoral Counseling Assistant
- Special Assistant
- Youth Assistant

Bi-Vocational
- Cathedral Ministry
- Church Planter
- Cluster Minister
- Deacon in Charge
- Interim Pastor
- Lay Ministry Coordinator
- Ministry Developer
- Missioner
  - Rural Missioner
  - Urban Missioner
- Nonstipendiary
Ministry Skill/Experience Manual

Parish Ministries (cont.)
- Parish Nurse
- Parish Officer
- Priest in Charge
- Rector/Vicar
- Supply Minister

Pastoral Care
- Addictive Persons
  - Alcoholics
  - Substance Abusers
- Clergy/Clergy Families
- Codependent Persons
- Correctional Ministry
- Crisis Intervention
  - After Pastor
    - Clergy Misconduct Crisis Interv.
- Divorced/Widowed
- Gay/Lesbian/Transgender Ministry
- Healing Ministry
- HIV/AIDS
- Hospice Ministry
- Hospital Calling
- Lay Caring/Calling Ministry
- Member Visitation
- Ministry with Men
- Ministry with Women
- Persons with Disabilities
  - Emotionally Disabled
  - Hearing Impaired
  - Mentally Disabled
  - Physically Disabled
  - Visually Impaired
- Stephen Ministry
  - Leader
  - Minister
- Terminally Ill/Dying
- Visiting Convalescent/Nursing Homes
- Visiting the Homebound

Preaching
- Anecdotal Sermons
- Biblical Sermons
- Children's Sermons
- Contemporary Issues Sermons
- Daily Living Sermons

- Evangelistic Sermons
- Illustrated Sermons
- Lectionary Based Sermons
- Pastoral Sermons
- Prophetic Sermons
- Sermon Preparation/Evaluation
  - Lectionary Study
  - Long-Range/Seasonal Planning
  - Sermon Evaluation/Feedback

- Story Telling
- Teaching Sermons
- Theological Preaching

Spiritual/Prayer Life
- Celtic Prayer Leader
- Centering Prayer Leader
- Classical Christian Spirituality
- Confessor
- Cursillo Leader
- Cursillo Participant
- Daily Offices
- Diocesan Spiritual Renewal
- Faith Alive Leader
- Household Spiritual Disciplines
- Kairos Leader
- Labyrinth Leader
- Marriage/Engaged Encounter Leader
- Parish Missions
- Parish Spiritual Renewal
- Personal Spiritual Disciplines
- Quiet Day Leader
- Retreat Leader
- Schools of Religion/Conferences
- Spiritual Director
- Spirituality Conference Leader
- Spirituality in the Workplace
- Taize Prayer Service Leader
- Teaching People to Pray

Stewardship
- Environmental Stewardship
  - Building Energy Audits
  - Congregational Recycling Prog.
  - Environmental Education
- Every Member Canvass Training
- Fund Development
Stewardship (cont.)

Fund Development (cont.)
Capital Funds
Cultivating Donors
Identifying/Developing Sources

Fund-Raising
Capital Campaign
Grant Writing
Local Church
Within Denomination

Identifying Gifts for Ministry
Offering Gifts for Ministry

Planned Giving
Endowed Congregations
Legacy Societies

Resource Allocation
Building Use

Stewardship Consultant

Stewardship Education
Biblical Stewardship
Teaching the Tithe

Stewardship Program Design

Theology of Stewardship

Teaching (Academic/Professional)

Level of Teaching Experience
a. Pre-School
b. Elementary School
c. Middle School
d. High School
e. College/University
f. Seminary/Divinity School
g. Extension
h. Adult Education
i. Trade School
j. Military Training Center
k. Other Teaching Experience

Subject Areas Taught
Art
Bible-NT
Bible-OT
Business Administration
Christian Education
Church History
Clinical Pastoral Education
Community Development
Comparative Religion
Drama
Education
English
English as 2nd Language
Ethics
Human Relations
Information Science/Computers
International Relations
Languages-Other than Romance
Languages-Romance
Law
Liturgics
Music
Music, Organ
Pastoral Theology
Philosophy
Practical Theology
Psychology
Religion
Religious Education
Sign Language
Social Studies
Social Work
Sociology/Social Sciences
Speech/Homiletics
Theology
Ministry Skill/Experience Manual

Ministry Specialties

In all ministries in the Church there are certain broad specialties. Many ministers, lay and ordained, bring a combination of special strengths from among the larger list. This is your opportunity to highlight the areas which are most important to you, as a minister or as a community. These are general categories of ministry. Choose 6. “Other” is a 7th category, not necessarily a Specialty.

Administration the ability to exercise oversight of all aspects of congregational, diocesan, or institutional ministries, including programs, organizations, finances, etc.

Christian Formation/Education the ability to lead in the identification, design and implementation of comprehensive programs of Christian formation and education.

Church Growth/Development the ability to reshape, redevelop or restart existing congregations or to plant new congregations and ministries with church growth resulting.

Communications Ministry the ability to clearly understand and use the appropriate tools to communicate the story and mission of the Church or institution as fundamental to the success of its work.

Consulting/Transition Ministry the ability to provide guidance to congregations or organizations in change or at critical points in their life and ministry.

Counseling professionally certified ability to assist persons facing problems or decisions. (This specialty should only be used by or for those who are trained and licensed or certified by professional or governmental oversight groups.)

Ecumenical/Interfaith the ability to exercise leadership in interdenominational or interfaith programs and ministries.

Evangelism the ability to train and lead persons to proclaim by word and action the Gospel of Jesus Christ, and to invite others into Christian fellowship, including the domestic and foreign mission field.

Leadership Development the ability to strengthen the capacity of church leaders to engage in mission and ministry, discern potential leaders, and make provisions for ongoing leadership education, formation and training.

Liturgy the ability to plan and conduct liturgical services of corporate worship.

Multi/Cross-Cultural Ministry the ability to create and sustain an environment and processes that honor and celebrate diversity through cultural sensitivity training, strategic planning, shared mutual ministry and leadership development.

Music Ministry the ability to lead and support congregational ministry through music e.g. lead, inspire, perform, compose, train, coordinate.

Outreach/Social Justice Advocacy the ability to empower and equip persons within the congregation to become aware of and participate in ministry to individual and community needs and concerns beyond the faith community.

Pastoral Care the ability to nurture and equip people for growth within the community of faith, and provide pastoral response at significant life stages, e.g., death, dying, sickness, birth, crisis, success, including caring through home and hospital calling.

Preaching the ability to preach effectively by making the Gospel relevant to people's lives.

Spiritual Guidance the ability to lead and encourage others in the formation and development of a deeper spiritual life.

Stewardship the ability to lead congregations and individuals in the identification, development and offering of their gifts and resources.

Teaching the ability to help persons of all ages understand and live the Christian faith.

Theology the ability to demonstrate and impart a disciplined understanding of biblical and historical revelation and the perception of God's activity in the world.

Ministry With Youth the ability to inspire and incorporate youth into the full life and ministry of the Church and to encourage and equip leaders to work with youth.

Other a 7th category is available to list skills that are not necessarily identified as part of one's personal specialty.