

## #Ministry Report Help Sheet

The following provides a detailed explanation and listing of what is to be included in each of the lines on the Ministry Report. The numbering on the Ministry Report corresponds to the numbering on the Help Sheet. Please keep this document in a safe place or with the FGCC Administration Manual for quick reference. ALL FIELDS on the Ministry Report must have a numeric value. If there is no amount, please enter a zero.

**FILLABLE FORM** -For your convenience the pdf is in a fillable form that can be completed on the computer. However, it still needs to be printed in order to be signed by a pastor and treasurer. It can then be scanned/emailed, faxed, or mailed out.

### CHARTERED CHURCH SERVICE ATTENDANCE

<b>1</b>	<b>Main Service(s)</b>	<p><b>The average attendance in the Main Service(s) for the month:</b> Average = Total (EVERYONE) Attendance divided by Total Services</p> <p><b>Example:</b></p> <p style="padding-left: 40px;">4 Sundays with attendance of 24 + 30 + 26 + 20 = 100 Divided by 4 Sundays = 100 divided by 4 = 25</p>
<b>2</b>	<b>Adult (19+)</b>	<p><b>The breakdown of the total average attendance (Adults age 19 years+)</b> See Example for (1)</p>
<b>3</b>	<b>Youth (13-18)</b>	<p><b>The breakdown of the total average attendance (Youth ages 13-18)</b> See Example for (1)</p>
<b>4</b>	<b>Middle School (10-12)</b>	<p><b>The breakdown of the total average attendance (Middle School ages 10-12)</b> See Example for (1)</p>
<b>5</b>	<b>KIDS Church (5-9)</b>	<p><b>The breakdown of the total average attendance (Kids ages 0-9)</b> See Example for (1)</p>
<b>6</b>	<b>Babies to Preschool (0-4)</b>	<p><b>The breakdown of the total average attendance (Kids ages 0-4)</b> See Example for (1)</p>

### MID-WEEK MINISTRY ATTENDANCE

<b>7</b>	<b>Adult</b>	<p><b>The average attendance for all Adults (mens, women, singles, etc) Ministry for the month</b> See Example for (1)</p>
<b>8</b>	<b>Young Adult</b>	<p><b>The average attendance for all Young Adult (18-35) Ministry for the month</b> See Example for (1)</p>
<b>9</b>	<b>Youth</b>	<p><b>The average attendance for all Youth Ministry for the month</b> See Example for (1)</p>
<b>10-14</b>	<b>Middle School, Kids, Outreach and Small/Cell Group</b>	<p><b>Same instructions as above</b> See Example for (1)</p>
<b>14-15</b>	<b>Retreats &amp; Camps</b>	<p><b>Please report camp attendance from your church. If any decisions for christ were made or baptisms etc., please include that in the 'responses to ministry section' of report.</b></p>

### CHURCH MEMBERSHIP

**Church Members** are those members attending the church who are qualified as candidates and have been prepared for membership by the pastor and/or spiritual leadership of the church. The member's name and date of membership are to be recorded on a form and kept in a permanent file in the church records. Members in good standing of a chartered church of the Foursquare Gospel Church of Canada shall have full voting power of one (1) vote each on internal affairs of the church at which they belong as a member. For more detailed information on Church Membership, please consult the FGCC Bylaws and FGCC Administration Manual.

<b>17</b>	<b>Members (previous month)</b>	The total amount that was recorded on Line 20 of the ministry report for the previous month.
<b>18</b>	<b>New Members</b>	This is the total amount of New Members for the month.
<b>19</b>	<b>Removed from Membership</b>	This amount is the total of all members who, during the month, were: <ul style="list-style-type: none"> <li>* Removed from inactive list</li> <li>* Deceased</li> <li>* Transferred</li> <li>* Resignation</li> </ul>
<b>20</b>	<b>Total Members</b>	This amount is the Total of Line 17+18-19 <ul style="list-style-type: none"> <li>* Total Members from the previous month (17)</li> <li>* Plus: New Members for the month (18)</li> <li>* Minus: Removed from Membership for the month (19)</li> </ul>
<b>21</b>	<b>Active Members</b>	Active Members are those members as outlined in the FGCC Administration Manual, Tab 2, Part 3, Page 1

## RESPONSES TO MINISTRY

<b>22</b>	<b>Decisions for Christ</b>	The total number of Decisions for Christ for the month
<b>23</b>	<b>Commissioned or Ordained</b>	The total number of congregants that you publicly ordained or commissioned this month
<b>24</b>	<b>Water Baptisms</b>	The total number of Water Baptisms for the month
<b>25</b>	<b>Healings</b>	The total number of Healings for the month
<b>26</b>	<b>Holy Spirit Baptisms</b>	The total number of Baptisms of the Holy Spirit for the month
<b>27</b>	<b>Missions Trips</b>	Please indicate the date and location of your mission's trip. Please send additional comments seperately concerning your missions trip.

## STEWARDSHIP

<b>28</b>	<b>Property Taxes</b>	Please check one box - yes or no. If no, please attach a separate explanation
<b>29</b>	<b>Payroll Taxes</b>	Please check one box - yes or no. If no, please attach a separate explanation
<b>30</b>	<b>Wages &amp; Salaries</b>	Please check one box - yes or no. If no, please attach a separate explanation
<b>31</b>	<b>Church Council</b>	Please check one box - yes or no. If no, please attach a separate explanation
<b>32</b>	<b>Pastors Advisory Committee</b>	Please check one box - yes or no. If no, please attach a separate explanation Approval must be obtained by the Unit Supervisor.
<b>33</b>	<b>Bank Reconciliation</b>	Please check one box - yes or no. If no, please attach a separate explanation
<b>34</b>	<b>Council/PAC Meeting</b>	Please enter the date of the last council meeting
<b>35</b>	<b>Membership Meeting</b>	Please enter the date of the last membership meeting
<b>36-37</b>	<b>Signatures</b>	All submitted Ministry Reports require (2) signatures. The Pastor and Treasurer must sign

## CHURCH PLANTS & CAMPUSES

Please use this section to record ministry numbers for your church plants and campuses. You can use as many of these additional sheets as you need. Please indicate whether it's a Plant or Campus of your chartered Church. Please find the same explanations for each number the same as the first sheet.