

**HOME MISSION CHURCHES AND PASTORS**  
**Sectional Administrative Committee**  
**2004 Annual Report to the**  
**World Missions Board**

Section: \_\_\_\_\_ Region: \_\_\_\_\_

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

Church Location: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Church Phone:(\_\_\_\_) \_\_\_\_\_ Home Phone:(\_\_\_\_) \_\_\_\_\_

Cell Phone:(\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

**(Bold, shaded areas for SAC use only)**

**INSTRUCTIONS:** Pastor, there are two parts to filing this report. (1) You personally fill out as much as possible and have it prepared (with supporting documents) when the SAC meets you for your annual interview. (2) The SAC will complete the report, following your interview.

**A. CHURCH STATISTICS**

1) What year was this Church established? \_\_\_\_\_

2) (Estimated) Projection: When will this Church become Sovereign? \_\_\_\_\_

3) Total registered Members: \_\_\_\_\_ Total adherents (including Members): \_\_\_\_\_

4) What is the average weekly attendance:

Sunday School \_\_\_\_\_ Sunday Morning Worship \_\_\_\_\_

Sunday Evening \_\_\_\_\_ Midweek Service \_\_\_\_\_

5) How many decisions for Christ last year? \_\_\_\_\_

6) How many baptized in water last year? \_\_\_\_\_

7) How many baptized in the Holy Spirit last year? \_\_\_\_\_

8) How many new members added last year? \_\_\_\_\_

**SAC Comments:** \_\_\_\_\_

B. ADMINISTRATION AND FINANCE

1) Names of your Advisory Committee members: \_\_\_\_\_  
\_\_\_\_\_

2) How often does the Advisory Committee meet:

- Weekly  Bi-Weekly  Monthly  Bi-Monthly  Quarterly  Yearly

3) Do you maintain regular office hours? If so, what are they? \_\_\_\_\_

4) During business hours, how is the phone answered?  Personally  Electronically

Does someone get messages to you and do you return them promptly? \_\_\_\_\_

5) Is there an "Official Minutes" file? \_\_\_\_\_ Will it be provided for the SAC? \_\_\_\_\_

6) Who is responsible for the Financial Records of the Church?

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

7) Are the financial records accessible to the Pastor? \_\_\_\_\_

8) How many bank accounts serve this church? \_\_\_\_\_

Checking \_\_\_\_\_ Savings \_\_\_\_\_ Other \_\_\_\_\_

9) Location of accounts:

Checking \_\_\_\_\_ Savings \_\_\_\_\_

Other Accounts \_\_\_\_\_

10) Does each account require two signatures? \_\_\_\_\_

11) How often is a financial report prepared?  Monthly  Quarterly  Annually

Are they available for the congregation to review? \_\_\_\_\_

Were they seen and reviewed by SAC? \_\_\_\_\_

12) Are you sending quarterly reports to DRC and your Presbyter? \_\_\_\_\_

13) Will proof of bookkeeping records be provided to SAC? \_\_\_\_\_

System used \_\_\_\_\_

Adequately meets your needs? \_\_\_\_\_

If not, what system would? \_\_\_\_\_

(Gerhart System available from the District Resource Center)

14) Will SAC see evidence of an Annual Business Meeting? \_\_\_\_\_

15) Is a budget prepared each year? \_\_\_\_\_

16) List all current accounts payable (and their Total) \_\_\_\_\_

\_\_\_\_\_ Total: \_\_\_\_\_

17) Is a current inventory provided for the SAC? \_\_\_\_\_

If a current list of inventory has not been sent to the DRC, YOU MUST DO SO. If a list has been provided, you may need to update, if new items have been purchased.

18) Does the church have the District's Children's Worker's Screening in place? \_\_\_\_\_

**SAC Comments:** \_\_\_\_\_

**C. INSURANCE**

1) Type of vehicle owned by the church? \_\_\_\_\_ Yr \_\_\_\_\_ Model \_\_\_\_\_

Vehicle's condition? \_\_\_\_\_

2) Name of Insurance Provider: \_\_\_\_\_

Adequate coverage? \_\_\_\_\_ Did SAC see proof of coverage? \_\_\_\_\_

3) Have you enrolled in the District's Life insurance program? \_\_\_\_\_

4) Do you have health insurance coverage for you and your family? \_\_\_\_\_

<b>D. BUILDING AND GROUNDS</b>	<b>Excellent</b>	<b>Average</b>	<b>Poor</b>
1) Grounds in general	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2) Lawn surrounding building	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3) External structural condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4) Exterior Paint	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5) Church Sign	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6) Overall Interior Appearance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7) Sunday School Facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8) Parking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**SAC Comments:** \_\_\_\_\_

E. PASTOR

1) PERSONAL

- a) Do you feel fulfilled in your personal ministry? \_\_\_\_\_  
Comments \_\_\_\_\_
- b) Is your family happy being in ministry with you? \_\_\_\_\_  
Comments \_\_\_\_\_
- c) Are you spending quality time with your wife and family weekly? \_\_\_\_\_  
Comments \_\_\_\_\_
- d) Wedding Anniversary date: \_\_\_\_\_  
Name(s), birth date(s) of child(ren) living at home \_\_\_\_\_  
\_\_\_\_\_
- e) How is your health? \_\_\_\_\_
- f) Do you have peers to fellowship with? \_\_\_\_\_
- g) Are you attending the monthly Sectional Meetings? \_\_\_\_\_  
If not, why? \_\_\_\_\_
- h) What do you do in your leisure time? \_\_\_\_\_
- i) Personal income: Church \$ \_\_\_\_\_ Secular \$ \_\_\_\_\_ Other churches \$ \_\_\_\_\_
- j) Do you fully understand the District's policy regarding possible return of your tithe/dues if you make a special request? \_\_\_\_\_

**SAC comments:** \_\_\_\_\_  
\_\_\_\_\_

2) MINISTRY

- a) On a weekly basis, approximately how much time do you spend in sermon preparation and prayer? \_\_\_\_\_
- b) What are your goals for this year? \_\_\_\_\_  
\_\_\_\_\_
- c) What are your goals for the next five years? \_\_\_\_\_  
\_\_\_\_\_

d) Were adult revivals/special meetings conducted this year? \_\_\_\_\_

Any planned for next year? \_\_\_\_ Describe your plans \_\_\_\_\_

e) Were children's crusades/special meetings conducted this year? \_\_\_\_\_

Any planned for next year? \_\_\_\_ Describe your plans \_\_\_\_\_

f) Were specific projects/outreaches conducted this year? \_\_\_\_\_

Any planned for next year? \_\_\_\_ Describe your plans \_\_\_\_\_

g) What are you doing to increase your effectiveness, personal growth and development? \_\_\_\_

h) Other than financial, do you have any major conflicts/problems facing the church? \_\_\_\_\_

i) Do you need further expertise in one of the following?

Financial Management     Administration     Interpersonal Relationships

Church Growth Principals    Other \_\_\_\_\_

<b>F. SAC SUMMATION</b>	<b>EXCELLENT</b>	<b>AVERAGE</b>	<b>POOR</b>
Attitude towards family support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attitude towards his ministry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attitude towards congregation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attitude towards community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pastor's vision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**ADDITIONAL COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SAC**

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_