Name of Church: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Pastor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community Services Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Quarter Ending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Due dates for the submission of Reports: By the 10th day of the month after the quarter's ending**

***1st Quarter-April 10 \*2nd Quarter-July 10 \*3rd Quarter-October 10 \*4th Quarter- January 10***

|  |  |  |  |
| --- | --- | --- | --- |
| **Distribution** | Example | **Number/ Amounts** | Gd. Section |
| Food Packages (Baskets) | 10 Pckgs |  | 3 |
| Pieces of Clothing | 25 Pieces |  | 3 |
| Bedding/ Household Items | 12 Items |  | 3 |
| Value of Above Items | $20,000.00 |  | 3 |
| Cash | $15,300.00 |  | 3 |
|  **TOTAL:** |  | **15** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Centre Activities** | Example | **Number/ Amounts** | Gd. Section |
| Clinics/ Health Projects | 2 Clinics |  | 2 |
| Workshops/ Seminars | 1 Seminar |  | 2 |
| Counselling Sessions | 6 Sessions |  | 1 |
| Soup Kitchens/ Street Feeding | 150 Meals |  | 3 |
| Sabbath Lunches Provided | 120 Lunches |  | 3 |
| Recreational Activities **(Socials/ Retreats)** | 1 Retreat |  | 2 |
| Job Placements | 2 Jobs |  | 1 |
| Skill Projects/ Classes: |  |  | 4 |
|  Sewing |  |  |  |
|  Cooking | 6 Classes |  |  |
|  Computer |  |  |  |
|  Remedial (Literacy) |  |  |  |
|  Extra - CXC/ GSAT |  |  |  |
|  Others **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 10 Classes |  |  |
|  Others **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 10 Classes |  |  |
|  **TOTAL:** |  | **18** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Visits** | Example | **Number/ Amounts** | Gd. Section |
| Hospitals | 32 Visits |  | 3 |
| Sick (Home) | 12 Visits |  | 3 |
| Shut-ins | 14 Visits |  | 3 |
| Prison | 5 Visits |  | 3 |
| Children's Home | 3 Visits |  | 3 |
| Infirmary/ Nursing Home | 3 Visits |  | 3 |
| The Bereaved | 38 Visits |  | 3 |
| Other Visits **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 1 Visit |  | 3 |
|  **TOTAL:** |  | **24** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Witnessing Activities** | Example | **Number/ Amounts** | Gd. Section |
| Literature Distribution | 350 |  | 3 |
| Bible Studies | 42 |  | 3 |
| Prayers | 58 |  | 3 |
| Encouragements: |  |  |  |
|  Face-to Face | 23 |  | 2 |
|  Telephone/Text | 26 |  | 2 |
|  Cards/Notes/Letters | 10 |  | 2 |
|  Email | 5 |  | 2 |
|  **TOTAL:** |  | **17** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reporting Information** | Example | **Number/ Amounts** | Gd. Section |
| No. of Community Services Units | 3 |  | 2 |
| No. of Community Services Councils Held | 3 |  | 2 |
| No. of Persons Helped | 30 |  | 2 |
| No. of Hours Spent | 90 hrs |  | 2 |
| No. of Persons Reporting (Average) | 40 |  | 2 |
|  **TOTAL:** |  | **10** |

|  |  |
| --- | --- |
| **Other CS Projects/ Activities** | Gd. Section |
| 1. ........................................................................................................................................2. ........................................................................................................................................3. ......................................................................................................................................... |  |
|  **TOTAL:** | **3** |

|  |  |
| --- | --- |
| **Photographs Of Activities (Attachment)** | **3** |

|  |  |
| --- | --- |
| **Submission of Report** | **10** |

|  |  |
| --- | --- |
| **GRAND SUM** | **100** |

|  |  |  |
| --- | --- | --- |
| **No. Baptized (Bonus Points)** |  | **5** |

**MISSION STATEMENT**

*"To serve the poor and hurting*

*in Christ's name."*

Church Membership: ........................................................

GRADING SCHEME: 85 - 100 = A

 70 - 84 = B

 55 - 69 = C

***For more information regarding this reporting***

 ***form, please call the office at 656-7800/ 618-2416***

 40 - 54 = D

 Below 40 = F