



UPWARD | OUTWARD | ONWARD

Annual Corps

MISSION IMPACT REVIEW

Supporting Documents

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USING SAMIS TO GENERATE YOUR REVIEW DOCUMENTS

1. Updating Your Location Information Page

Step 1:

From the menu, under Administration, choose Location Information.

Step 2:

Work through each tab, updating all information as needed and saving your changes.

Step 3:

If there is information on any of the File Tabs that you do not have access to, which needs updating, please email the HELPDESK to request the information change.

2. Previewing The Growth History Overview & Corps Membership Collection Forms

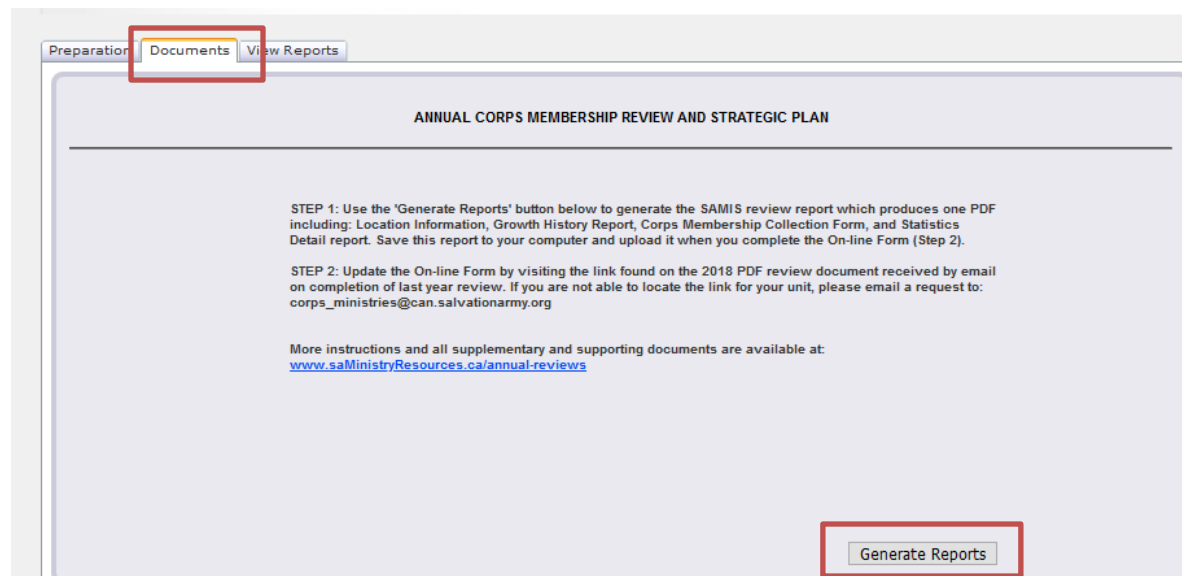
To preview/print/save the required reports do the following:

Step 1:

Under 'Reports/Corps Review', complete all the steps on the Preparation tab, click on the Documents tab. Make sure you have selected the correct location in the upper right hand banner if you have access to more than one location. Download the required documents.

Step 2:

Click the 'Generate Reports' button at the bottom.



Step 3:

Click on the 'View Reports' tab. Click on the report title to open and view, or save to your computer. If the report is not correct, use the 'Delete' link to the right to remove it from the View Reports listing. Reports are only held for 5 days, therefore, it is important to save the reports to your computer.

REPORT SAMPLES: Growth History Report

WHAT'S NEW?

Numbered sections for easy reference.

Indication of Music & Gospel Arts Activities

Statistics for COMMUNITY MINISTRIES

Categorized summaries which include all programs activated.

Footnote legend to identify programs

CORPUS NAME				Growth History - Overview		
DIVISION				START DATE - END DATE		
1	OFFICIAL SALVATION ARMY ROLLS	2003	2012	2013	3	ADULT PROGRAMS # Migs (Avg Att)
	Senior Soldiers	0	0	0		Vorship (Primary Service)
	Senior Recruits	0	0	0		Vorship (Secondary Service)
	Junior Soldiers	0	0	0		Vorship Other**
	Adjuvants	0	0	0		Discipleship**
	Total IHQ Official Member	0	0	0		Fellowship**
	Friends	0	0	0		Outreach**
	TOTAL Territorial Membership	0	0	0		Music Ministries**
						Education**
						Pastoral Services**
2	MEMBERSHIPS	2003	2012	2013	4	CHILDREN & YOUTH PROGRAMS # Migs (Avg Att)
	Local Officer - SR	0	0	0		YP Vorship**
	Local Officer - YP	0	0	0		YP Christian Education**
	Cradle Roll Register Member	0	0	0		Children's Discipleship**
	Sunday School Regular Attendees	0	0	0		Youth Discipleship**
	CCM Members	0	0	0		YP Outreach/Fellowship**
	Healing & Wholeness Ministry	0	0	0		YP Music Ministries**
	# Trained Caplains	0	0	0		YP CFS Activities**
	Older Adult Ministries Reg Attendees	0	0	0		
	Men's Ministries Reg Attendees	0	0	0		
	Women's Ministries Members	0	0	0		
	# Home League Members	0	0	0		
	# All Other VM Group Reg Attendees	0	0	0		
	# Outer Circle Members	0	0	0		
	# Life Members	0	0	0		
5	SEEKERS	2003	2012	2013	8	WOMEN'S MINISTRIES # Migs (Avg Att)
	Salvation - Adult (Senior Corps)	0	0	0		Home League
	Salvation - Children & Youth	0	0	0		All Other Women's Ministries
	Other - Adult (Senior Corps)	0	0	0		Junior Miss (Teen Girl Groups)
	Other - Children & Youth	0	0	0		Rallies/Camps/Conferences Attendance
6	VOLUNTEERS	2003	2012	2013		# Families Linked to Corps Through Women's Ministries
	Total Number of Volunteers	0	0	0		# Soldiers Made Through Women's Ministries
	Total Volunteer Hours	0	0	0		# Adjuvants Made Through Women's Ministries
7	COMMUNITY SERVICE # Migs (Avg Att)	2003	2012	2013		# Youth Linked to Corps Through Women's Ministries
	Vorship**	0	0	0		# Seekers - first time
	Discipleship**	0	0	0		# Seekers - other
	Outreach**	0	0	0		
	Education**	0	0	0		
	Material Assistance (Welfare)	0	0	0		
	Pastoral Services/Counseling** (Hours)	0	0	0		
	# Seekers - first time	0	0	0		
	# Seekers - other	0	0	0		
9	Corps InExp (Calendar Year)	2003	2012	2013		
	Actual Carriage Income	0.00	0.00	0.00		
	Thrift Store Grants	0.00	0.00	0.00		
	Red Shield	0.00	0.00	0.00		
	Total Income	0.00	0.00	0.00		
	Total Expenditure	0.00	0.00	0.00		

REPORT SAMPLES: Membership Collection Form

CORPS MEMBERSHIP Collection Form

Corps: Your Corps Name

Division: Your Division

Month/Year – Month/Year

	# of Member at End of Prior Period	Added								Removed								Members Now on Roll
		# Transferred from Sr. Soldiers Roll	# Transferred from Recruits Roll	# Transferred from Jr. Soldiers Roll	# Transferred from Adherents Roll	# Transferred from Friends Roll	# Transferred from other Corps	# Reinstated	# Other	# Transferred to Sr. Soldiers Roll	# Transferred to Recruits	# Transferred to Jr. Soldiers Roll	# Transferred to Adherents Roll	# Transferred to Friends Roll	# Transferred to Another Corps	# Promoted to Glory	# Removed (Requires DHQ Approval)	
Sr. Soldiers	124	0	0	0	0	0	1	0	0	0	0	0	0	0	7	0	6	112
Sr. Recruits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jr. Soldiers	15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	14
Adherents	51	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	50
Friends	113	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	114
Total	303	0	0	0	0	0	1	0	0	0	0	0	0	7	1	7	290	

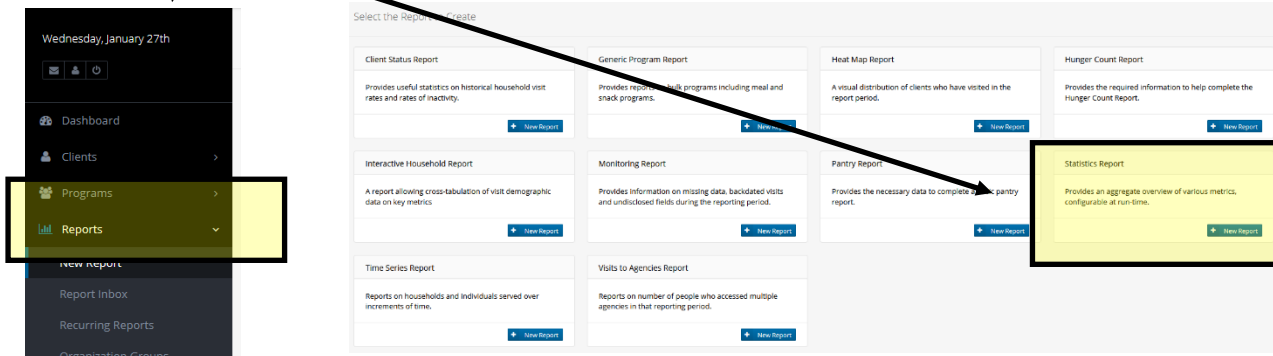
* These figures must reconcile with the number of names on your Corps rolls at the end of the year.
 * These figures will be adjusted in SAMIS by DHQ following your submission of the completed collection form & the addition & removal worksheets.
 * A completed Growth History page will be provided for you at the DHQ review visit.

Signatures: Please type name of person then print form and sign

Corps Officer _____
 Corps Sergeant Major/Local Officer _____
 Divisional Headquarters _____
 Date _____

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'



5. Complete the form fields as follows:

The image shows the 'Create A New: Statistics Report' form. The 'Titled' field contains 'Statistics Report for Annual Review'. The 'That is' section has 'just for me' selected. The 'Starting on' date is '2021-01-27' at '9:29 AM'. The 'Dates are' section has 'What I Choose' selected, and the 'or between' section has 'Start Date' and 'End Date' fields, with 'Choose January 1, 2021—December 31,' entered in the 'Start Date' field.

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

The image shows the report configuration screen. The 'For the following program types' section has 'Select All' and 'De-select All' buttons. The 'With the following report sections' section has 'Select All', 'Clients', 'Household', and 'Visit' buttons. The 'Households: New vs. Existing (Unique)' option is highlighted with a yellow box.

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.

IMPORTANT DEFINITIONS

MEMBERSHIP:

1. Updates of Roll changes in **SAMIS** should reflect all changes up to the last day of the calendar year. Each corps is required to finalize the revisions and print the Membership Collection Form for Soldiers, Adherents, Junior Soldiers, Recruits and Friends to include with the review. Confirm that the information on your report is in agreement with the totals on your Growth History Report. The Annual Corps Ministry Review documents must be submitted by the deadline provided each year.

Note on signoff: All changes can be entered into SAMIS provided verbal/written permission has been given by the divisional designate. All transfers, enrolments, births and promotions to glory can be processed without question. However, any questionable additions/removals (reinstatement, removal for other reasons) from the rolls will require signoff of your divisional designate upon the visit to the corps.

2. Every person in a Corps must be registered on one of the 5 rolls (**Senior Soldier, Junior Soldier, Adherents, Senior Recruits or Friends Roll**). Please see OP 2209 Adherents (pg.9) for definitions. While the Friends Roll is not required by IHQ, it is a required Roll in the Canada and Bermuda Territory.

ATTENDANCES:

1. Attendances are averaged by the actual number of meetings held. The number of meetings will be included in brackets after the average attendance figure when SAMIS prints out your Growth History Report. (eg. 52 (125) = #mtgs(#avg att))
2. Statistics are based on the calendar year.

SEEKERS:

Be sure to report and enter into SAMIS all “Seekers – 1st time” (salvation/new converts) or “Seekers – Other” (holiness or recommitment) from all areas of your corps ministry during the calendar year.

FINANCIAL INFORMATION:

Financial information is imported into SAMIS. If there are discrepancies in your figures please contact IT to have it corrected.

WOMEN’S MINISTRIES:

As of 2015 WM have returned to an “unduplicated roll” for members. All Ladies should be recorded by name (and relative information) on the [Women’s Ministries Integrated Membership Roll \(WMIMR\)](#) (distributed to every Corps earlier in 2015). Each lady can be involved in more than one group but will only be counted once as a member of WM on the Integrated Roll.

For example – Mary Smith attends Home League, Ladies Night Out, Quilting Club and the Bible Study group. Her name is recorded once on the WMIMR and beside that it is noted which groups she is a part of, BUT her name is only recorded once and she is only counted as a member once (see example next page).

Note this is a change from the way we have been counting in the past but this will bring our territory back in line with the requirements for IHQ. (This change does not affect how we count for attendance – which is every person counted for every event attending.)

It is very important that this **Women’s Ministries Integrated Membership Roll** be completed and kept up to date, and a total entered in SAMIS under WM – Members (diagram next page).

OPERATING POLICIES

22. CORPS LOCAL OFFICERS AND SOLDIERS 2209 Adherents of The Salvation Army

Effective: February 24, 1992
Revised: May 03, 2006

The following represents the latest International Orders and Regulations as it relates to the definition of an adherent within The Salvation Army.

- 1) Definition* - An adherent member of The Salvation Army is a person who, while not entering into The Soldier's Covenant,
 - believes in the Lord Jesus Christ and seeks to follow and be like him,
 - participates in the worship, fellowship, service and support of a local Salvation Army congregation, and
 - identifies with the mission of The Salvation Army.
- 2) Conditions - An adherent member will be a person 14 years of age or over, who meets the definition of adherent membership given above, and who is not an active member of any other religious body.
- 3) Acceptance – Applications for adherent membership are considered by the Senior Pastoral Care Council (see *O&R for Senior Pastoral Care Councils*). When a person has been accepted by the PCC his or her name will be entered on the adherent members roll, and an official certificate will be issued by the corps officer, which the adherent member will sign. This certificate, which will include The Salvation Army international mission statement, should be presented in a simple ceremony (see *Salvation Army Ceremonies*, Chapter II, Section 4).
- 4) Soldiership – Adherent members should be encouraged to express their faith and commitment through soldiership. Such adherent members should attend recruits' classes, but their names may be transferred direct from the adherent members roll to the soldiers' roll after they sign *The Soldier's Covenant*.
- 5) Friends' Roll – Every corps will have 'attenders' or 'friends' or 'people already linked with the corps' or 'supporters' – or other as yet uncommitted 'seekers'. It is important for the purposes of mission that corps make good use of some form of informal register – such as a *Friends' Roll* – to keep record of all who are in the 'outer circle' of the corps. In this connection, it is also important to keep in mind that while such people are part of the fellowship of a Salvation Army congregation, they are not official 'members' of The Salvation Army.
- 6) Certificates – Upon enrollment, certificates will be issued to Adherent members. Prior to enrollment, the *Handbook for Adherent Members* should be made available to all potential members.
- 7) Transfers – Transfers of Adherent members should be processed in the same manner as transfers for Soldiers and Recruits.

* Existing adherents are not expected to sign a new adherent membership certificate. However, they could do so if they wished. The new definition of adherent membership applies only to new adherent members, and is not retroactive.

Glen Shepherd

Colonel
CHIEF SECRETARY



Territorial Volunteer Manual

2-2 Who is a volunteer?
02 Why volunteers?

Who is a Volunteer?

Volunteers are unpaid individuals.

Volunteers are individuals who reach out beyond the confines of paid employment to contribute time and service to a worthy cause in the belief that their service is beneficial to others and at the same time provides a sense of satisfaction for themselves.

Volunteers are diverse

Volunteers can have expectations that are similar to the expectations of employees. While volunteers receive no monetary compensation, they are entitled to appropriate orientation, training, supervision, evaluation and recognition.

Definition of volunteer for statistical purposes.

Volunteers are as diverse as the communities they come from. A volunteer can be anyone who has time to donate. They may be people of any age who will agree to support the implementation of The Salvation Army mission. Volunteer hours may be given through work placement programs, through programs for mentally challenged persons, by auxiliary members, through school curriculum programs, and by advisory board and community council members.

For legal and insurance purposes a "volunteer" is any person who provides services without any express or implied promise of remuneration. This includes any soldier, member or non-member of The Salvation Army who provides a service or performs a ministry function without any express or implied promise of remuneration. Nonetheless, for internal Salvation Army statistical purposes, the following guidelines should be followed:

In a Corps (church) setting any soldier/member of The Salvation Army performing ministry functions (e.g. Sunday School teacher, Bandmaster, League of Mercy Member, Songster Leader, Songsters and Band Members etc.), must not be included in volunteer statistics.

But volunteer programs do have a cost.

A volunteer who is not a member of The Salvation Army church who performs a service or assists in any of the churches' ministry functions may be included in the volunteer statistics.

A volunteer who is a soldier/member or a non-member of The Salvation Army church who performs a service in the community programs run by The Salvation Army (e.g. Thrift Store, Family Services, Day Care etc.), may be counted in volunteer statistics recorded by the local Coordinator of Volunteer Services of that ministry unit.

Volunteers offer services of far greater value than the saving of dollars otherwise expended. Such service, however, should not be considered as without cost. Work space, supplies, supervision, training programs, recognition, meal and transportation allowances, etc. must be taken into consideration. Budgets should reflect costs associated with volunteers.

Creating S.M.A.R.T. Goals

(From website – <http://www.topachievement.com/smart.html>)

Specific - Measurable – Attainable – Realistic – Timely

Specific - A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions:

- *Who: Who is involved?
- *What: What do I want to accomplish?
- *Where: Identify a location.
- *When: Establish a time frame.
- *Which: Identify requirements and constraints.
- *Why: Specific reasons, purpose or benefits of accomplishing the goal.

EXAMPLE: A general goal would be, "Get in shape." But a specific goal would say, "Join a health club and workout 3 days a week."

Measurable - Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

To determine if your goal is measurable, ask questions such as.....How much? How many? How will I know when it is accomplished?

Attainable - When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

Realistic - To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.

Your goal is probably realistic if you truly *believe* that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

Timely - A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If you want to lose 10 lbs, when do you want to lose it by? "Someday" won't work. But if you anchor it within a timeframe, "by May 1st", then you've set your unconscious mind into motion to begin working on the goal.

T can also stand for **Tangible** - A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing. When your goal is tangible you have a better chance of making it specific and measurable and thus attainable.



Identifying the Elevator Message for our Congregation

In thirty seconds or less, tell me why I should consider attending your church, instead of the other churches in your town/city.

There are times when we try to invite someone to our church but talk too long and often about the things that don't really matter. That's why maybe we should teach our congregation how to focus and say the things that are important.

This is sometime referred to as an "Elevator Pitch". The simple definition is as follows;

" An elevator pitch is a brief yet concise speech given by one person to another person(s) in order to explain a product or service that they either represent and/or sell. The purpose of an elevator pitch is to quickly inspire the listener to consider purchasing and/or using that particular product or service. "

The Process of Figuring Out Why We Exist and Steps for Creating a "Spiritual" Elevator Pitch

Here are 7 things you would need to define and/or answer in order to create an effective elevator pitch for your church.

- For what purpose does our church exist?
- What do we hope to accomplish each and every time we meet as a congregation?
- What are some of the "key" ministries that we offer/provide?
- What are some of the "key" ministries that we offer/provide BUT are not offered or provided by the other churches in our community?
- What are the demographics of the people that attend our church? (Are we a church composed primarily of elderly saints, young families, college-aged young adults, or do we have a diverse mixture of worshippers?)
- What type of person is our church hoping to attract each and every Sunday?
- Does our church exist to be primarily discipleship-oriented (ministering to saved Christians) or are we more of an evangelistic, outreach-oriented church?

Okay, okay. I know what you're thinking. You're thinking ("Perish the thought!") that an elevator pitch sounds a bit commercial, "worldly" even, and you'd never even consider such a thing at your church! I suppose that is understandable.

But let me ask you this, if I asked you to tell me why I would want to consider attending your church versus the "popular" one just around the corner, would you have any idea what to say to me? More importantly, do you think the average person sitting in your pews would be able to articulate an appropriate answer to me?

Probably not. And that's just the problem.

Maybe your church should consider developing an elevator pitch? If nothing else, it would spark wonderful conversation amongst the members of your congregation.

And just imagine how valuable a tool it could become with regards to pointing your congregation down the path you're hoping to lead them!

Excerpts taken from www.pastors.com/church-elevator-pitch/
By Charles Spech