**April 19, 2018**

**Next Steps Processes for Spiritual Gifts Assessment Results**

1. Print out Emails. Staple together each person’s pages from the three Emails (SG Assessment, Passions Summary, and Talents Summary).
2. Check to see if respondent is in the church’s Arena database. (If they are not in the database, please see separate instructions below\*\*.) Verify the following information is correct on their personal information screen:
   1. Email address
   2. Home phone number
   3. Cell phone number.
3. Scroll down to GBM Spiritual Gifts. Click on the pencil/paper icon. Click on the appropriate Spiritual Gifts**. Click Save.**
4. If the person already has items checked, add any additional spiritual gifts listed on their Spiritual Gifts Assessment Results Receipt. Do not delete any existing spiritual gifts. Click on the appropriate Passions, then Skills. SAVE.
5. Click on the respondent’s Email address which will send you to a new Email with the person’s Email address already in place.
6. Open WORD. Go to church (M Drive) listed on the left hand side. Then click on the Gifts Based/Next Steps folder. Then click on the Spiritual Gifts Assessment folder. Open the 2nd Email Response to Receipt of Individuals document.
7. Copy and paste that letter from Brenda into the Email and personalize it\*\*:
   1. Title the Email: Spiritual Gifts Assessment Results
   2. Dear \_\_\_\_\_ (type first name of recipient)
   3. Type in their 3 spiritual gifts (i.e., delete the SG and type Faith)
   4. *Attach file* (paperclip icon in task bar)the SG long description PDFs (saved in WORD in the M Drive, Gifts-Based/Next Steps folder, then the Spiritual Gifts Assessment folder, then in the SG long descriptions PDF folder).
8. Double check correct name, subject title for Email, 3 spiritual gifts, and 3 spiritual gift PDFs are attached. Send Email.
9. Place their Spiritual Gifts Assessment Response paperwork in alphabetical order in the **SC Assessment – Online Responses manila folder** that is in the right hand file drawer.

\*\* If the person is not in the database, copy and paste the 2nd Email Response into the reply Email. However, delete the 3 paragraphs following their list of Spiritual Gifts. Add the following paragraph instead:

I was not able to locate you in the church’s database. Have you attended Virginia Beach United Methodist Church? If not and you live in the Hampton Roads area, we invite you to worship with us.

Continue with the final sentence, etc.