



West Jamaica Conference Community Services Quarterly Reporting Form



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 <small>(Socials/ Retreats)</small>	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



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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
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Submission of Report	10
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GRAND SUM	100
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No. Baptized (Bonus Points)	5
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Church Membership:

GRADING SCHEME:

85 - 100 = A
70 - 84 = B
55 - 69 = C
40 - 54 = D
Below 40 = F

MISSION STATEMENT
*"To serve the poor and hurting
in Christ's name."*

For more information regarding this reporting form, please call the office at 656-7800/ 618-2416