

**Annual Corps  
MISSION IMPACT REVIEW**

**FORMS**

# TABLE OF CONTENTS

|  |  |  |
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| *Turn on Microsoft Word Navigation, under View, to use the interactive menu.* | |  |
| **Why An Annual Review?** |  | **2** |
| **Review Cycle, Supporting Documents** |  | **3** |
| **Review Check List** |  | **4** |
| [**Corps Membership: Additions and Removals**](#additions) |  | **5** |
| [**Women’s**](#additions) **Ministries Integrated Membership Roll** |  | **8** |
| Review Sign-off |  | **9** |
| Appendix A – How to Create the Require Reports (SAMIS, LINK2Feed) |  | **10** |

**ON LINE SUBMISSION**

1. Prepare forms (pages 6-9) and store them on your computer as one document.
2. Prepare the SAMIS Corps Review report and the Link2Feed report and have them ready to upload through the online form (instructions pg 10)
3. Complete the On-Line Form

Other info: [www.saMissionResource.ca/annual-reviews](http://www.saMissionResource.ca/annual-reviews)

**“Engage in STRATEGIC THINKING regularly throughout the year.”**

## WHY AN ANNUAL REVIEW?

## STATISTICAL ACCOUNTABILITY

The statistical element of the review enables discussion with the Corps Council/Mission Board around attendance and rolls, and helps to ensure that rolls and statistics are up-to-date and properly entered into SAMIS. During the visit by DHQ personnel, key elements of that discussion can be shared and final approval given for membership decisions and roll updates made by the Pastoral Care Council. The review also provides corps leadership with information necessary to set and follow a strategic plan.

## GOAL SETTING

Part of the year long process involves input from local program leaders and committees, regularly reviewing GOALS, and setting new goals for the coming year. Once a year, ideally before the fall season beings, the Strategic Thinking Worksheets provide an opportunity for each program leader/committee to set updated goals for the coming year. (Find a copy here: [www.saMissionResource.ca/annual-reviews](http://www.saMissionResource.ca/annual-reviews) )

**HOW YOUR INFORMATION IS SHARED,**

**AND IMPACTS TERRITORIAL DECISION MAKING**

* The annual review process is viewed as a vital tool to receive input from every corps ministry unit regarding their health and growth.
* The Location information in SAMIS is fed into the online locator, so the public can find every unit on the Google interactive map through [www.salvationarmy.ca/locator](http://www.salvationarmy.ca/locator)
* The review results are summarized at THQ and are provided to divisional and territorial personnel to highlight successes and identify areas needing assistance at the end of the review period.
* Statistics entered into SAMIS are used by DHQ/THQ to assess ministry unit, and to file reports to IHQ.

## CYCLE OF ANNUAL REVIEW AND GOAL SETTING FOR UPCOMING YEAR

|  |  |  |
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|  | **January** | - Complete all ROLL updates in **SAMIS**, to reflect all expected additions, transfers and removals (provided verbal/written permission has been given by your AC). This will ensure that minimal updates will be required after the DHQ visit.  -Ensure that all program statistics have been entered into SAMIS, and all Link2Feed data is complete for the prior year. |
| **February** | -Meet with the leadership team to discuss the review documents.  - Discuss and identify **GOALS** that will be included with the review  **SAMIS** closing date and deadline to enter SAMIS data is February 28. |
| **March - May** | The Leadership Team meets with the DHQ personnel to present the review documents and roll changes. Divisional personnel sign off on official books and Rolls.  -Review **GOALS** for the year with your leadership team regularly at Corps Council/Mission Board meetings.  - Consider using a Congregational Health Assessment tool to evaluate the health of the corps. See suggested tools: [www.saMissionResource.ca/corps-health-tools](http://www.saMissionResource.ca/corps-health-tools) |
| **June - August** | Redistribute the **Strategic Thinking Worksheets** to respective group leaders for check-in and assessment of achievements from last years’ goals and to set new goals for the coming year. Engage in goal setting discussion to set the goals for the coming mission year (Sept -Aug). |
| **September – December** | - Finalize all attendance information in SAMIS.  - The Pastoral Care Council should meet to finalize any ROLL changes and ensure that the roll numbers in SAMIS have been updated in the December month.  - Distribute/Collect the **Strategic Thinking Worksheets** and other helpful tools listed above to engage your leaders in the goal-setting process.  - Ensure that each leadership team and group engage in strategic thinking and submits their worksheet for Corps Council/Mission Board discussion  - Finalize **GOALS** that will be submitted on the review document to DHQ/THQ. |

\* For information on the Corps Council/Mission Board and leadership team members, see the Corps Administration Model document, available on our website.

**The following documents are provided as appendices to the review and are contained in the .zip file posted in SAMIS, or download here:**

[**www.saMissionResource.ca/annual-reviews**](http://www.saMissionResource.ca/annual-reviews)

1. Corps - Community and Family Services Template (If the CFS is not accredited by Social Services, a completed copy of this document should be completed and filed on site).
2. Corps Administration Model (Descriptions of Corps Locals and functioning of the administration Corps Councils/Mission Board).
3. AMR Supporting Documents

*This document includes the following:*

* Operating Policy for Corps Local Officers, Soldiers and Adherents of The Salvation Army
* Creating S.M.A.R.T. Goals
* Identifying the Elevator Message for our Congregation

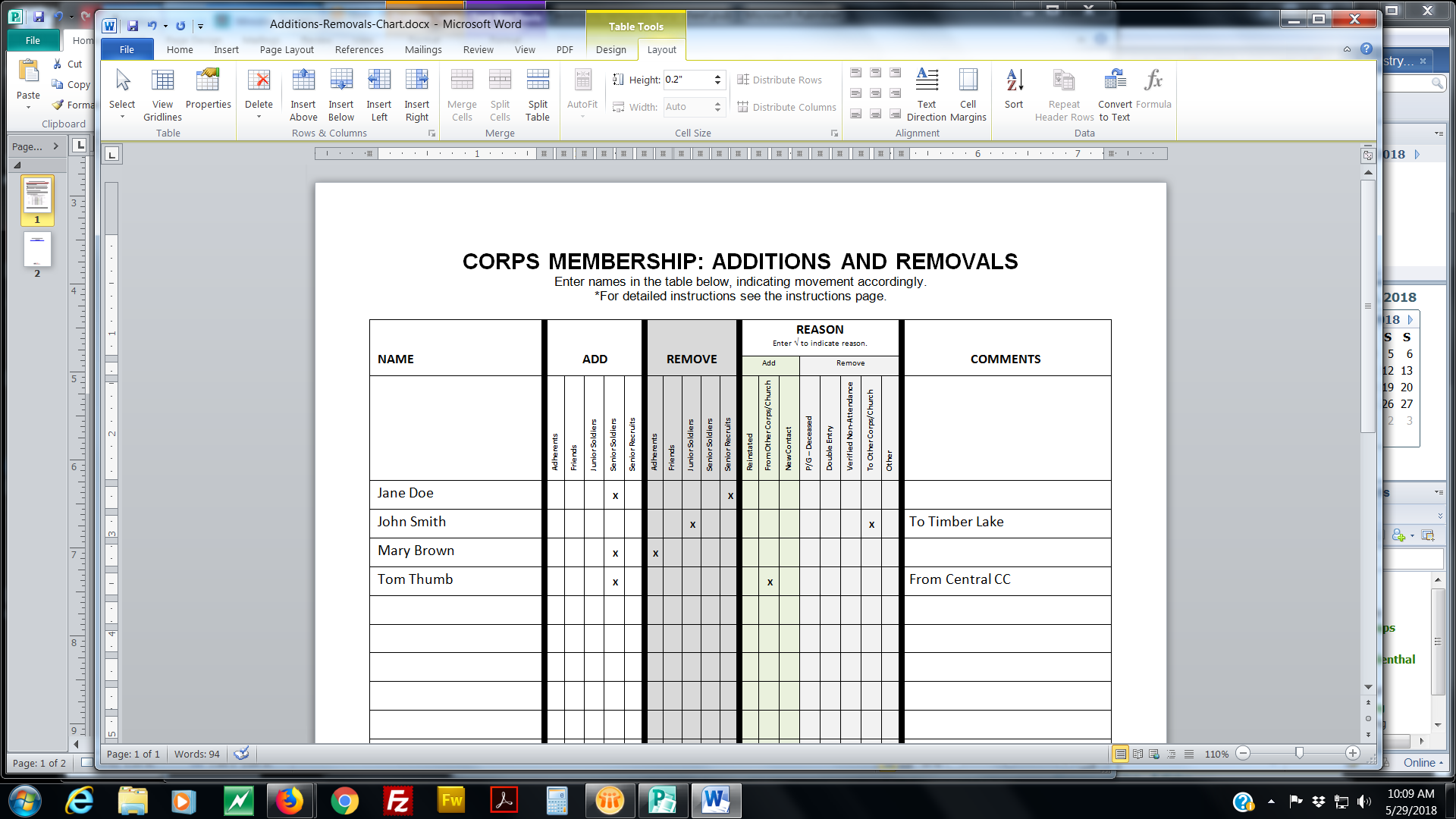
# REVIEW CHECKLIST

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|  | | |  | **Date:** |  |
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| **Area Commander / DHQ Representative:** |  | | | | |
| **Item** | **Noted** | **Comment** | | | |
| **ROLLS** |  |  | | | |
| Senior Soldiers Roll |  |  | | | |
| Junior Soldiers Roll |  |  | | | |
| Recruits Roll |  |  | | | |
| Adherents Roll |  |  | | | |
| Friends Roll |  |  | | | |
|  |  |  | | | |
| **OTHER ROLLS/REGISTERS** |  |  | | | |
| Local Officers/Leader’s Register |  |  | | | |
| Seekers Register (SR & YP) |  |  | | | |
| Marriage Register |  |  | | | |
| Burial Register |  |  | | | |
| Pastoral Care Council Members |  |  | | | |
| CCM Membership Register |  |  | | | |
| Band – Songster – Music Registers |  |  | | | |
| Candidates Fellowship Register |  |  | | | |
| WM Integrated Membership Roll/Register |  |  | | | |
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| **YP REGISTERS** |  |  | | | |
| Sunday School Attendance Register |  |  | | | |
| Ready To Serve |  |  | | | |
| Cradle Roll/Register |  |  | | | |
| Dedication Register |  |  | | | |
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| **DOCUMENTATION** |  |  | | | |
| Leader/Volunteer/Employee Police Checks (SR & YP) |  |  | | | |
| Armatus Abuse Training Records (SR & YP) |  |  | | | |
| Articles of War/Covenants |  |  | | | |
| Pastoral Care Council Minute Books (SR & YP) |  |  | | | |
| History book |  |  | | | |
| Community & Family Services Template (non-accredited units) |  |  | | | |
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# INSTRUCTIONS FOR ADDITIONS/REMOVALS PAGES

Keep a copy of this page to track membership changes throughout the year. Reference the Official Membership Rolls - Guidelines for information on adding and removing names from the rolls.

EXAMPLES: Use these examples as guidelines for completing your Additions/Removals page, part of the Annual Corps Review document. Use ‘X’ or identifying letters in the columns, whichever is most useful.  
  
1.  Jane Doe has been enrolled as a Sr. Soldier - from the Sr. Recruits roll.  An 'X' has been entered under 'ADD - Sr. Soldier', and an 'X’ has been entered under 'REMOVE - Sr. Recruits'.   This shows movement between Rolls.  a 'REASON' is not required for this entry.  
  
2.  John Smith has been transferred from Jr. Soldier.  An 'X' under 'REMOVE - Jr. Soldier' indicates this change.  And an 'X' has been entered under 'REASON - To Other Church/Corps' with indication of where John went.  
  
3.  Mary Brown has been enrolled as a Sr. Soldier - from the Adherents roll.  An 'X' has been entered under 'ADD - Sr. Soldier', and an 'X' has been entered under 'REMOVE - Adherents'.   This shows movement between Rolls.  a 'REASON' is not required for this entry.  
  
4.  Tom Thumb has been added to Senior Soldiers, From Other Corps.



E = Enrolled

T = Transferred In

R = Reinstated

R = Roll removed from

T = Transferred from

# CORPS MEMBERSHIP: ADDITIONS AND REMOVALS

Enter names ONCE in the table below, indicating movement accordingly

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| **NAME** | | E = Enrolled  T = Transferred In  R = Reinstated  **ADD** | | | | | **REMOVE**  R = Roll removed from  T = Transferred from | | | | | **REASON**  Enter to indicate reason. | | | | | | | | | | **COMMENTS** |
|  | |  | | | | |  | | | | | Add | | | | Remove | | | | | |  |
|  | | **Adherents** | **Friends** | **Junior Soldiers** | **Senior Soldiers** | **Senior Recruits** | **Adherents** | **Friends** | **Junior Soldiers** | **Senior Soldiers** | **Senior Recruits** | **Reinstated** | **From Other Corps/Church** | **New Contact** | | **P/G – Deceased** | | **Double Entry** | | **Verified Non-Attendance** | **To Other Corps/Church** |  |
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| **Local Officer** | | | | | |  | **Corps Officer** | | | | | | | |  |  | | | **DC or designate** | | | |

**CORPS MEMBERSHIP: ADDITIONS AND REMOVALS**

Enter names ONCE in the table below, indicating movement accordingly

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| **NAME** | | **ADD**  A = Roll added to | | | | | **REMOVE**  R = Roll removed from  T = Transferred from | | | | | **REASON**  Enter to indicate reason. | | | | | | | | | | **COMMENTS** |
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|  | | **Adherents** | **Friends** | **Junior Soldiers** | **Senior Soldiers** | **Senior Recruits** | **Adherents** | **Friends** | **Junior Soldiers** | **Senior Soldiers** | **Senior Recruits** | **Reinstated** | **From Other Corps/Church** | **New Contact** | | **P/G – Deceased** | | **Double Entry** | | **Verified Non-Attendance** | **To Other Corps/Church** |  |
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| **Local Officer** | | | | | |  | **Corps Officer** | | | | | | | |  |  | | | **DC or designate** | | | |

# WOMEN’S MINISTRIES ADDITIONS/REMOVALS

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| Enter names to indicate any changes to the WM Integrated Membership Roll  \*For instructions visit:[Important Definitions About Membership, Attendance, Seekers, Women’s Ministries](https://salvationist.ca/files/salvationarmy/corps-ministries/Files/acmrsp_supporting_documents.pdf) | | | | | | | | | | | | | | | | | | | | | |
| **NAME** | | | **ADD**  A = Roll added to | | | | | | **REMOVE**  R = Roll removed from | | | | | | | **REASON**  Enter to indicate reason | | | | | **COMMENTS** |
|  | | |  | | | | | |  | | | | | | |  | | | | |  |
|  | | | **Home League** | **Junior Miss** | **Spiritual Growth** | **Healthy Lifestyles** | **Fellowship and Outreach** | **Preschool** | **Home League** | **Junior Miss** | **Spiritual Growth** | **Healthy Life Styles** | **Fellowship and Outreach** | **Preschool** | | **Promoted to Glory** | | **Transferred to Outer Circle** | **Transferred to another Corps** | **Removed for other reasons** |  |
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|  | **Local Officer** | | | | | | |  |  | **Corps Officer** | | | | |  | | **DC or designate** | | | | |

**2021**

# REVIEW SIGN-OFF

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| **Date completed:** |  | | |
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| **Corps Officer signature(s):** | |  | | | |
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| **Local Participant signature(s):** | |  | | | |
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| **DHQ signature(s):** | |  |  | | |
| Divisional Headquarters representative | Date | | |
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| Divisional Headquarters representative | Date | | |

Follow these instructions to create the required SAMIS REVIEW REPORT.

Before you begin, ensure that all your statistics and roll changes for the desired year have been completed.

1. Sign in to SAMIS.  
2. Choose REPORTS -> CORPS REVIEW  
3. Choose the 'Documents' tab.

4. Click ‘Generate Reports’ button in the bottom right.

4. Click on the 'Documents' tab - and right click on each of the two documents, choose 'save target (or link) as'.... and put them on your computer where you can find them.

5. Find the documents on your computer - Open the word document as usual. Right click on the .zip file - and choose 'Unzip to here'. If you need help with the .zip file visit www.winzip.com

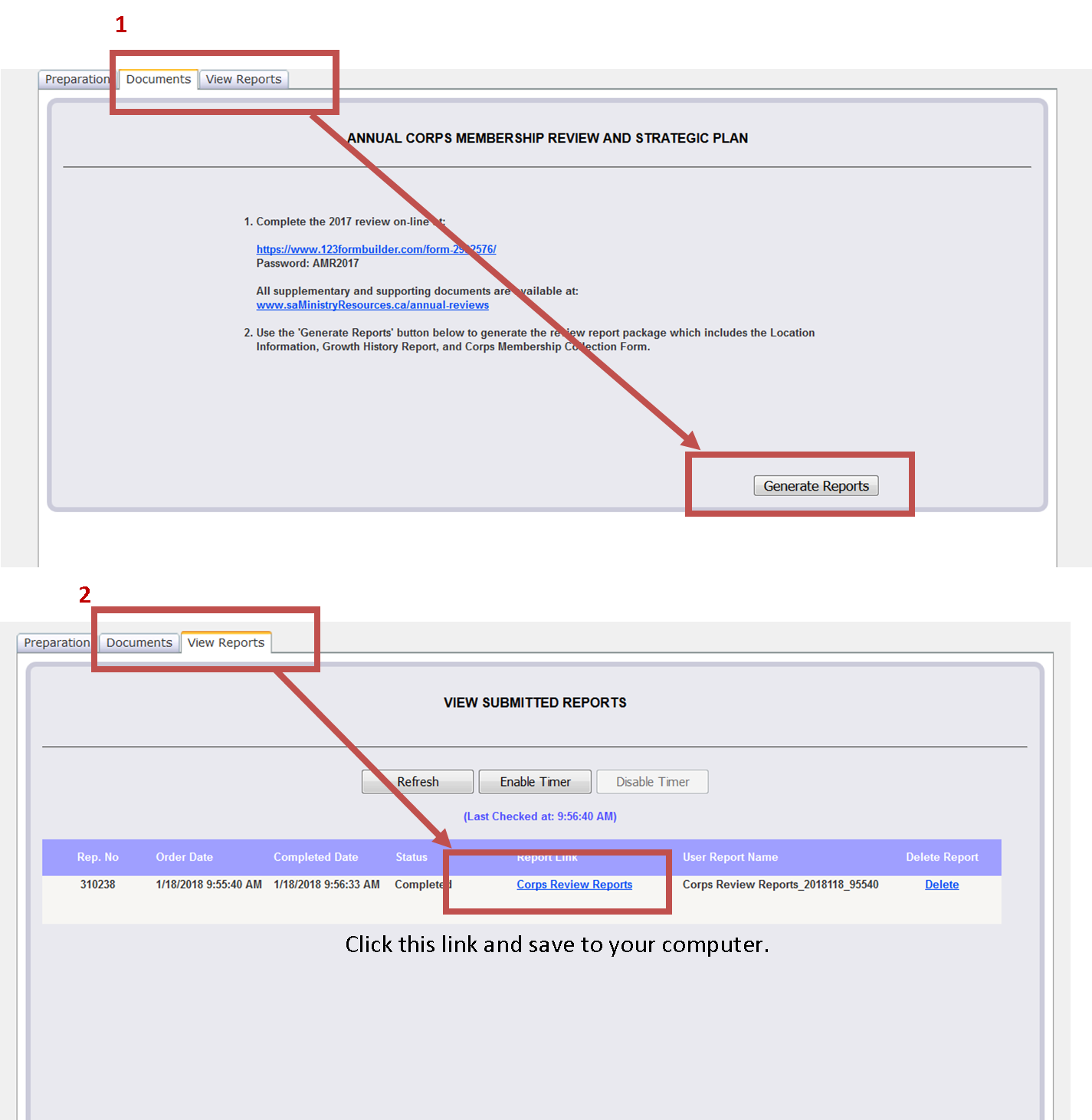
6. Click the 'Generate Reports' button in the lower right corner of the 'Documents' tab. This will run the required report from SAMIS. Visit the 'View Reports' tab and right click on the finished 'Corps Review Reports' - save to your computer.

7. Insert the Corps Review Reports from SAMIS after page 7 of the Annual Corps Membership Review & Strategic Plan document before you submit it to your DHQ.

For more help with the Annual Review visit: [www.saMinistryResources.ca/annual-reviews](http://www.saMinistryResources.ca/annual-reviews)

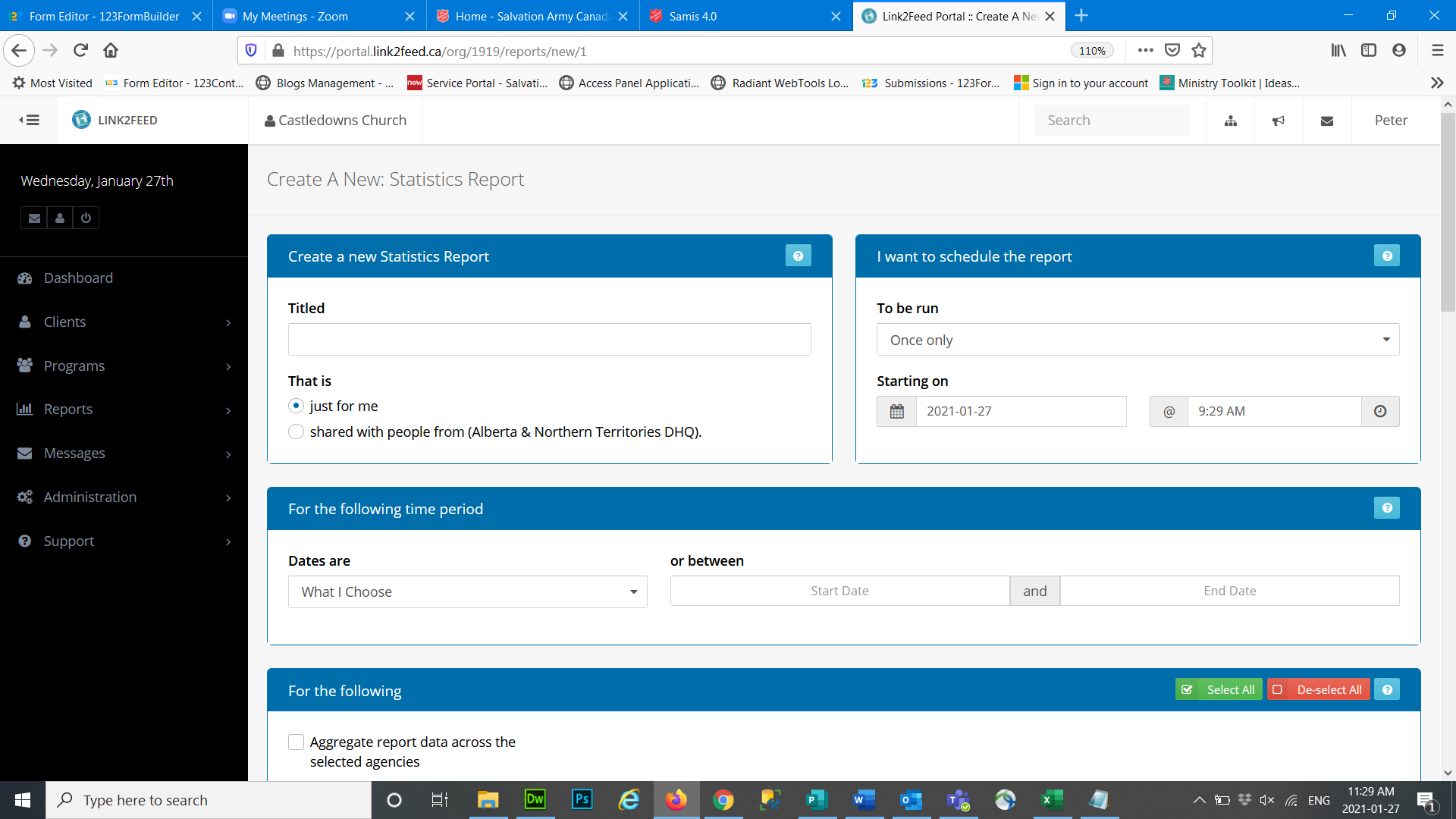
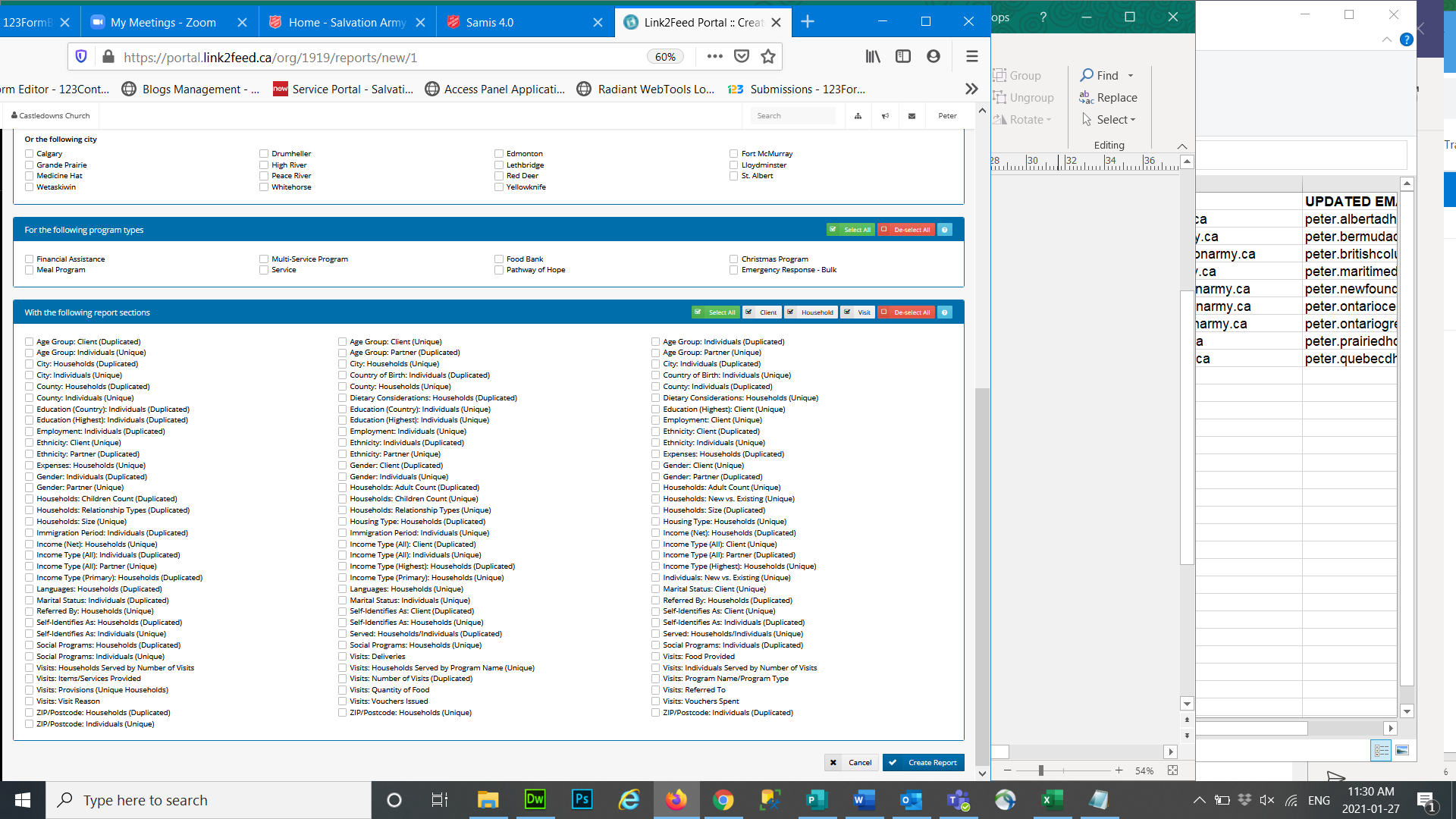
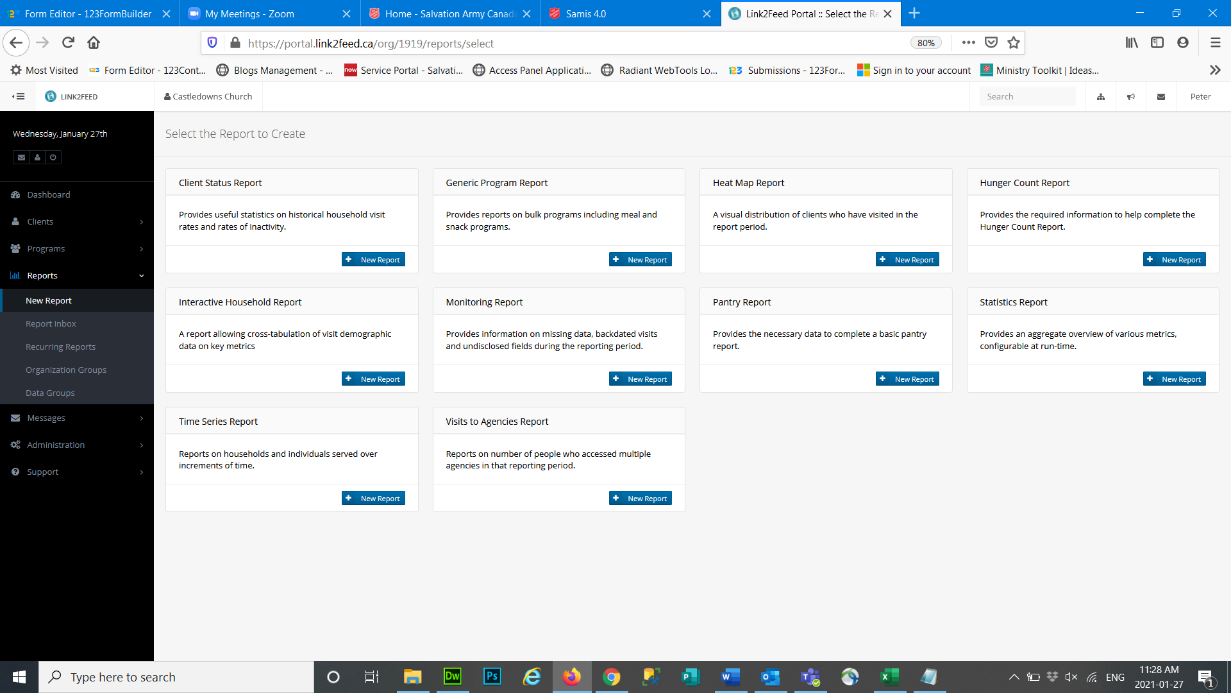
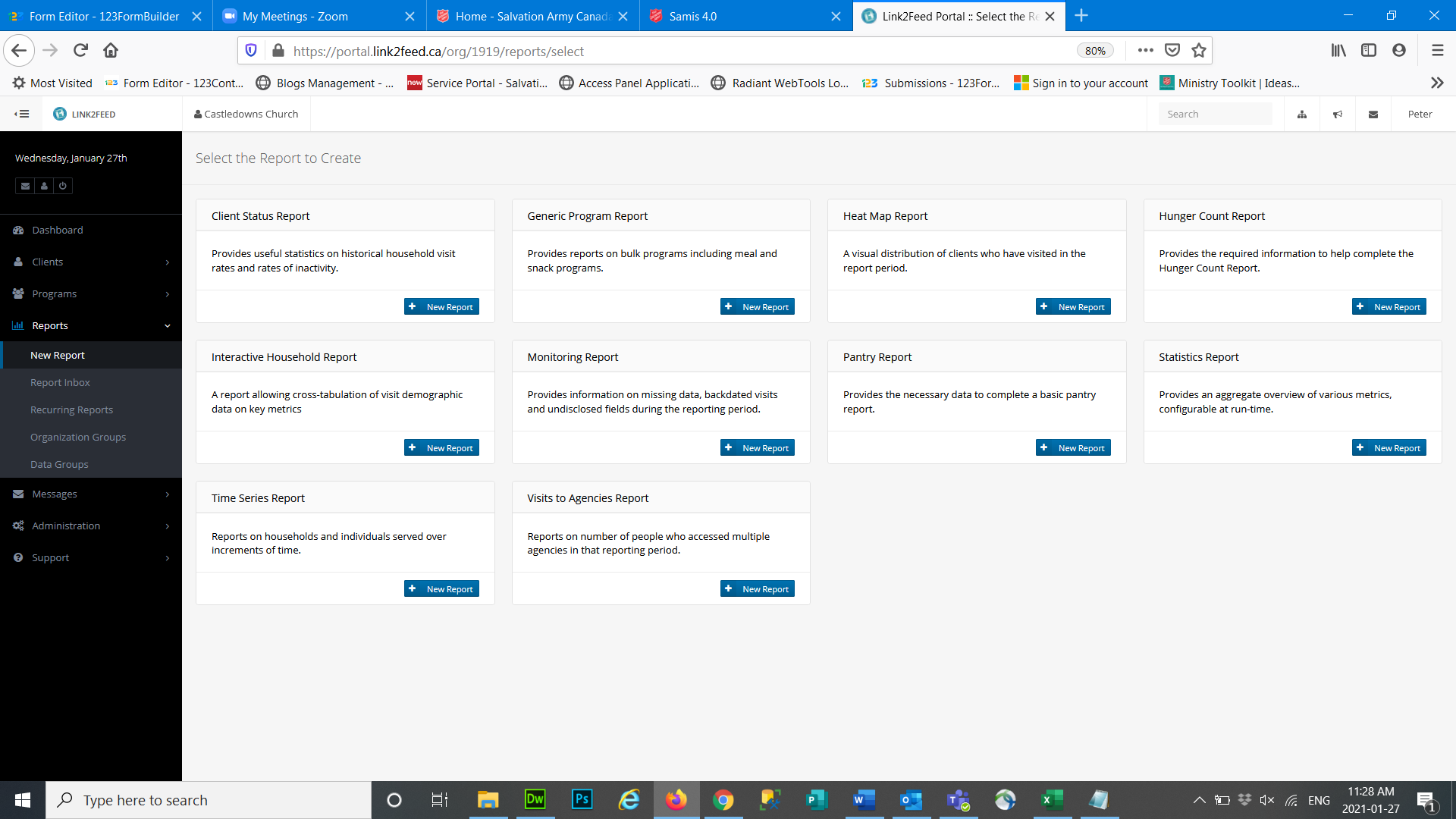


**CREATE THE SAMIS REVIEW REPORT**

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5. To view the report, click on the ‘View Reports’ tab.

6. Click the blue report link to open the report. To save a copy, choose ‘File, Save as….’ on your document menu and save the report to your local computer.

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7. Choose ‘Create Report’.

8. Go to ‘Report Inbox’ - open your report and save as a PDF to your computer.

9. For locations who are not using the Salvation Army version of Link2Feed, please run the Hunger Count report. If you do not have access to any reporting features, please inform your AC before the visit.

6. Choose these buttons to create a report showing visits.

**Choose January 1, 2021—December 31, 2021**

**Statistics Report for Annual Review**

5. Complete the form fields as follows:

**HOW TO CREATE A LINK2FEED REPORT FOR THE ANNUAL CORPS REVIEW**

1. Log in to your Link2Feed Account

2. Click on Client Intake

3. In the left menu open the ‘Report’ tab and choose ‘New Report’.

4. Select the ‘Statistics Report’