

# ANNUAL CORPS MEMBERSHIP REVIEW & STRATEGIC PLAN

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#Who<sup></sup>soever...


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# STEP 1 – DOWNLOAD DOCUMENTS

## DOWNLOAD REQUIRED DOCUMENTS

- All documents, required or supplementary, are posted on

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



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# saMinistryResources.ca

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## ANNUAL REVIEWS

### Annual Reviews

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.

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#### REQUIRED DOCUMENTS

**Annual Corps Membership Review & Strategic Plan (ACMRSP) -- Downloads** \* = required

[ACMRSP Forms\\*](#) (Additions/Removals, WM Additions/Removals, Sign off page, Strategic Thinking Form, Property Form)




**COMING SOON** - ACMRSP On Line Questionnaire Worksheet 2018 - preparation for on line submission

**Extras:**

- [ACMRSP Supporting Documents](#) (Definitions and relevant policy statements)
- [Vehicle Inspection Form \(Ontario only\)](#)
- [Corps Community Family Services Template](#)
- [Corps Administration Model](#)
- [Additions/Removals Tips Sheet](#)

The link for the on line submission form is available on [SAMIS](#). You will find it under **REPORTS -> CORPS REVIEWS -> DOCUMENTS**.

#### Related:

<a href="#">Annual Reviews</a>	
<a href="#">Corps Health</a>	
<a href="#">Corps Planting</a>	
<a href="#">Leadership</a>	
<a href="#">Membership</a>	
<a href="#">Rolls, Registers and Certificates</a>	
<a href="#">SAMIS Help</a>	
<a href="#">Statistical Analysis</a>	
<a href="#">Stewardship</a>	
<a href="#">Strategic Priority Resources</a>	

## STEP 2 - UPDATE ALL STATISTICS AND ROLLS IN SAMIS

## Sample ADDITIONS/REMOVALS

Names corresponding with numbers that appear on the Corps Membership Collection Form (previous slide) should be entered here.

Identify what type of change occurred using the columns.

If no other entries for the year have been made in SAMIS Rolls, totals can be transferred to the UPDATE ROLLS area, into December 2018.

## CORPS MEMBERSHIP: ADDITIONS AND REMOVALS

Enter names **ONCE** in the table below, indicating movement accordingly

\*For detailed instructions on how to use this page, visit: <http://www.saministryresources.ca/annual-reviews>

[illegible]

# UPDATE LOCATION AND UNIT INFORMATION

This information is used by [www.salvationarmy.ca](http://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

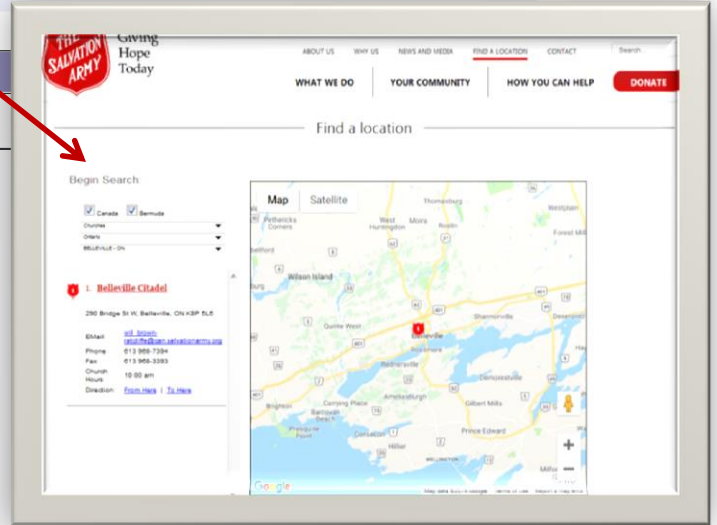
Province: Manitoba Postal Code: R1N 0S6 Thrift Store: ☐

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

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

Web Site (URL): http://www.facebook.com/tsaportage

Save Address Clear Address



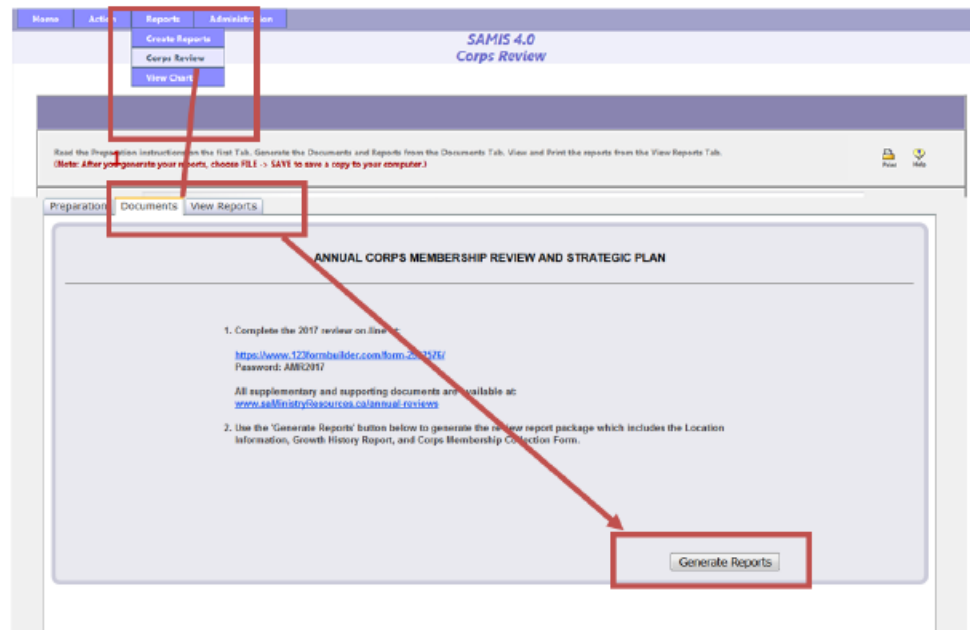
# STEP 3 – GENERATE THE SAMIS REVIEW REPORT

## 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.

The screenshot shows a web application interface for viewing submitted reports. At the top, there are three tabs: 'Preparation', 'Documents', and 'View Reports'. The 'View Reports' tab is highlighted with a red box, and a red arrow points to it from the instruction text above. Below the tabs, the main heading is 'VIEW SUBMITTED REPORTS'. Under this heading, there are three buttons: 'Refresh', 'Enable Timer', and 'Disable Timer'. Below the buttons, it says '(Last Checked at: 9:56:40 AM)'. A table with a blue header and a yellow body contains the following data:

Rep. No	Order Date	Completed Date	Status	Report Name	User Report Name	Delete Report
310238	1/18/2018 9:55:40 AM	1/18/2018 9:56:33 AM	Completed	<a href="#">Corps Review Reports</a>	Corps Review Reports_2018118_95540	<a href="#">Delete</a>

A red box highlights the 'Report Name' column, and a red arrow points from the 'View Reports' tab to this box. Below the table, the text 'Click this link and save to your computer.' is displayed.

# SAMPLE: CORPS MEMBERSHIP COLLECTION FORM

CORPS MEMBERSHIP Collection Form  
January 2017 to January 2018

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

on: Territorial Headquarters

	# of Members at End of Prior Period	Added								Removed								
		# 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 Roll	# Transferred to Jr. Soldiers Roll	# Transferred to Adherents Roll	# Transferred to Friends Roll	# Transferred to Another Corps	# Promoted to Officer	# Removed (Requires DHQ Approval)	Members Now on Roll
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

## 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.

## Growth History - Overview

January 2016 to December 2016

1	OFFICIAL SALVATION ARMY ROLLS	2007	2015	2016
	Senior Soldiers	15	15	15
	Senior Recruits	0	0	0
	Junior Soldiers	17	1	1
	Adherents	221	90	73
	<b>Total IHQ Official Membership</b>	253	106	89
	Friends	0	91	42
	<b>TOTAL Territorial Membership</b>	253	197	131
2	MEMBERSHIPS	2007	2015	2016
	Local Officer - SR	0	1	1
	Local Officer - YP	0	0	0
	Cradle Roll Register Member	0	0	0
	Sunday School Regular Attendees	0	0	0
	CCM Members	0	4	4
	Healing & Wholeness Ministry # Trained Facilitators	0	18	18
	Older Adult Ministries Reg. Attendees	0	18	18
	Men's Ministries Reg. Attendees	0	20	20
	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

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

See activity legend - pg. 3 & 6

page 1 of 6



## 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 <sup>3-1</sup>	138 ( 55)	52 ( 53)	40 ( 95)
	Discipleship <sup>3-2</sup>	5 ( 118)	5 ( 120)	5 ( 169)
	Fellowship <sup>3-3</sup>	7 ( 36)	14 ( 77)	17 ( 93)
	Outreach <sup>3-4</sup>	40 ( 7)	23 ( 39)	34 ( 54)
	Music Ministries <sup>3-5</sup> (#Reh/Avg Att)	6 ( 49)	6 ( 40)	6 ( 31)
	Education <sup>3-6</sup>	0 ( 0)	0 ( 0)	0 ( 0)
	Pastoral Services <sup>3-7</sup>	0 ( 0)	0 ( 1)	0 ( 4)
	Pastoral Visitation <sup>3-8</sup> (#people/hrs)	204/ 249	37/ 52	43/ 52
4 CHILDREN & YOUTH PROGRAMS Avg. Att (by #Mtg)		2007	2015	2016
	YP Worship <sup>4-1</sup>	0 ( 0)	0 ( 0)	0 ( 0)
	YP Christian Education <sup>4-2</sup>	20 ( 55)	7 ( 21)	7 ( 33)
	Children's Discipleship <sup>4-3</sup>	27 ( 16)	8 ( 19)	11 ( 16)
	Youth Discipleship <sup>4-4</sup>	0 ( 0)	8 ( 11)	11 ( 16)
	YP Outreach/Fellowship <sup>4-5</sup>	9 ( 52)	12 ( 38)	16 ( 51)
	YP Music Ministries <sup>4-6</sup>	3 ( 24)	6 ( 12)	5 ( 22)
	YP CFS Activities <sup>4-7</sup> (annual total)	0	0	0
	YP Material Assistance <sup>4-8</sup> (#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 <sup>3-1</sup>	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 <sup>3-2</sup>	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 <sup>3-3</sup>	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 2018 on-line review is located at the top of the PDF Document each corps received after completing last years' review.

NOTE: The majority of the 2018 on-line form has been completed with answers provided during the 2017 report.


**Please update as necessary!**

*CORPS NAME APPEARS HERE*

  
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**ANNUAL CORPS MEMBERSHIP REVIEW &  
STRATEGIC PLANNING 2017**

**MISE À JOUR ANNUELLE DES REGISTRES ET DU PLAN  
STRATÉGIQUE 2017 DES POSTES**

  
**mobilisation**  
axée sur Dieu | sur autrui | sur l'avenir

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Name/Nom: *Name of person who submitted* Date: 02/26/2018

Email/Courriel: *Email of person who submitted*

**NOTE:** To make updates to this form after completing and submission, use this link  
<https://www.123formbuilder.com/sfnew.php?s=2992576&loadsubm=x5a956900da7528.53266404&submdone=1>

Your submission has been automatically emailed to your DHQ.

**Click this link, or copy and paste into an internet browser window (do not copy any spaces at the end) to begin the 2018 ANNUAL CORPS MEMBERSHIP REVIEW AND STRATEGIC PLAN.**

# STEP 4 – COMPLETE THE ON-LINE FORM

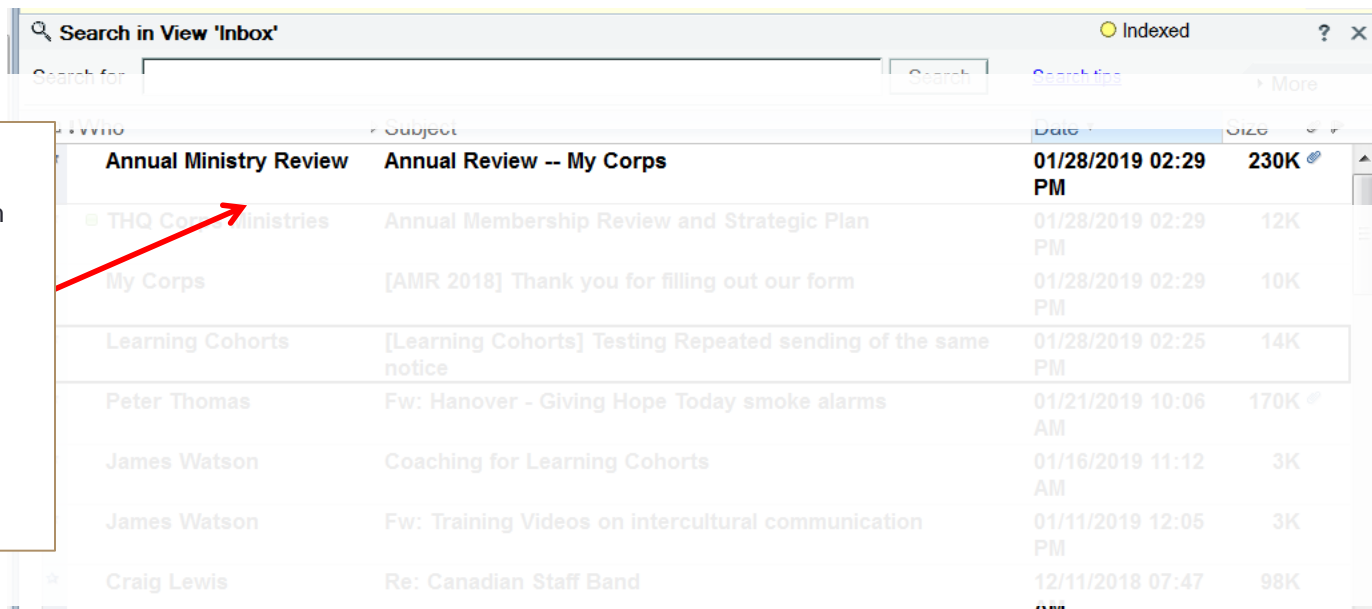
## Finding the link and Documents:

If you do not have a PDF with an active link, find the link in your EMAIL:

Search the FROM field for '**Annual Ministry Review**'

The RE: line says

**Annual Review – (Corps Name)**




The screenshot shows an email client interface with a search bar at the top. Below the search bar is a table of emails. A red arrow points to the first email in the list, which is titled 'Annual Ministry Review' and has a subject line 'Annual Review -- My Corps'. The email is from 'THQ Corp Ministries' and is dated '01/28/2019 02:29 PM' with a size of '230K'. The other emails in the list are from 'My Corps', 'Learning Cohorts', 'Peter Thomas', 'James Watson', and 'Craig Lewis'.

Who	Subject	Date	Size
Annual Ministry Review	Annual Review -- My Corps	01/28/2019 02:29 PM	230K
THQ Corp Ministries	Annual Membership Review and Strategic Plan	01/28/2019 02:29 PM	12K
My Corps	[AMR 2018] Thank you for filling out our form	01/28/2019 02:29 PM	10K
Learning Cohorts	[Learning Cohorts] Testing Repeated sending of the same notice	01/28/2019 02:25 PM	14K
Peter Thomas	Fw: Hanover - Giving Hope Today smoke alarms	01/21/2019 10:06 AM	170K
James Watson	Coaching for Learning Cohorts	01/16/2019 11:12 AM	3K
James Watson	Fw: Training Videos on intercultural communication	01/11/2019 12:05 PM	3K
Craig Lewis	Re: Canadian Staff Band	12/11/2018 07:47	98K

# STEP 4 – COMPLETE THE ON-LINE FORM

Open the email and scroll down the content until you see this blue link.

**Annual Review -- My Corps**  
**Annual Ministry Review** to: darlene\_stoops@can.salvationarmy.org  
Please respond to Annual Ministry Review

01/28/2019 02:29 PM  
[Show Details](#)

Security: To ensure privacy, images from remote sites were prevented from downloading. [Show Images](#)

▶ 1 attachment

Name/Nom: **Darlene Stoops**  
Email/Courriel: **darlene\_stoops@can.salvationarmy.org**

Date:

**NOTE:** To make updates to this form after completing and submission, use this link  
<https://www.123formbuilder.com/sfnew.php?s=2992576&loadsubm=x5c3394537a2d99.91074577&submdone=1>

Your submission has been automatically emailed to your DUC

Mission Statement	
Vision	
Administrative Model	Mission Board
Meeting Frequency	Quarterly
Additional Comments	

**Click this link**

# ON-LINE FORM

## 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.)



## ANNUAL CORPS MEMBERSHIP REVIEW & STRATEGIC PLAN 2018

Consider engaging in STRATEGIC THINKING regularly throughout the year using this planning resource.

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

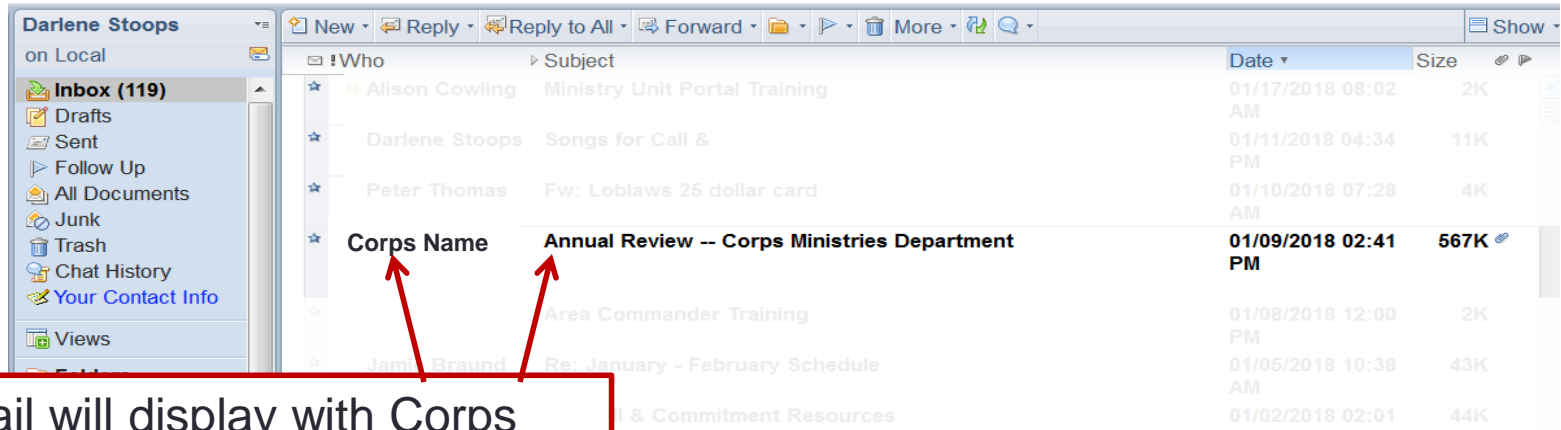
☐ AB ☐ BC ☐ BM ☒ MAR ☐ NL ☐ OCE ☐ OGL ☐ PAV ☐ QC ☐ WNG

MAR Area Commanders

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

Choice of AC determines who receives the automatic email

# AC - EMAIL



The screenshot shows an email client interface. On the left is a sidebar with folders: Darlene Stoops on Local, Inbox (119), Drafts, Sent, Follow Up, All Documents, Junk, Trash, Chat History, Your Contact Info, and Views. The main pane displays a list of emails. A red rectangular box highlights the email from 'Corps Name' with the subject 'Annual Review -- Corps Ministries Department'. Two red arrows originate from this box: one points to 'Corps Name' in the 'Who' column, and the other points to 'Annual Review' in the 'Subject' column.

Who	Subject	Date	Size
Alison Cowling	Ministry Unit Portal Training	01/17/2018 08:02 AM	2K
Darlene Stoops	Songs for Call &	01/11/2018 04:34 PM	11K
Peter Thomas	Fw: Loblaws 25 dollar card	01/10/2018 07:28 AM	4K
<b>Corps Name</b>	<b>Annual Review -- Corps Ministries Department</b>	<b>01/09/2018 02:41 PM</b>	<b>567K</b>
	Area Commander Training	01/08/2018 12:00 PM	2K
Jam, Braund	Re: January - February Schedule	01/05/2018 10:38 AM	43K
	Commitment Resources	01/02/2018 02:01	44K

Email will display with Corps Name, and Annual Review 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 3 documents:

- AMR2018 (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.
- The email also contains in the content body, the questions and answers from the on-line form. This is the same information in the AMR2018.pdf attachment.

New Reply Reply to All Forward Display More

**Annual Review -- Corps Ministries Department**  
Corps Ministries Department to: darlene\_stoops@can.salvationarmy.org  
Please respond to Corps Ministries Department

01/09/2018 02:41 PM [Show Details](#)

Security: To ensure privacy, images from remote sites were prevented from downloading. [Show Images](#)

3 attachments

AMR 2018.pdf SAMIS Review Report Additions/Removals.doc

**PART I - ADMINISTRATIVE INFORMATION / PREMIÈRE PARTIE - RENSEIGNEMENTS D'ORDRE ADMINISTRATIF**

**MISSION STATEMENT / ÉNONCÉ DE MISSION**  
The Salvation Army's Mission Statement says: THE SALVATION ARMY exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. / Voici l'énoncé de mission de l'Armée du Salut : l'ARMÉE DU SALUT a pour mission de propager l'amour de Jésus-Christ, de soulager la détresse humaine et d'exercer une influence transformatrice sur les collectivités. . Inscrivez l'énoncé de mission de votre poste dans l'encadré.

**VISION**  
Provide your corps' customized vision/purpose/mission statement here. / Inscrivez la vision/l'objectif de votre poste dans l'encadré.

To represent and demonstrate Christ through:  
Caring Christian Fellowship  
Celebrating God in Worship  
Cultivating Christian Discipleship  
Communicating the Gospel of Jesus Christ

**ADMINISTRATIVE MODEL / MODÈLE ADMINISTRATIF**  
In order to provide infrastructure and facilitate wise decision-making, every corps/church needs to have an administrative model in place. The Salvation Army recognizes two administrative models: Corps Council or Mission Board. Which of these models are you currently using? / Afin de se doter d'infrastructures et de faciliter le processus de décisions, chaque poste/église doit avoir mis en place un modèle administratif. L'Armée du Salut reconnaît deux modèles : le conseil de poste et le conseil de mission. Lequel de ces modèles utilisez-vous?

Administrative Model / Modèle Administratif: Mission Board Meeting Frequency / Fréquence des réunions: Quarterly

Additional Comments / Commentaires additionnels

# ANNUAL REVIEW COMPLETED DOCUMENT

Sample of the .pdf attachment found in the email.

The CORPS NAME & DIVISION appear at the top.

The **blue link** in this portion is the link back to the on-line form, incase there are any updates required.

Units may revisit and edit their submission, at which time a new NOTIFICATION EMAIL will arrive in your email.

Corps Ministries Department, THQ

ANNUAL CORPS MEMBERSHIP REVIEW & STRATEGIC PLANNING 2017

**mobilize** **mobilisation**

FORWARD | OUTWARD | ONWARD axée sur Dieu | sur autrui | sur l'avenir

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Name/Nom : Darlene Sloops Date: 01/09/2018  
Email/Courriel: dstoops@sympatico.ca

**NOTE:** To make updates to this form after completing and submission, use this link/**REMARQUE:** Pour mettre à jour ce formulaire après l'avoir rempli et envoyé, utilisez ce lien

<http://www.123formbuilder.com/sfnew.php?s=2992576&loadsubmit=5a54d00b3d4d32.037174926&submdone=1>

Your submission has been automatically emailed to your DHQ./Votre soumission a été envoyée automatiquement par courriel à OGD.

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**PART I - ADMINISTRATIVE INFORMATION / PREMIÈRE PARTIE - RENSEIGNEMENTS D'ORDRE ADMINISTRATIF**

**MISSION STATEMENT / ÉNONCÉ DE MISSION**

The Salvation Army's Mission Statement says: THE SALVATION ARMY exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. / Voici l'énoncé de mission de l'Armée du Salut : L'ARMÉE DU SALUT a pour mission de propager l'amour de Jésus-Christ, de soulager la détresse humaine et d'exercer une influence transformatrice sur les collectivités... Inscrivez l'énoncé de mission de votre poste dans l'encadré.

**VISION**

Provide your corps' customized vision/purpose/mission statement here. / Inscrivez la vision/l'objectif de votre poste dans l'encadré.

To represent and demonstrate Christ through:  
Caring Christian Fellowship

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.**



If you cannot locate the link to your on-line form  
please contact  
[corps\\_ministries@can.salvationarmy.org](mailto:corps_ministries@can.salvationarmy.org).

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If you have questions or concerns please contact us.

#Who  Soever...

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