

# ANNUAL CORPS MEMBERSHIP REVIEW & STRATEGIC PLAN

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

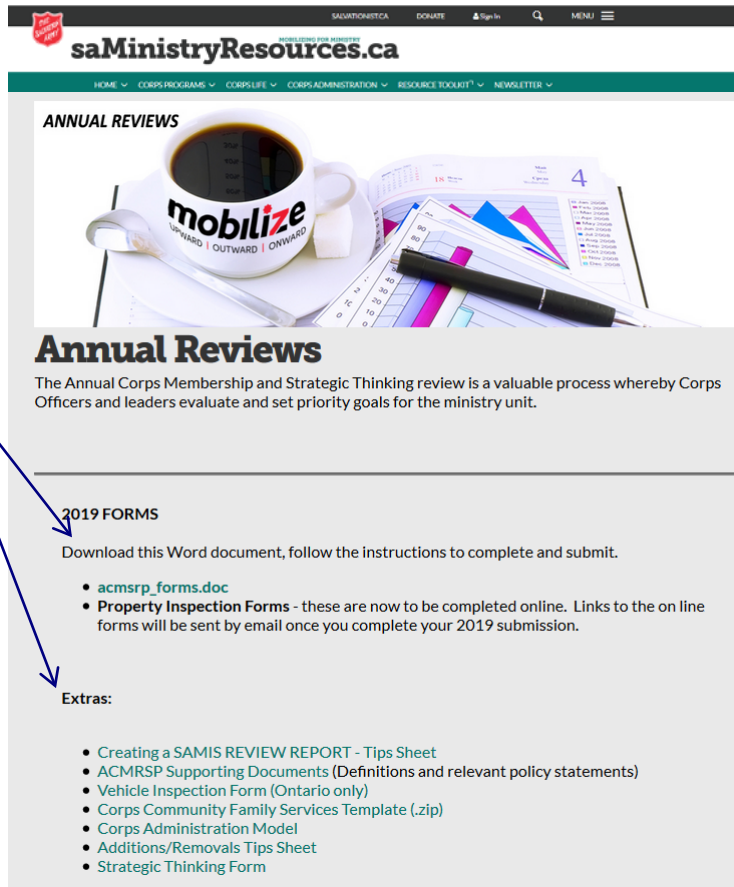
***mobilize***  
UPWARD | OUTWARD | ONWARD

# STEP 1 – DOWNLOAD AND COMPLETE DOCUMENTS

## DOWNLOAD REQUIRED DOCUMENTS

- All documents, required or supplementary, are posted on

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



**saMinistryResources.ca**

HOME CORPS PROGRAMS CORPS LIFE CORPS ADMINISTRATION RESOURCE TOOLS 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.

#### 2019 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

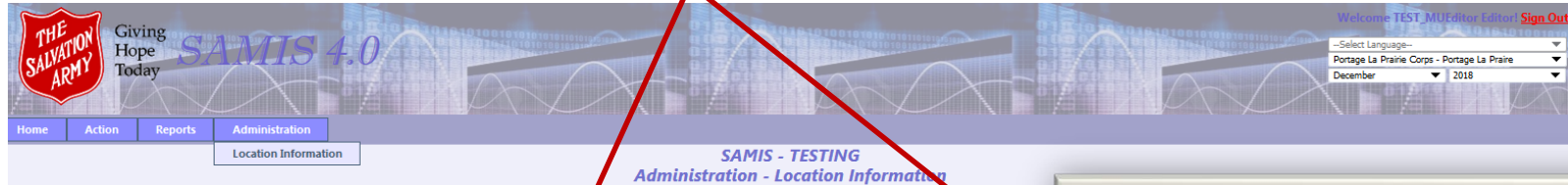
\*For detailed instructions on how to use this page, visit: <http://www.saministryresources.ca/annual-reviews>

[illegible]

# STEP 1 – DOWNLOAD AND COMPLETE DOCUMENTS

## 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

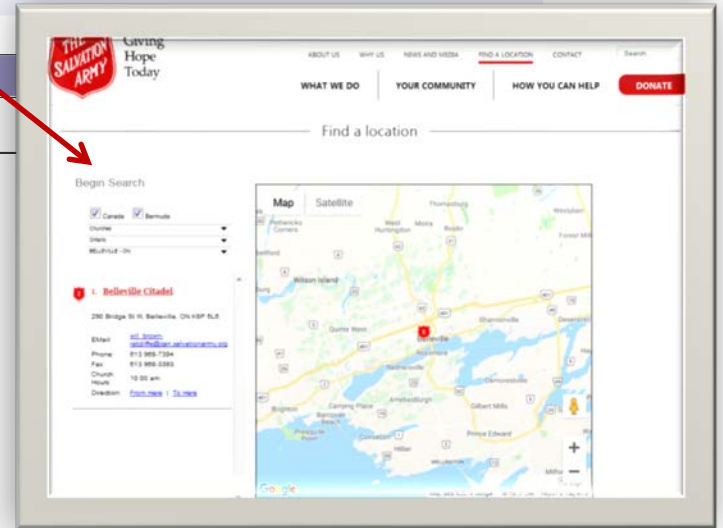
Province: Manitoba Postal Code: R1N 0S6 Thrift Store: ☐

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



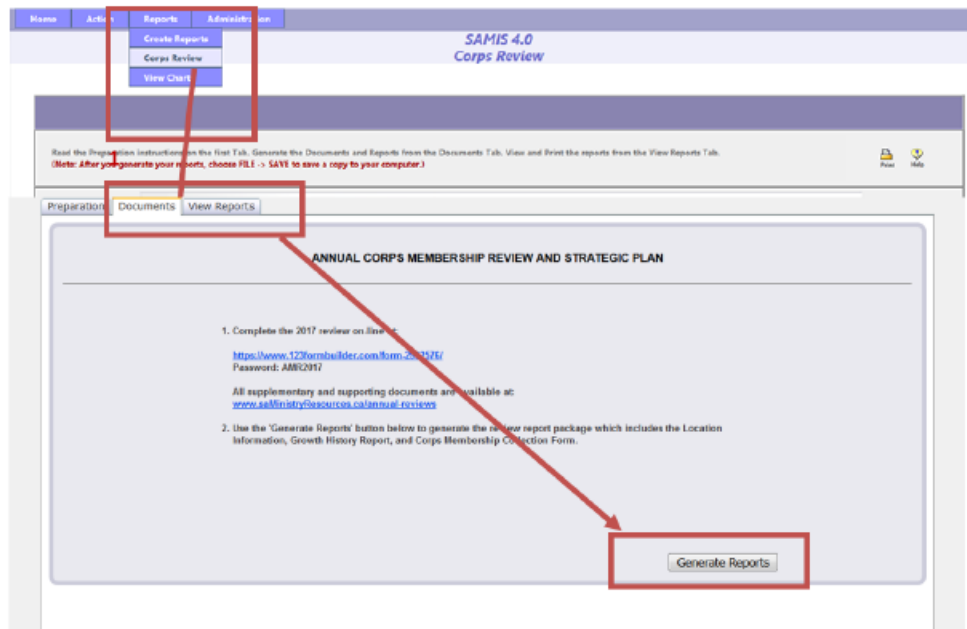
# STEP 3 – GENERATE THE SAMIS REVIEW REPORT

## 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 Link	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 Link' 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	# Resigned	# 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 Glory	# 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 #Mtgs)	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 #Mtgs)	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 Ci Ec
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	Di Yc Di
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	Fe O

# STEP 4 – COMPLETE THE ON-LINE FORM



## Finding the link and Documents:

- Corps links were emailed to every corps in January 2020.
- The LINK to the 2019 on-line review is also located at the top of the PDF Document each corps received after completing last years' review.



**NOTE:** The majority of the 2019 on-line form has been completed with answers provided during the last report.

**Please update as necessary!**

*CORPS NAME APPEARS HERE*



UPWARD | OUTWARD | ONWARD



axée sur Dieu | sur autrui | sur l'avenir

ANNUAL CORPS MEMBERSHIP REVIEW &  
STRATEGIC PLANNING 2017

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

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 Google Chrome (do not copy any spaces at the end) to begin the 2019 ANNUAL CORPS MEMBERSHIP REVIEW AND STRATEGIC PLAN.**

# ON-LINE FORM



**SUBMISSION DEADLINE:** February 29, 2020

Need help?

please email [corps\\_ministries@can.salvationarmy.org](mailto: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

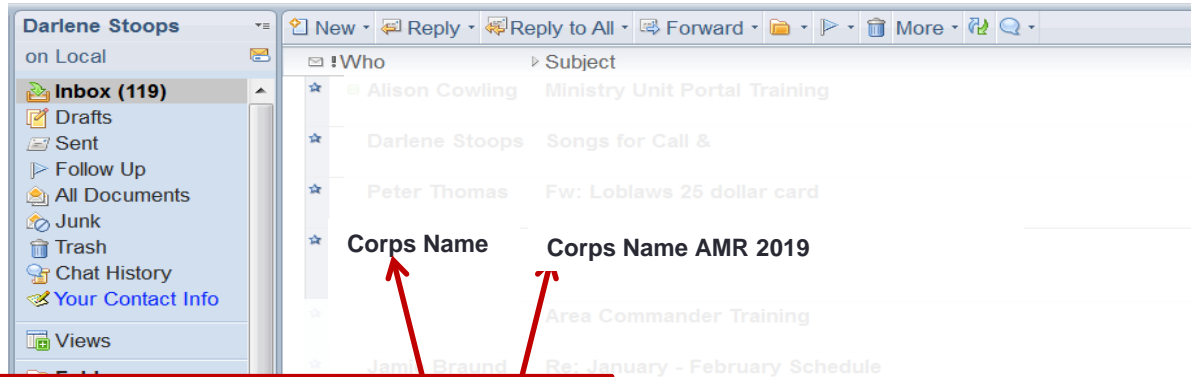
☐ AB ☐ BC ☐ BM ☒ MAR ☐ NL ☐ OCE ☐ OGL ☐ PLY ☐ QC ☐ THQ

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

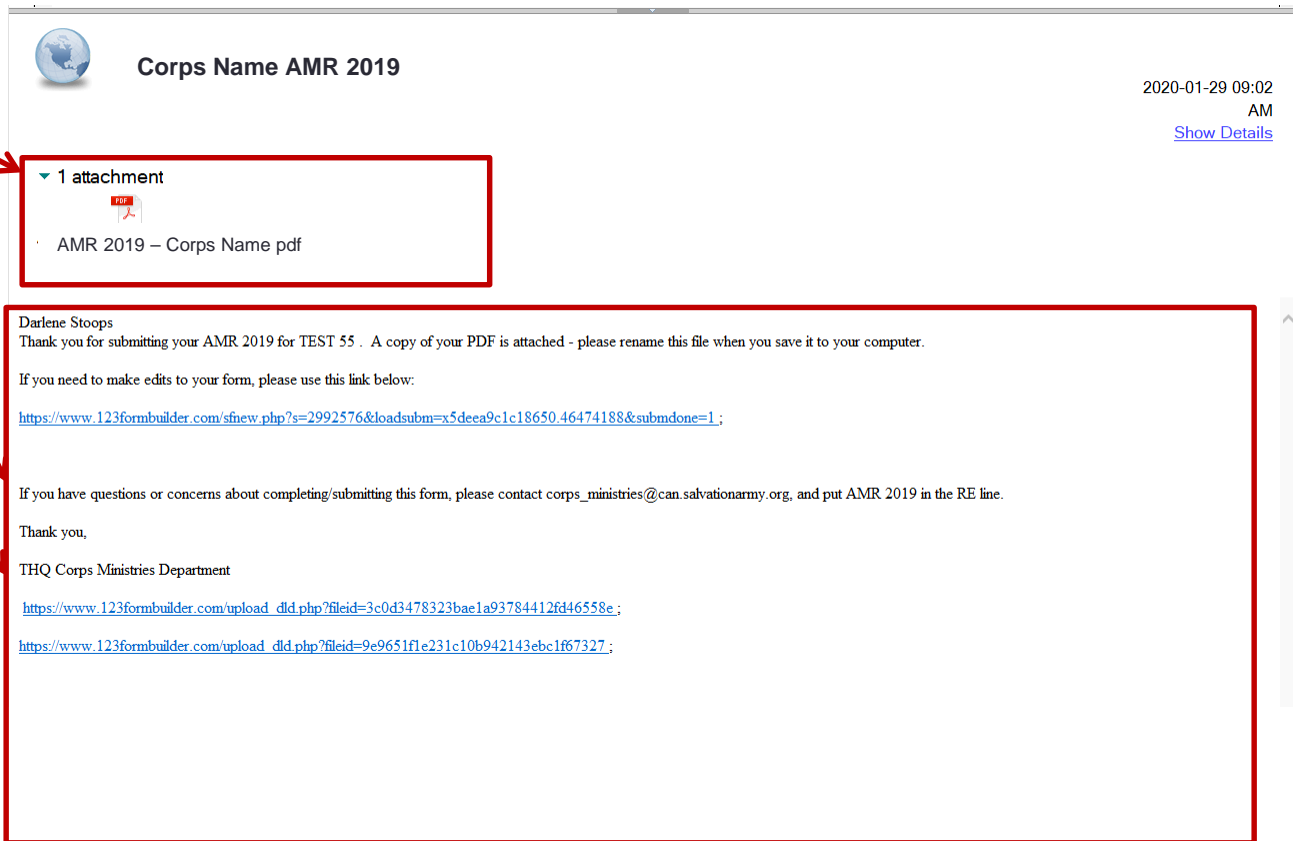
**PLEASE SAVE THE DOCUMENTS TO YOUR COMPUTER FOR REFERENCE DURING THE DIVISIONAL VISIT.**

# 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.

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.

AMR 2019

## CORPS NAME - DIVISION

### ANNUAL CORPS MEMBERSHIP REVIEW & STRATEGIC PLAN 2019

Name/Nom: Darlene Stoops

Date: 2019-12-09

Email/Courriel:

darlenestoops@gmail.com

**NOTE:** To make updates to this form after completing and submission, use this link

[https://www.123formbuilder.com/sfnew.php?  
s=2992576&loadsubm=x5deea9c1c18650.46474188&submdone=1](https://www.123formbuilder.com/sfnew.php?s=2992576&loadsubm=x5deea9c1c18650.46474188&submdone=1)

Your submission has been automatically emailed to your DHQ.

## PART I - ADMINISTRATIVE INFORMATION

### Mission Statement

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?

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.**

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

## PROPERTY INSPECTION FORMS

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

Darlene Stoops

Thank you for submitting your AMR 2019 for TEST 56 . A copy of your PDF is attached - please remember to save this to your computer.

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

[Edit Submission Link](#)

### PROPERTY INSPECTION FORMS

As part of this process you must also complete Property Inspection Forms for each building associated with your corps. These forms are now available on line using the links be

CORPS INSPECTION: <https://www.123formbuilder.com/form-5109951/>

QUARTERS INSPECTION: <https://www.123formbuilder.com/form-5202253/>

THRIFT STORE INSPECTION: <https://www.123formbuilder.com/form-5202247/>

COMMUNITY & FAMILY SERVICES INSPECTION: <https://www.123formbuilder.com/form-5202250/>

If you have questions or concerns about completing/submitting this form, please contact [corps\\_ministries@can.salvationarmy.org](mailto:corps_ministries@can.salvationarmy.org), and put AMR 2019 in the RE line.

Thank you,

THQ Corps Ministries Department

If you experience difficulties and need assistance  
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<sup></sup>soever...

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