

## Completing your Church-wide Transition Ministry Computer Form “Helps”

What you will need:

Ministry Skill/Experience Manual from the website:

[www.episcopalchurch.org/cdo](http://www.episcopalchurch.org/cdo).

Under Resources – Publications

Highlighters/different color pens

Time

Openness to the Holy Spirit

- Put yourself in a posture of prayer and meditation
- Offer your time to God
- Turn to page 14 of the Ministry Skill/Experience Manual
- These are the ministry ‘lenses’ through which you engage the ministry God has given you. Identify those that seem to fit you.
- If you have more than 7 (including ‘other’) on your list, narrow it down.
- Turn to page 3 of the Manual
- As you continue to hold in mind the ‘lenses’ through which you engage ministry, highlight *every* individual item on pages 3 through 14 that you feel God has given you the gifts, skills, desire, capacity to be in the ministry.
- You will have room for a total of 44 items in the end.
- Continue to narrow down your list until you have 44 items.
- Identify each of the 44 items with a ‘lense’ category.
- Get on line, [www.episcopalchurch.org/cdo](http://www.episcopalchurch.org/cdo), and pull up your profile using ‘on line services.’
- Print out the profile before making changes.
- Make changes as needed; be sure to Save on the page on which you are working AND the first page of the profile.
- Call Anne Reed (269.381.2710 X 17) for assistance if you are doing this for the first time or the 101<sup>st</sup> time, and are having difficulty.
- Print out the profile after the changes are made.

Note

On your CDO profile the items are counted in this manner:

Example:

**Administration** *Budget & Finance* Program & Budget      Would be all one item

Example:

**Administration** *Budget & Finance*      Would be one item

Example:

**Administration**      Would be one item

This is confusing, no doubt, and difficult to explain on paper. So call!