

ANNUAL CORPS MISSION IMPACT REVIEW

#Who^{}soever...

mobilize
UPWARD | OUTWARD | ONWARD

STEP 1 – DOWNLOAD AND COMPLETE DOCUMENTS

DOWNLOAD REQUIRED DOCUMENTS

- All documents, required or supplementary, are posted on

www.saMissionResource.ca/annual-reviews



The screenshot shows the website's header with the Salvation Army logo and navigation links: SALVATIONIST.CA, DONATE, Sign In, and MENU. The main navigation bar includes HOME, CORPS PROGRAMS, CORPS LIFE, CORPS ADMINISTRATION, RESOURCE TOOLKIT, and NEWSLETTER. The main content area features a large image of a white coffee cup with the 'mobilize' logo (UPWARD | OUTWARD | ONWARD) sitting on a saucer next to an open report with charts and a black pen. The text 'ANNUAL REVIEWS' is overlaid on the top left of the image. Below the image, the heading 'Annual Reviews' is displayed in a large, bold font, followed by a paragraph explaining the process: 'The Annual Corps Membership and Strategic Thinking review is a valuable process whereby Corps Officers and leaders evaluate and set priority goals for the ministry unit.'

STEP 2 – PREPARE TO DOWNLOAD THE SAMIS REVIEW REPORT

UPDATE LOCATION AND UNIT INFORMATION

This information is used by www.salvationarmy.ca to generate information on your location.

Select a Location and then select one of the Tabs to Modify Information for the selected location

MU | **Address** | Personnel | Services | Inter Cultural | NCD | Demographic | Finance | Social

LOCATION ADDRESS

Location #: 182 Location Name: Portage La Prairie Corps Location Type: 3

If Address is P.O. BOX please enter in Address 2

Address 1: Street#: 220 Apt#/Suite# /Unit#:
Street Name: DUKE
Street Type: Avenue Direction: --Select Direction--

Address 2: PO BOX 476, R1N 3B7
City: PORTAGE LA PRAIRIE

Province: Manitoba Postal Code: R1N 0S8 Thrift Store:

Phone: 204 239-7213 Fax: 204 857-4872

Church time(s): Sunday Service ~ 10:00 am

Web Site (URL): <http://www.facebook.com/tsaortage>

Save Address Clear Address

1. Belleville Citadel
290 Bridge St W, Belleville, ON K8P 6L6
Email: vol_help@www.salvationarmy.ca
Phone: 613 968-7394
Fax: 613 968-3393
Church Hours: 10:00 am
Direction: [From here](#) | [To here](#)

STEP 2 – PREPARE TO DOWNLOAD THE SAMIS REVIEW REPORT

MAKE SURE ALL STATISTICS ARE ENTERED FOR THE YEAR

THE SALVATION ARMY Giving Hope Today **SAMIS 4.0**

Welcome Darlene Stoops! [Sign Out](#)

--Select Language-- Closed Units Only

All Location Types All Division

THQ - Territorial Headquarters - Toronto

January 2021

Home Action Reports Administration

SAMIS 4.0 Statistics

Select a Location, Month and Date. Then select a Program Activity to View and/or Enter Statistics. [Manage Program Activities](#)

Program Activity	Primary Purpose	Program Category	Stat Entered?	Statistics
All	All	All		Enter/Edit
Abused Women Program	Service	Women and Children Program Services	<input type="checkbox"/>	Select
Adult Camp - Other	Outreach	Camps - Adult (DHQ USE - Except Sponsored Campers)	<input type="checkbox"/>	Select
Adult Fellowship	Fellowship	Adult Fellowship Groups	<input type="checkbox"/>	Select
Adult Language Learning Centre	Program	Immigrant and Refugee Services	<input type="checkbox"/>	Select
Adventure Club	Outreach	Spiritual Development Junior	<input type="checkbox"/>	Select
Advisory Board	Administration	Administration	<input type="checkbox"/>	Select
Advisory Board	Administration	Volunteers	<input type="checkbox"/>	Select
Aftercare	Program	Correctional and Justice Services	<input type="checkbox"/>	Select
Alpha Course	Outreach	Special and Occasional Sr. and Jr.	<input type="checkbox"/>	Select
Auxiliary Member - Active	Administration	Memberships - Adult	<input type="checkbox"/>	Select
Auxiliary Member - Associate	Administration	Memberships - Adult	<input type="checkbox"/>	Select

Enter Statistics for: **Abused Women Program**

Program Detail	Totals	Save
# Adults Participating	0	<input type="button" value="Save"/>
# Teens Participating	0	<input type="button" value="Clear"/>

Activity Details

Activity Description: Abused Women Program : Program for women who have been mistreated.

Purpose:

Target Groups: Age: Adult (20+), Gender: Female

STEP 2 – PREPARE TO DOWNLOAD THE SAMIS REVIEW REPORT

ENSURE THAT THE NUMBERS ON THE ROLLS UPDATE PAGE ARE CORRECT

THE SALVATION ARMY Giving Hope Today SAMIS 4.0

Welcome Darlene Stoops! Sign Out

--Select Language--

All Location Types All Division

THQ - Territorial Headquarters - Toronto

2021

Home Action Reports Administration

SAMIS 4.0 Roll Changes

Select a Location, Month and Date. Then select a Roll to View and/or Enter Roll Statistics. [Manage Program Activities](#) [Print](#) [Help](#)

Please Note:
These are the five official rolls which are counted for your membership statistics.
Every person associated with your Ministry Unit should be counted on one of these five rolls.

Note 2:
After saving Roll changes check for Negative Totals and correct them as necessary.

To modify your rolls: Enter the numbers in the appropriate boxes, and choose 'Save'. When you enter a number indicating a shift 'from' another roll, the other roll will be automatically modified.

Program Activity	Members End of Last Month	Members Now on Roll	Stat Entered?	Enter/Edit Statistics
Adherents Roll	133	133	<input type="checkbox"/>	Select
Friends Roll	149	149	<input type="checkbox"/>	Select
Recruits Roll - SR	33	33	<input type="checkbox"/>	Select
Junior Soldiers Roll	46	46	<input type="checkbox"/>	Select
Senior Soldiers Roll	215	215	<input type="checkbox"/>	Select

All Changes, for All Rolls, in Selected Month:

Activity Detail	Adherants	Friends	Sr. Recruits	Jr. Soldier	Sr. Soldier
Roll Entries not found for this month					

Blue Entries indicate Members Added
Orange Entries indicate Members Removed

Enter Roll Changes for:

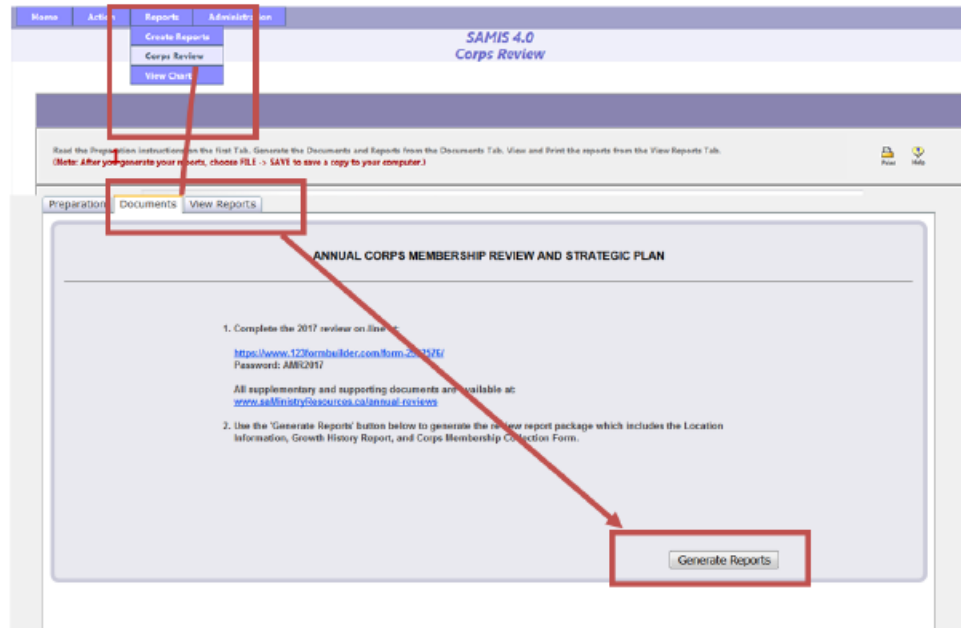
STEP 2 – GENERATE THE SAMIS REVIEW REPORT

CREATE THE SAMIS REVIEW REPORT

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.



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

Preparation Documents **View Reports**

VIEW SUBMITTED REPORTS

Refresh Enable Timer Disable Timer

(Last Checked at: 9:56:40 AM)

Rep. No.	Order Date	Completed Date	Status	Report Name	Delete Report
310238	1/18/2018 9:55:40 AM	1/18/2018 9:56:33 AM	Completed	Corps Review Reports	Delete

Click this link and save to your computer.

SAMPLE: CORPS MEMBERSHIP COLLECTION FORM

Numbers on this form represent movement from one roll to another during the given year.
eg. Enrollment, PTG, Transfers

CORPS MEMBERSHIP Collection Form

Location: Territorial Headquarters

	# of Members at End of Filing Period	Added								Removed								Members Now on Roll
		# Transferred from Sr. Soldiers Roll	# Transferred from Recruits Roll	# Transferred from Jr. Soldiers Roll	# Transferred from Adults Roll	# Transferred from Friends Roll	# Transferred from Other Corps	# Resigned	# Other	# Transferred to Sr. Soldiers Roll	# Transferred to Recruits Roll	# Transferred to Jr. Soldiers Roll	# Transferred to Adults Roll	# Transferred to Friends Roll	# Transferred to Another Corps	# Promoted to Other	# Removed (Requires DHQ Approval)	
Sr. Soldiers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sr. Recruits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jr. Soldiers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adherents	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Friends	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

* 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.

selection criteria:

period: January 2017 to January 2018

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

Corps Officer _____

Corps Sergeant Major/Local Officer _____

SAMPLE – GROWTH HISTORY REPORT

Growth History - Overview

January 2016 to December 2016

Sample Growth History Overview

Note: Numbers under Adult Program, Children & Youth etc. are totals for all programs included. Use the legend number beside the item to find out what activities are combined in the total.

1 OFFICIAL SALVATION ARMY ROLLS		2007	2015	2016	3 ADULT PROGRAMS Avg. Att (by #MtgS)		2007	2015	2016
	Senior Soldiers	15	15	15		Worship (Primary Service)	142 (53)	51(52)	66 (46)
	Senior Recruits	0	0	0		Worship (Secondary Service)	0 (0)	85 (1)	16 (44)
	Junior Soldiers	17	1	1		Worship Other ³⁻¹	138 (55)	52 (53)	40 (95)
	Adherents	221	90	73		Discipleship ³⁻²	5 (118)	5 (120)	5 (169)
	Total IHQ Official Membership	253	106	89		Fellowship ³⁻³	7 (36)	14 (77)	17 (93)
	Friends	0	91	42		Outreach ³⁻⁴	40 (7)	23 (39)	34 (54)
	TOTAL Territorial Membership	253	197	131		Music Ministries ³⁻⁵ (#Reh/Avg Att)	6 (49)	6 (40)	6 (31)
						Education ³⁻⁶	0 (0)	0 (0)	0 (0)
						Pastoral Services ³⁻⁷	0 (0)	0 (1)	0 (4)
						Pastoral Visitation ³⁻⁸ (#people/#hours)	204/ 249	37/ 52	43/ 52
2 MEMBERSHIPS		2007	2015	2016	4 CHILDREN & YOUTH PROGRAMS Avg. Att (by #MtgS)		2007	2015	2016
	Local Officer - SR	0	1	1		YP Worship ⁴⁻¹	0 (0)	0 (0)	0 (0)
	Local Officer - YP	0	0	0		YP Christian Education ⁴⁻²	20 (55)	7 (21)	7 (33)
	Cradle Roll Register Member	0	0	0		Children's Discipleship ⁴⁻³	27 (16)	8 (19)	11 (16)
	Sunday School Regular Attendees	0	0	0		Youth Discipleship ⁴⁻⁴	0 (0)	8 (11)	11 (16)
	CCM Members	0	4	4		YP Outreach/Fellowship ⁴⁻⁵	9 (52)	12 (38)	16 (51)
	Healing & Wholeness Ministry # Trained Facilitators	0	18	18		YP Music Ministries ⁴⁻⁶	3 (24)	6 (12)	5 (22)
	Older Adult Ministries Reg. Attendees	0	18	18		YP CFS Activities ⁴⁻⁷ (annual total)	0	0	0
	Men's Ministries Reg. Attendees	0	20	20		YP Material Assistance ⁴⁻⁸ (#meals)	0	0	0
	Women's Ministries Members								
	# WM - Integrated Roll	0	30	30					
	# Home League Members	0	78	0					
	# Jr Miss	0	0	0					
	# Outer Circle Members	0	0	0					
	# Life Members	0	0	0					

History - Overview

2016 to December 2016

3 ADULT PROGRAMS Avg. Att (by #Mtg)		2007	2015	2016
	Worship (Primary Service)	142 (53)	51 (52)	66 (46)
	Worship (Secondary Service)	0 (0)	85 (1)	16 (44)
	Worship Other ³⁻¹	138 (55)	52 (53)	40 (95)
	Discipleship ³⁻²	5 (118)	5 (120)	5 (169)
	Fellowship ³⁻³	7 (36)	14 (77)	17 (93)
	Outreach ³⁻⁴	40 (7)	23 (39)	34 (54)
	Music Ministries ³⁻⁵ (#Reh/Avg Att)	6 (49)	6 (40)	6 (31)
	Education ³⁻⁶	0 (0)	0 (0)	0 (0)
	Pastoral Services ³⁻⁷	0 (0)	0 (1)	0 (4)
	Pastoral Visitation ³⁻⁸ (#people/#hours)	204/ 249	37/ 52	43/ 52
4 CHILDREN & YOUTH PROGRAMS Avg. Att (by #Mtg)		2007	2015	2016
	YP Worship ⁴⁻¹	0 (0)	0 (0)	0 (0)
	YP Christian Education ⁴⁻²	20 (55)	7 (21)	7 (33)
	Children's Discipleship ⁴⁻³	27 (16)	8 (19)	11 (16)
	Youth Discipleship ⁴⁻⁴	0 (0)	8 (11)	11 (16)
	YP Outreach/Fellowship ⁴⁻⁵	9 (52)	12 (38)	16 (51)
	YP Music Ministries ⁴⁻⁶	3 (24)	6 (12)	5 (22)
	YP CFS Activities ⁴⁻⁷ (annual total)	0	0	0
	YP Material Assistance ⁴⁻⁸ (#meals)	0	0	0

See activity legend - pg. 3 & 6

page 1 of 6

Example

Section 3 – Adult Programs Discipleship is made up of totals from the activities listed here.

3 ADULT PROGRAMS		ACTIVITY
Worship Other ³⁻¹	Worship - Non-Sunday Sunday Worship PM Worship Services Other Spiritual Activities Public Meetings - Weekday Indoor Sunday Worship AM Public Meetings - Weekend Indoor	W C E
Discipleship ³⁻²	Prayer or Bible Study Group Discipleship Groups Cell Groups WM - Spiritual Growth Focus Groups Winds of Hope Soldier/Member Preparation Classes - Jr or Sr	C D Y D
Fellowship ³⁻³	WM - Fellowship Focus Groups WM - Home League Couples Fellowship WM - All Other Fellowship Groups WM - Home League Life Members Corps Retreat Mens Fellowship Corps Fellowship Adult Fellowship WM - Home League Outer Circle Older Adult Ministries	F O

STEP 4 – COMPLETE THE ON-LINE FORM

Finding the link and Documents:

- The link to the online form is found here on your SAMIS account.

The screenshot displays the SAMIS 4.0 web interface. At the top left is the Salvation Army logo with the text "Giving Hope Today". The main header area includes "SAMIS 4.0" and "Corps Review". A navigation menu contains "Home", "Action", "Reports", and "Administration". The "Reports" menu is open, showing "Create Reports", "Corps Review", and "View Charts". The "Create Reports" option is highlighted with a blue arrow. Below the navigation is a section titled "ANNUAL CORPS MEMBERSHIP REVIEW AND STRATEGIC PLAN". This section contains instructions for generating reports and a "Generate Reports" button. A blue arrow points from the "Generate Reports" button in the menu to the "Generate Reports" button in the main content area. Another blue arrow points from the "Documents" tab in the sub-navigation to the "ANNUAL CORPS MEMBERSHIP REVIEW AND STRATEGIC PLAN" section. A third blue arrow points from the "Generate Reports" button in the main content area to the "Generate Reports" button in the sub-navigation.

Read the Preparation instructions on the first Tab. Generate the Documents and Reports from the Documents Tab. View and Print the reports from the View Reports Tab.
(Note: After you generate your reports, choose FILE -> SAVE to save a copy to your computer.)

Generate Reports Documents View Reports

ANNUAL CORPS MEMBERSHIP REVIEW AND STRATEGIC PLAN

STEP 1: Use the 'Generate Reports' button below to create the SAMIS review report which produces one PDF including Location Information, Growth History Report, Corps Membership Collection Form, and Statistics Detail report. Save this report to your computer and upload it when you complete the On-line Form (Step 2).

STEP 2: Create the On-line Form here: [2020 Annual Review Online Form](#). Once you start the form use your unique link to update or edit the information before you finalize and 'submit'.

More instructions and all supplementary and supporting documents are available at: www.saMinistryResources.ca/annual-reviews

Generate Reports

Click this link, or copy and paste into Google Chrome to begin the on-line form.

ON-LINE FORM

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Sample of the on-line form.

- MU select their AC dependent on which division they choose.
- The AC chosen will receive email notification when units complete the on-line form.
- (Some AC's have asked for their AA to receive notifications.)

Need help?
please email corps_ministries@can.salvationarmy.org for assistance.

BROWSER WARNING: There are some issues if you are attempting to use *Internet Explorer*. Please copy your form link into Google Chrome or Firefox for best results. If you use Internet Explorer, you may experience difficulty scrolling and entering data.

[DOWNLOAD GOOGLE CHROME](#)

Email

If this email is correct, continue. Otherwise please update this area with your complete email address.

Corps Name

If there has been an official corps name change, please make sure this area is correct.

Division

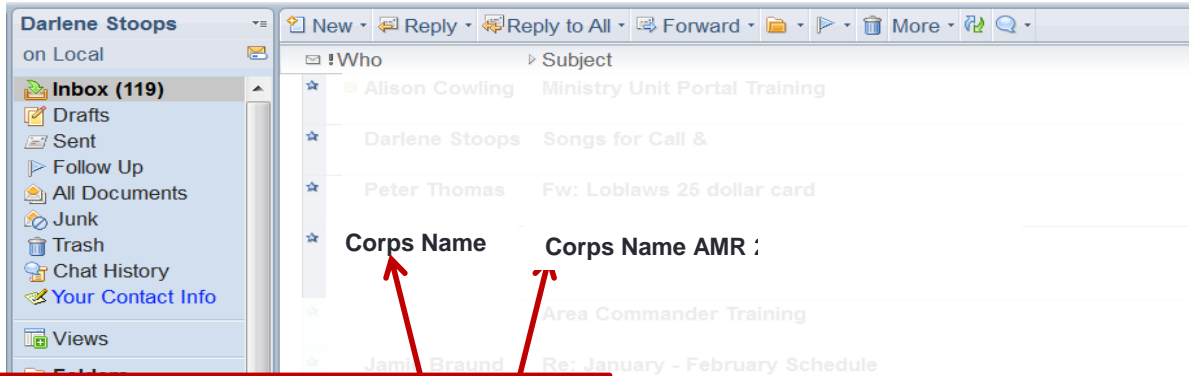
AB BC BM MAR NL OCE OGL PAV QC WY

MAR Area Commanders

Please choose...
Please choose...
W. Loveless (Major)
C. Loveless (Major)

Choice of AC determines who receives the automatic email

AC - EMAIL



Email will display with Corps Name, and (Corps Name) AMR in the RE: line

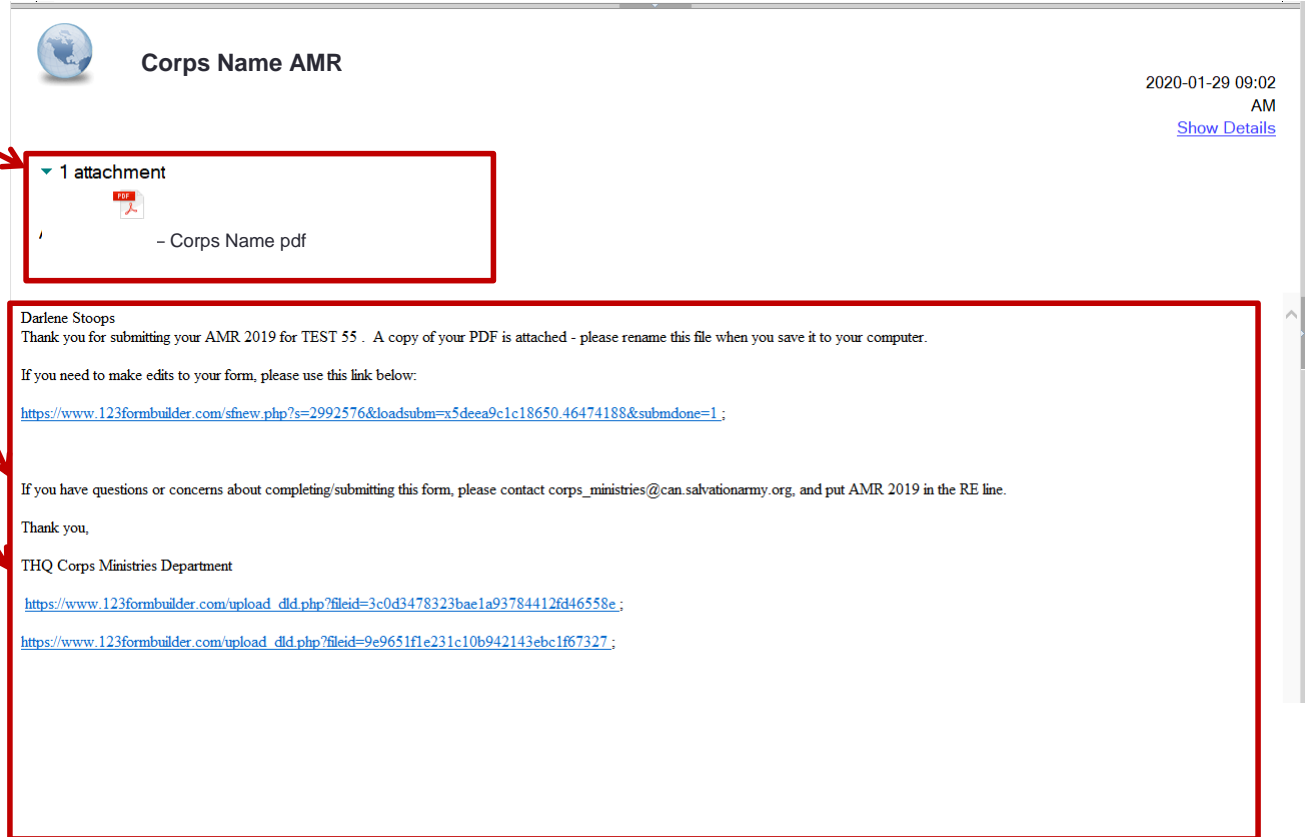
PLEASE SAVE THE DOCUMENTS TO YOUR COMPUTER FOR REFERENCE DURING THE DIVISIONAL VISIT.


EMAIL NOTIFICATION

AUTOMATIC EMAIL TO DHQ

The email contains Form Document and other attachments that you submitted: AMR (pdf of all the form and answers)


- SAMIS report (Location Information, Growth History Report, Corps Membership Collection Form)
- Copy of the completed Additions/Removals and WM Integrated Mission pages.



 **Corps Name AMR**

2020-01-29 09:02 AM
[Show Details](#)

▼ 1 attachment

 - Corps Name pdf

Darlene Stoops
Thank you for submitting your AMR 2019 for TEST 55 . A copy of your PDF is attached - please rename this file when you save it to your computer.

If you need to make edits to your form, please use this link below:

<https://www.123formbuilder.com/sfnew.php?s=2992576&loadsubm=x5deea9c1c18650.46474188&submdone=1;>

If you have questions or concerns about completing/submitting this form, please contact corps_ministries@can.salvationarmy.org, and put AMR 2019 in the RE line.

Thank you,
THQ Corps Ministries Department

https://www.123formbuilder.com/upload_dld.php?fileid=3c0d3478323bae1a93784412fd46558e;
https://www.123formbuilder.com/upload_dld.php?fileid=9e9651f1e231c10b942143ebc1f67327;

ANNUAL REVIEW COMPLETED DOCUMENT

Sample of the .pdf attachment found in the email.

The CORPS NAME & DIVISION appear at the top.

ANNUAL CORPS MEMBERSHIP REVIEW
CORPS NAME - DIVISION

The following information was submitted through the online form as part of the 2020 Annual Corps Review.

Submitted by: Paul Blake

PASTORAL CARE COUNCILS
Which of the following methods were used to connect with members?

Phone calls, Virtual visit

CANDIDATE RECRUITMENT
Did your corps recognize a Call and Commitment Sunday during the review year?

No, because of COVID

What is your Corps doing to identify and prepare candidates for future ministry?

we promote it through our Church Facebook, and usually have a Candidate Sunday.

STEWARDSHIP/GENEROUS LIVING
What impact did COVID have on the regular giving of members?

Giving decreased by 30% or more.

On completion of the on-line form, a copy of the completed form and the attachments (SAMIS Review Report etc) will be automatically emailed to the AC/DC that you select at the beginning. You will receive an email with a copy of these documents.

PLEASE SAVE THE DOCUMENTS TO YOUR COMPUTER FOR REFERENCE DURING THE DIVISIONAL VISIT.

ANNUAL REVIEW CONFIRMATION EMAIL

Sample of the email confirmation, **AND ACCESS TO PROPERTY FORMS.**

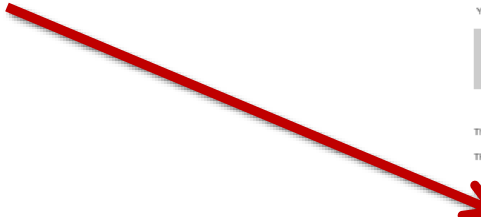
PDF Copy



PROPERTY INSPECTION FORMS

These are available as on line forms. Simply complete and submit. Copies will be sent to DHQ and THQ as required.


Attachments uploaded on the form.



Corps Review - Brantford Community Church ,ONT

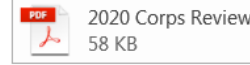
The Salvation Army <noreply@123formbuilder.com>

To Corps Ministries

 If there are problems with how this message is displayed, click here to view it in a web browser.



2021-04-01



CAUTION: This email originated from outside of the TSA network. Be cautious of any embedded links and/or attachments.
MISE EN GARDE: Ce courriel provient de l'extérieur du réseau de l'Armée du Salut. Méfiez-vous des pièces jointes ou des liens qu'il pourrait contenir.

ANNUAL CORPS MEMBERSHIP REVIEW 2020

Thank you for submitting your 2020 Annual Corps Review online form. A copy of this submission has been forwarded to your Area Commander (or designate).

Attached you will find a PDF version of your submission. Please download and file this on your computer for future reference. Also attached are copies of any of the documents uploaded through the form.

Property Form Link

Here is the link to complete the Quarters Property Form. This is the only property form required for this review.

[QUARTERS PROPERTY FORM LINK](#)

If you have questions or concerns regarding this form, contact corps_ministries@salvationarmy.ca.

Your link to edit this form

[Update Your Form](#)

Thank you

THQ Corps Mission Resource Department

ADD:

Additions/Removals Upload: [corps_membershp_review_2020.docx](#)

Samis Review Report: [2021_Samis_Review_Documents.pdf](#)

Link2Feed Upload: [ParisStatsCR2020-2021.pdf](#)

Ontario Vehicle Form:

If you experience difficulties and need assistance
please contact
Corps.ministries@salvationarmy.ca

If you have questions or concerns, please contact us.

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