**ANNUAL CORPS MEMBERSHIP REVIEW**

**FORMS**

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**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, the Link2Feed report, Ontario Vehicle Inspection Form if applicable and have them ready to upload through the online form (Instructions).
3. Complete the On Line Form (Link has been sent by email or can be found in SAMIS->Create Reports->Corps Review->Documents.)
4. Complete the Quarters Property Form. No other property forms will be required for 2021. (Link has been sent by email).

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

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

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## WHY AN ANNUAL REVIEW?

## STATISTICAL ACCOUNTABILITY

Every year the Annual Corps Membership Review & Strategic Plan (ACMRSP) is completed to ensure that rolls and statistics are up-to-date and properly entered into SAMIS. The statistical element of the review enables discussion with the Corps Council/Mission Board around attendance and roll trends. 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 ACMRSP 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 program leaders and committees, regularly reviewing HIGH PRIORITY GOALS, and setting new goals for the coming year. Once a year the Strategic Thinking Worksheets provide an opportunity for each program leader/committee to set updated goals for the coming year.

**HOW YOUR INFORMATION IS SHARED,**

**AND IMPACTS TERRITORIAL DECISION MAKING**

* The Annual Corps Ministry Review and Strategic Plan 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.
* The Annual Review Documents are summarized at THQ and results are forwarded to DC’s and AC’s to highlight successes and areas needing assistance at the end of the review period.
* Department heads at THQ receive consolidated results of information received in the AMR for their area of interest? (ie. Territorial Youth Secretary receives all input from the respective area of the review).
* 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** | - Meet with the leadership team to discuss the review documents.- Discuss **HIGH PRIORITY GOALS** - 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. |
| **February 28** | **SAMIS** closing date and deadline to submit the on-line **REVIEW** documents and **SAMIS** reports. |
| **DHQ visit** | 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. |
| **March - May** | -Review the **HIGH PRIORITY 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. The Corps Mission Resource Department would be happy to help you choose the appropriate tool. |
| **June - August** | Redistribute the **Strategic Thinking Worksheets** (page 10) to respective group leaders for check-in and assessment of achievements from last years’ goals and to set new goals for the coming year. |
| **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.- Confirm a date for the DHQ visit with your Area Commander (AC).- 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 the **HIGH PRIORITY 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 (page 5).

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

[**www.saMinistryResources.ca/annual-reviews**](http://www.saministryresources.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 found on site).
2. Corps Administration Model (Descriptions of Corps Locals and functioning of the administration Corps Councils/Mission Board).
3. ACMRSP Supporting Documents

*This document includes the following:*

* Using SAMIS to Generate Your Review Statistics and Sample Forms
* 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 |  |  |
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| **OTHER ROLLS/REGISTERS** |  |  |
|  Local Officers/Leader’s Roll |  |  |
|  Seekers Register (SR & YP) |  |  |
|  Marriage Register |  |  |
|  Burial Register |  |  |
|  Pastoral Care Council Members |  |  |
|  CCM Membership Roll |  |  |
|  Band – Songster – Music Rolls |  |  |
|  Candidates Fellowship Roll |  |  |
|  WM Integrated Membership Roll |  |  |
|  |  |  |
| **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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| **BUSINESS** |  |  |
|  Quarters Property Form (Complete online) |  |  |
|  Inventory List |  |  |
|  Ontario Vehicle Inspection Form |  |  |
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# INSTRUCTIONS FOR ADDITIONAL/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.

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.



# CORPS MEMBERSHIP: ADDITIONS AND REMOVALS

Enter names ONCE in the table below, indicating movement accordingly

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **ADD**A = Roll added to | **REMOVE**R = Roll removed fromT = 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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|  |  | **Date** |
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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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **ADD**A = Roll added to | **REMOVE**R = Roll removed fromT = 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** |

# 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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|  |  |  | **Date** |
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|  | **Local Officer** |  |  | **Corps Officer** |  | **DC or designate** |

**2020**

# 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 |