

ANNUAL CORPS MEMBERSHIP REVIEW & STRATEGIC PLAN

#Who^{}soever...


mobilize
UPWARD | OUTWARD | ONWARD

STEP 1 – DOWNLOAD AND COMPLETE DOCUMENTS

DOWNLOAD REQUIRED DOCUMENTS

- All documents, required or supplementary, are posted on


www.saMinistryResources.ca/annual-reviews



saMinistryResources.ca

HOME ▾ CORPS PROGRAMS ▾ CORPS LIFE ▾ CORPS ADMINISTRATION ▾ RESOURCE TOOLKIT ▾ NEWSLETTER ▾

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.

FORMS

Download this Word document, follow the instructions to complete and submit.

- [acmsrp_forms.doc](#)
- **Property Inspection Forms** - these are now to be completed online. Links to the on line forms will be sent by email once you complete your 2019 submission.

Extras:

- [Creating a SAMIS REVIEW REPORT - Tips Sheet](#)
- [ACMRSP Supporting Documents](#) (Definitions and relevant policy statements)
- [Vehicle Inspection Form](#) (Ontario only)
- [Corps Community Family Services Template](#) (.zip)
- [Corps Administration Model](#)
- [Additions/Removals Tips Sheet](#)
- [Strategic Thinking Form](#)

STEP 1 – DOWNLOAD AND COMPLETE DOCUMENTS

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

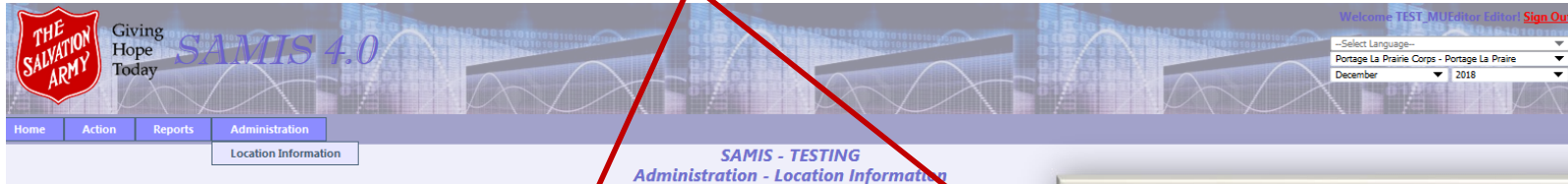
*For detailed instructions on how to use this page, visit: <http://www.saministryresources.ca/annual-reviews>

[illegible]

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 470, R1N 3B7

City: PORTAGE LA PRAIRIE

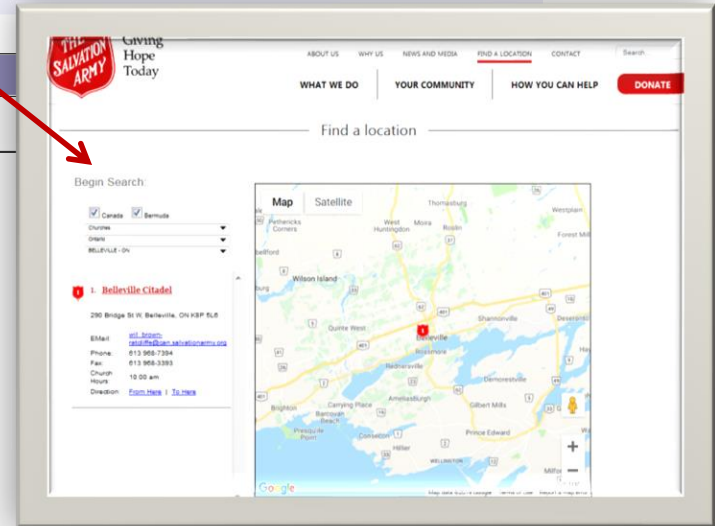
Province: Manitoba Postal Code: R1N 0S8 Thrift Store: ☐

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

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

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

Save Address Clear Address



STEP 2 – PREPARE TO DOWNLOAD THE SAMIS REVIEW REPORT

MAKE SURE ALL STATISTICS ARE ENTERED FOR THE YEAR

The screenshot shows the SAMIS 4.0 web application interface. At the top, there is a header with the Salvation Army logo, the text "Giving Hope Today", and "SAMIS 4.0". A red arrow points from the "Statistics" link in the top navigation bar to the "Enter Statistics" section on the right. The header also includes a "Welcome Darlene Stoops! Sign Out" message and a "Closed Units Only" checkbox. Below the header is a navigation bar with links: Home, Action, Reports, and Administration. The main content area is titled "Select a Location, Month and Date. Then select a Program Activity to View and/or Enter Statistics." and includes a "Manage Program Activities" button. The left sidebar contains a table of program activities with columns for Program Activity, Primary Purpose, Program Category, Stat Entered?, and Statistics. The right sidebar contains the "Enter Statistics for: Abused Women Program" section, which includes a "Program Detail" table with "Totals" and "Save/Clear" buttons, and an "Activity Details" section with "Activity Description", "Purpose", and "Target Groups" fields.

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

January 2021

Closed Units Only

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

Print Help

Program Activity	Primary Purpose	Program Category	Stat Entered?	Statistics
All	All	All		
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	Clear
# Adults Participating	0		
# Teens Participating	0		

Activity Details

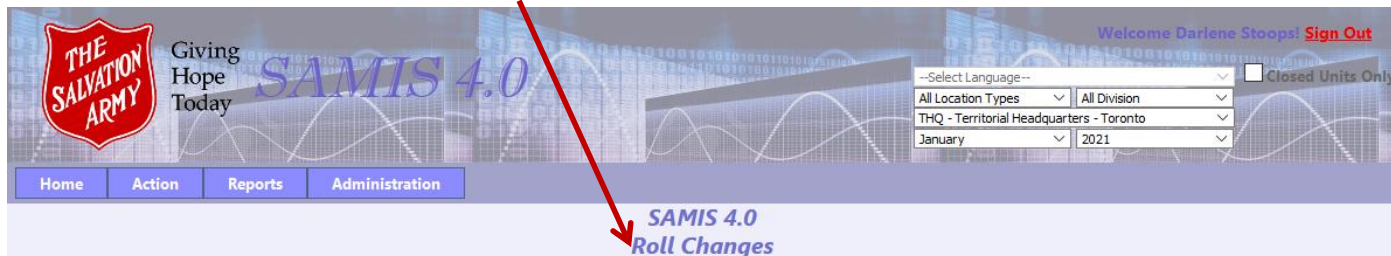
Activity Description: Abused Women Program : Program for women who have been mistreated.

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

January 2021

☐ Closed Units Only

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	Adherents	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:

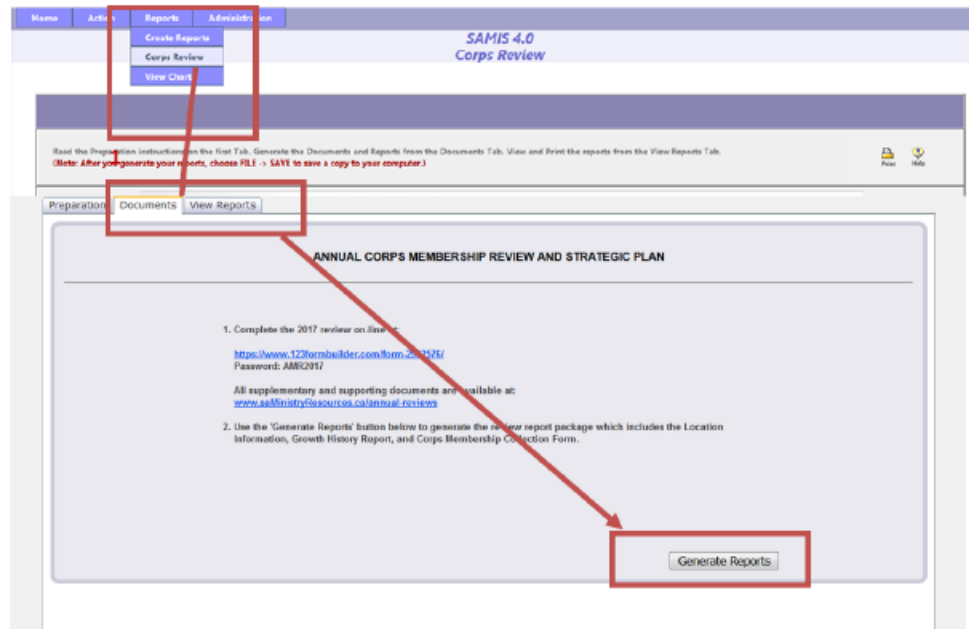
STEP 2 – GENERATE THE SAMIS REVIEW REPORT

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.

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 selected and highlighted with a red box. A red arrow points from the instruction text to this tab. Below the tabs, the main heading is 'VIEW SUBMITTED REPORTS'. Under this heading 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	Corps Review Reports	Corps Review Reports_2018118_95540	Delete

A red box highlights the 'Report Name' column, and a red arrow points from the 'View Reports' tab to the 'Corps Review Reports' link. 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 O-10	# 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
	Total IHQ Official Membership	253	106	89
	Friends	0	91	42
	TOTAL Territorial Membership	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 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

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

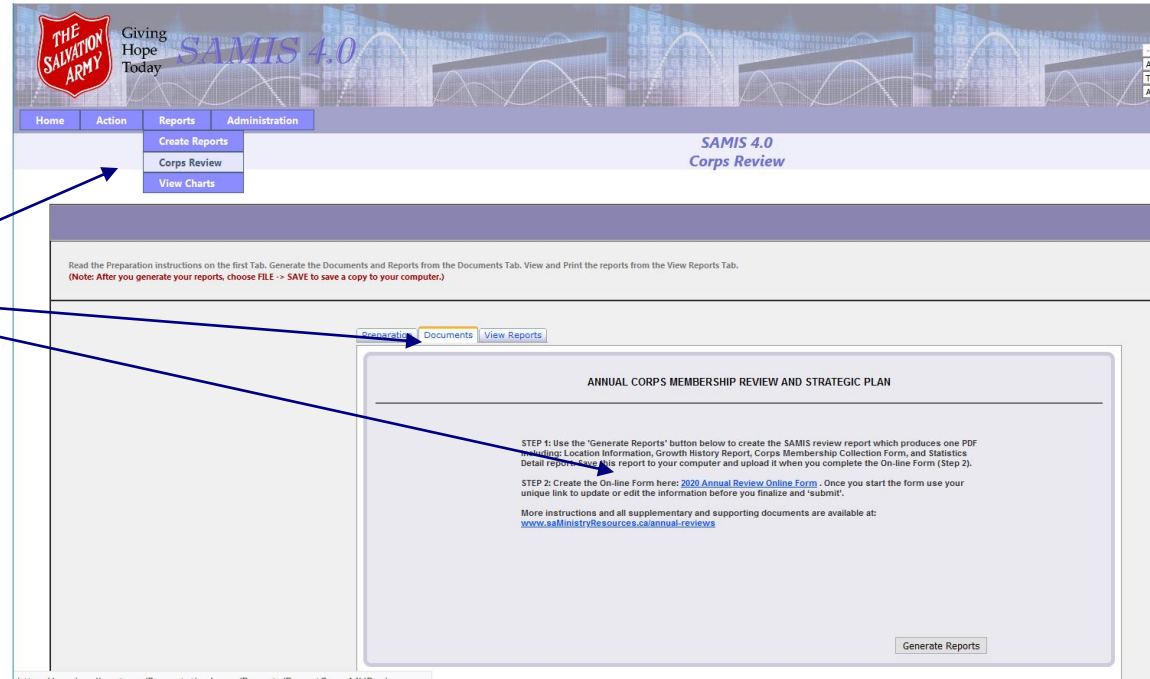
Section 3 – Adult Programs
Discipleship is made up of
totals from the activities
listed here.

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 2020 online form is found here on your SAMIS account.



Click this link, or copy and paste into Google Chrome to begin the ANNUAL CORPS MEMBERSHIP REVIEW AND STRATEGIC PLAN.

ON-LINE FORM



SUBMISSION DEADLINE: February 29, 2020

Need help?

please email corps_ministries@can.salvationarmy.org for assistance.

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.)

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 ☐ WYQ

MAR Area Commanders

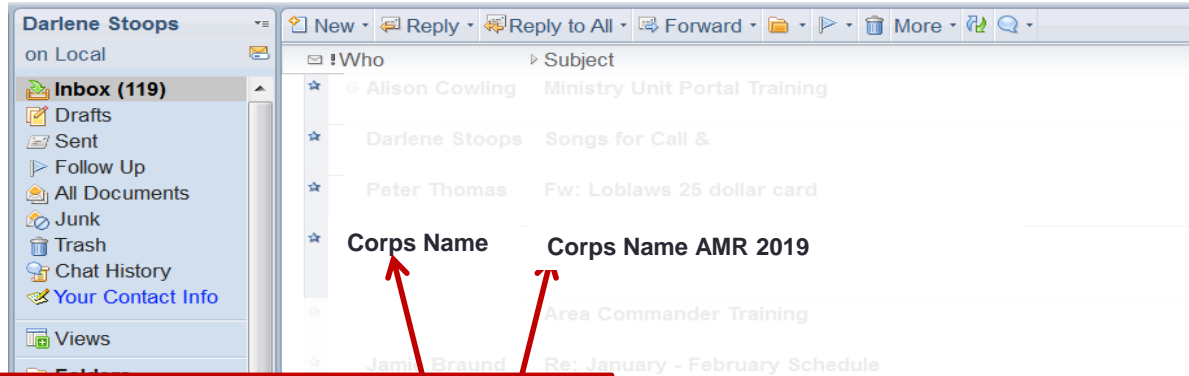
Please choose...
Please choose...
W. Loveless (Major)
C. Loveless (Major)

First

Last

Choice of AC determines who receives the automatic email

AC - EMAIL



Email will display with Corps Name, and (Corps Name) AMR 2019 in the RE: line

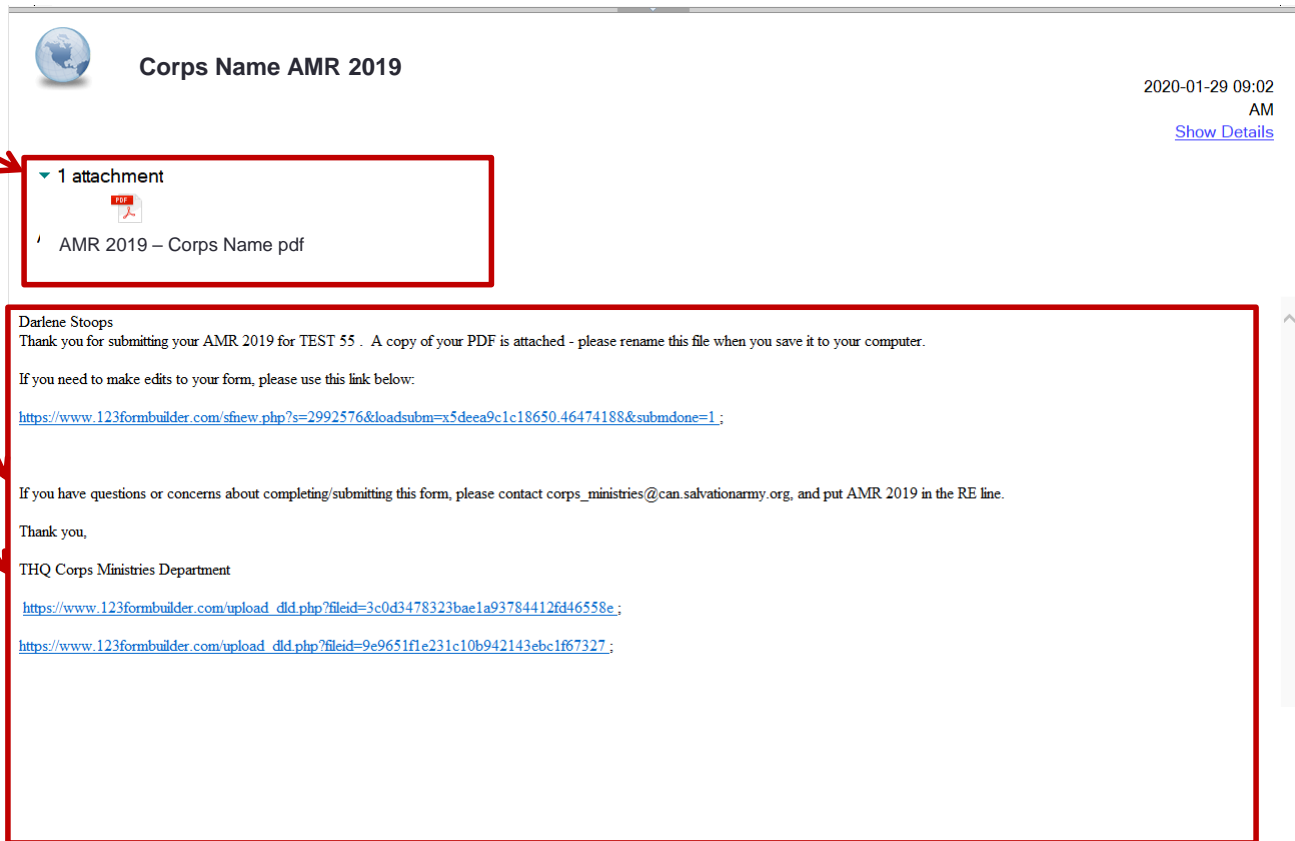
PLEASE SAVE THE DOCUMENTS TO YOUR COMPUTER FOR REFERENCE DURING THE DIVISIONAL VISIT.

EMAIL NOTIFICATION

AUTOMATIC EMAIL TO DHQ

The email contains Form Document and other attachments that you submitted: AMR 2019 (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.



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 2020 CORPS NAME - DIVISION
The following information was submitted through the online form as part of the 2020 Annual Corps Review. <i>Submitted by: Paul Blake</i>
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? <i>Giving decreased by 30% or more.</i>

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.

2020 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 de 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

ATTACHMENTS:

Additions/Removals Upload: [corps_memberships_review_2020.docx](#)

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

Link2Feed Upload: [Plans&StatsCR02020-2021.pdf](#)

Ontario Vehicle Form:

If you experience difficulties and need assistance
please contact
corps_ministries@can.salvationarmy.org.

If you have questions or concerns, please contact us.

#Who^{}soever...

mobilize
UPWARD | OUTWARD | ONWARD