

MDP Competency Preparation Methods

Here are three suggested methods for preparing the competencies for your MDP

Method 1: Categorization (Worksheets provided on Pgs. 2-3)

- Simple Formula (Three Categories)
 - Using this approach, each competency will be classified as important, necessary, or potentially helpful but not necessary (the final percentages will all be either 30, 50, or 70).
 - Identify four competencies that are most important and move those to 70 and the corresponding four competencies that are less important and move those to 30.
- Multi-Tiered Formula (Five Categories)
 - This approach will use all five categories, requiring some competencies to be rated very low (unnecessary).
 - Identify the 1 or 2 essential competencies and set those to 90 and an equal number of competencies to be categorized as unnecessary and set those to 10.
 - Then, identify the 3 to 5 competencies to be categorized as important (move these to 70) and an equal number as helpful but not necessary (move these to 30).
 - The remaining competencies should be left at necessary (50%)

Method 2: Rank Order (Worksheet provided on Pg. 4)

- Rank the individual competencies from 1-14.
 - Have every member of the committee rank the competencies from 1-14 (where 1 is most important, 14 is the least important)
 - Total up the ranking for each competency by adding together each individual's score. The competency that receives the lowest numerical score would then be the highest priority
 - Assign the most important competency a percentage, then set the least important competency to a percentage such that the two percentages equal 100.
 - Example: If Good Communicator is the most important competency and you assign a percentage of 80%, then your least important competency should be set to 20%.
 - Continue this pattern with each pair of competencies (2-13, 3-12, 4-11, 5-10, 6-9, 7-8)

Method 3: Line by Line (Worksheets provided on Pgs. 5-7)

- Go through each competency line by line and assign it a ranking using the scale on the first page. Try to keep your competencies balanced, where if you increase the importance of one, you decrease another by the same amount.
- Then, use the summary sheet provided to double-check your work.

MDP Competency Worksheet - Categorization

Unnecessary	Potentially helpful	Necessary	Important	Essential
		Good Listener: Expresses concentration in a conversation by being attentive, making good eye contact and not interrupting other, showing interest and showing empathy for what is being said.		
		Good Communicator: Analyzes their audience before talking to them, adjusting to different circumstances and audiences, so to make each individual feel as they are speaking to them.		
		Leads Change: Can communicate the observations they make when identifying weaknesses within ministry, themselves or the community in a wise and discerning way, explaining their vision and responding why and what kind of change is required.		
		Values Tradition: Embraces the humanity and Christian principles from the values, stories and objectives passed through generations, using Reformed Theology as their root of principles and vision, using traditions in worship or ministry as a means of comfort and belonging.		
		Mentoring: Takes time to examine the task, needs and capabilities of the situation and people, choosing the best way to respond to each one by assessing their approach to lead a team, and shares their plans with the members of the team.		
		Problem Solver: Self motivated individual that takes the initiative to start and finish a task given, while working towards a goal, so they can enjoy the rewards of solving a problem.		
		Learner: Values their experience in life, they continue their education, builds on strengths and seeks assistance to develop the weak traits.		
		Teacher: Creates learning opportunities for active participants and as a collaborative way, by designing lesson plans that teach concepts, facts and theology.		
		Adaptable: Thrives in challenges with humility and vulnerability, recognizing that asking for help makes them better at their job and surrounding themselves with people that can be smarter at different things.		

		Empathetic: Contributes intentionally to the happiness and wellbeing of others, by having genuine interest in seeing others thrive, providing honest and genuine feedback and acknowledging relationships.		
		Self-Aware: Recognizes how their emotions affect their performance, their inner resources, abilities and limits, and are honest in their positive and negative biases, and own strengths and weaknesses.		
		Socially Aware: Sees the differences in society as values for ministry and recognizes the strengths and weaknesses in each by studying, talking and involving themselves in the discussion of issues.		
		Organizational Manager: Communicates goals and expectations clearly, delegating onto others certain tasks they acknowledge to have a better result and is able to plan, prioritizing and studying the capabilities of the organization financially or in human resource.		
		Visionary: Defines roles clearly in an interdependent environment forming trust form others in their future planning, goal setting/defining and finds the means along the way to produce a vision with creative work and play.		

MDP Rank Order Approach Worksheet	Ranking (1-14)
Good Listener: Expresses concentration in a conversation by being attentive, making good eye contact and not interrupting other, showing interest and showing empathy for what is being said.	
Good Communicator: Analyzes their audience before talking to them, adjusting to different circumstances and audiences, so to make each individual feel as they are speaking to them.	
Leads Change: Can communicate the observations they make when identifying weaknesses within ministry, themselves or the community in a wise and discerning way, explaining their vision and responding why and what kind of change is required.	
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MDP Competency Worksheet - Line-by-Line Method

Competency	Unnecessary	Potentially helpful	Necessary	Important	Essential
Good Listener: Expresses concentration in a conversation by being attentive, making good eye contact and not interrupting other, showing interest and showing empathy for what is being said.					
Good Communicator: Analyzes their audience before talking to them, adjusting to different circumstances and audiences, so to make each individual feel as they are speaking to them.					
Leads Change: Can communicate the observations they make when identifying weaknesses within ministry, themselves or the community in a wise and discerning way, explaining their vision and responding why and what kind of change is required.					
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Problem Solver: Self motivated individual that takes the initiative to start and finish a task given, while working towards a goal, so they can enjoy the rewards of solving a problem.					
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Competency	Unnecessary	Potentially helpful	Necessary	Important	Essential
Teacher: Creates learning opportunities for active participants and as a collaborative way, by designing lesson plans that teach concepts, facts and theology.					
Adaptable: Thrives in challenges with humility and vulnerability, recognizing that asking for help makes them better at their job and surrounding themselves with people that can be smarter at different things.					
Empathetic: Contributes intentionally to the happiness and wellbeing of others, by having genuine interest in seeing others thrive, providing honest and genuine feedback and acknowledging relationships.					
Self-Aware: Recognizes how their emotions affect their performance, their inner resources, abilities and limits, and are honest in their positive and negative biases, and own strengths and weaknesses.					
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Organizational Manager: Communicates goals and expectations clearly, delegating onto others certain tasks they acknowledge to have a better result and is able to plan, prioritizing and studying the capabilities of the organization financially or in human resource.					
Visionary: Defines roles clearly in an interdependent environment forming trust form others in their future planning, goal setting/ defining and finds the means along the way to produce a vision with creative work and play.					

MDP Competency Match Summary - Line by Line Approach

- In the boxes below, put the number of competencies you placed in each category
- Multiply that number by the number in line 2 and place that number in line 3.
- Add the numbers from line 3 together.
- You are not required to balance your competencies, but it is strongly recommended. If your competencies are balanced, your total should be 42.

Line	Not Necessary	Potentially Helpful	Necessary	Important	Essential	Total
1						
2	1	2	3	4	5	
3						