

Reporting System

Official Guide 4 - Reporting System - Update 2203



Note: This GUIDE REPLACES All Previous Guides on the Reporting System

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Purpose of Reporting

To Keep Track of our Ministry of the Word and the state of our Membership Network

- to see if we are growing or shrinking
- to see how healthy & active our Member Network is to meet around the Word of God to pray, fellowship & strengthen each other

Who Reports?

It is the **Responsibility of All Levels of Leadership** to keep proper track of their groups or the events that they organise

- Country/National Level - reports to the International President
- Zone Level - reports to the Country/National Leaders
- Local Group Level - reports to the Zone; if not in Zone, to the Country/National Leaders

How to REPORT

This GUIDE gives

1. the TYPES of REPORTS that **Country/National Leaders** are to use to report to the **International President**
 - for these Reports use the FORMAT given for each Type of Report to be **sent by EMAIL** - write it in the email or send an attachment - to the International President - so that it can be filed (**NOT** WhatsApp, SMS, or other ways)
2. The Types of Reports that **Zone Leaders** are to use to report to the **Country/National Leaders** - the Country/National Leaders may choose how these reports are sent to them
3. The Types of Reports that **Local Group leaders** are to use to report to the **Zone Leaders**; if not in ZONE, to the **Country/National Leaders** - the Zone or Country/National Leaders may choose how these reports are sent to them

2 Categories of REPORTS

There are TWO CATEGORIES of REPORTS:

TEACHING REPORTS

MEMBERSHIP REPORTS

Each Category has Different Types of Reports

Each Type of Report has its own FORMAT and HOW & WHEN it is used

TEACHING REPORTS - Type by Type

General Guidelines

ALL Teaching & Training Reports are *Sent via Email to the International Office*

The TYPES of Teaching & Training Reports are

- Academy “Live” Seminar Report
- Study Group Report
- Teaching Event Report

Academy “Live” Seminar Report

How to USE -

- For informing the International President who attended the Academy “Live” Seminar
- Filled in by National/Country Leader Or Host of the “Live” Seminar
- Sent to International President within 3 Days of end of “Live” Seminar

Format -

Name of Report: Academy “Live” Seminar Report

Country:

City:

Date:

Total number Attended:

Total number of Members:

Total number of Guests:

How many are Head of Church or Organisation:

Feedback: EXCELLENT/GOOD/SATISFACTORY/UNSATISFACTORY/POOR

Comment: *Any other details that is significant about those attending*

[It will very useful if you can name who attended, but this is NOT necessary]

Study Group Report

How to USE -

- For groups or events organised to teach the courses of the Mission;
or by leaders or members of the Mission
- Filled in by National/Country Leader
- Sent to International President *within One Week after Group has finished*
- Fill in the Items in the Format below for EACH Study Group that has finished

Format -

Name of Report: Study Group Report

Country:

Topic:

Group Leader:

Translator(s):

Number Attended:

Location:

Start Date:

End Date:

Frequency (e.g. daily, weekly, etc.):

Feedback: EXCELLENT/GOOD/SATISFACTORY/UNSATISFACTORY/POOR

Comment: *Any other details that is significant about those attending*

[It will very useful if you can name who attended, but this is NOT necessary]

Teaching Event Report

How to USE -

- for groups or events conducted by NON-Member(s) the Mission
- e.g. a guest preacher, teacher or trainer
- Filled in by National/Country Leader
- Sent to International President ***within One Week after Event has finished***
- Fill in the Items in the Format below for EACH Event completed

Format -

Name of Report: **Teaching Event Report**

Country:

Topic:

Instructor(s):

Start Date:

End Date:

Frequency:

Place of Event:

Total Number Attended:

Total Number of Members Attended:

Total Number of Guests: (who are they?)

Feedback: EXCELLENT/GOOD/SATISFACTORY/UNSATISFACTORY/POOR

Comment: *Any other details that is significant about those attending*
[It will very useful if you can name who attended, but this is NOT necessary]

MEMBERSHIP REPORTS - Type by Type

General Guidelines

The TYPES of Membership Reports are

1. **National/Country Report** - send to the International Office
2. **Zone Report** - send to the National/Country Leader
3. **Local Group Report** - send to the Zone Leader;
if no Zone, to the National/Country Leader

Time Table

We shall practice 2 Half Yearly Reporting -

Mid-Year Report - **DUE End JULY Each Year**

Period Covered - January to June Each Year

Year-End Report - **DUE End JANUARY Each New Year**

Period Covered - July to December Each Year

1st Half-Yearly Reporting

Beginning of May each Year - an email will be sent from Singapore Office to Each Country Leader to START collecting the information for the 1st Half-Yearly National/Country Network Report.

On receiving the Email from Singapore - the National/Country/Country Leadership shall START the process by instructing

- the Zone Leaders (if the country has Zones) OR
- the Local Group Leaders (if the country has no Zone)

(If there is No Local Group - the Country Leader shall do the Report on what is being done for the Mission in the country) to give the information according to the Local Group Report (for Local Groups) and the Zone Network Report (for Zones) - this Must be Done by **Mid JUNE** if submitted to Zone Leader, by **End JUNE**, Each Year, if submitted to National/Country Leadership

Zone Network Reports (if the country has Zones) Or the Local Group Reports (if the country has No Zone) shall be sent to reach the National/Country Leadership by the **Beginning of JULY**

The National/Country Leadership shall compile all the Zone Network Reports to complete the National/Country Network Report BEFORE End JULY to **reach the International Office by END JULY**

2nd Half-Yearly Reporting

Same as 1st Half-Yearly Reporting Except Deadlines are -

Beginning of November each Year - start collecting reports from Local Groups & Zones

End of December each Year - all reports from Local Groups & Zones received by National/Country Leadership - to **reach Singapore by END JANUARY** of Next Year

National/Country Report

Who Reports?

Country/National Leaders to report to the International President

How to Gather the Information for this Report

The National/Country Leadership shall collect and compile the reports -

Either from the Zones or the Local Groups - to write this Report;

Or if there is No Local Group - the Country Leadership shall write the report directly

The National/Country Leadership Must Ensure that the Relevant Information from the Zones and from Local Groups is Collected IN DUE TIME to complete the National/Country Network Report.

It is advised that the National/Country Leadership appoint some person or persons to Collect and Check the information from all the Zone and Local Group Leaders to be Sure that the information is Correct.

Format:

Name of Report: **National/Country Report**

Period of Report: Year - 1st Half/2nd Half (delete one)

Deadline for 1st Half - End July to International Office

Deadline for 2nd Half - End Jan Next Year to International Office

Country:

National/Country Leader:

Total Number of Zones in Country:

Total Number of Local Groups in Country:

Total Number of Group Members in Country:

Total New Group Members Added:

Total Number of Group Members resign their membership:

Total Number of Ministry Members in Country:

Total New Ministry Members Added:

Total Number of Ministry Members resign their membership:

Total Number of Prayer Members in Country:

Total New Prayer Members Added:

Total Number of Prayer Members resign their membership:

Overall Feedback from All Zones & Groups in Country:

Feedback - Word: EXCELLENT/GOOD/SATISFACTORY/UNSATISFACTORY/POOR

Feedback - Prayer: EXCELLENT/GOOD/SATISFACTORY/UNSATISFACTORY/POOR

Feedback - Fellowship: EXCELLENT/GOOD/SATISFACTORY/UNSATISFACTORY/POOR

Comment:

Zone Report

For Countries with ZONES - Each Zone would have Local Groups under its oversight

Who Reports?

Local Group Leaders within the Zone to the **Zone Leader**

- **Initiated by National/Country Leader** for **Zone Leader** to collect the information from the Local Group Leaders in the Zone
- **Zone Leader** use the **Local Group Leaders' Reports** to complete the Zone Report
- The completed Zone Report is sent to the National/Country Leadership

Format:

Name of Report: **Zone Report**

Period of Report: Year - 1st Half/2nd Half (delete one)

Deadline for 1st Half - End June to National/Country Leadership

Deadline for 2nd Half - End Dec to National/Country Leadership

Zone Location (area covered by Zone):

Zone Leader:

Total Number of Local Groups in Zone:

Total Number of Group Members in Zone:

Total New Group Members Added in Zone:

Total Number of Group Members resigned their membership in Zone:

Total Number of Ministry Members in Zone:

Total New Ministry Members Added in Zone:

Total Number of Ministry Members resign their membership in Zone:

Total Number of Prayer Members in Zone:

Total New Prayer Members Added in Zone:

Total Number of Prayer Members resigned their membership in Zone:

Overall Feedback from All Local Groups in Zone:

Feedback - Word: EXCELLENT/GOOD/SATISFACTORY/UNSATISFACTORY/POOR

Feedback - Prayer: EXCELLENT/GOOD/SATISFACTORY/UNSATISFACTORY/POOR

Feedback - Fellowship: EXCELLENT/GOOD/SATISFACTORY/UNSATISFACTORY/POOR

Comment:

Local Group Report

Who Reports?

For **Local Group Leaders** to fill to send to the **Zone Leader**; if no Zone, to the **Country/National Leaders**

- Initiated by National/Country Leader for Zone Leaders to collect this report from the Local Group Leaders in their Zon
- If there is No Zone, the Local Group Leaders send their reports to the Country/National Leaders

Format:

Name of Report: **Local Group Report**

Period of Report: Year - 1st Half/2nd Half (circle one)

Deadline for 1st Half - Mid-June to Zone or National/Country Leadership

Deadline for 2nd Half - Mid-Dec to Zone or National/Country Leadership

Local Group Location (province, city, district, etc.):

Local Group Leader:

Local Group Membership Committee Members:

Total Number of Group Members:

Number of Group Members Added:

Number of Group Members resigned their membership:

Total Number of Ministry Members:

Number of Ministry Member Added:

Number of Ministry Member resigned their membership:

Total Number of Prayer Members:

Number of Prayer Members Added:

Number of Prayer Members resigned their membership:

Feedback - Word: EXCELLENT/GOOD/SATISFACTORY/UNSATISFACTORY/POOR

Feedback - Prayer: EXCELLENT/GOOD/SATISFACTORY/UNSATISFACTORY/POOR

Feedback - Fellowship: EXCELLENT/GOOD/SATISFACTORY/UNSATISFACTORY/POOR

Comment: