

## CLICK ON THE LINK TO COMPLETE THE 2019 FMCIC ANNUAL REPORT ONLINE:

### ANNUAL REPORT 2019

To copy and paste the Link: <https://fs1.formsite.com/reports/form141/index.html?1546631169648>

This report should be filled out by the **Lead Pastor** (or **Delegate** if there is no Lead Pastor) by **February 28, 2020**.

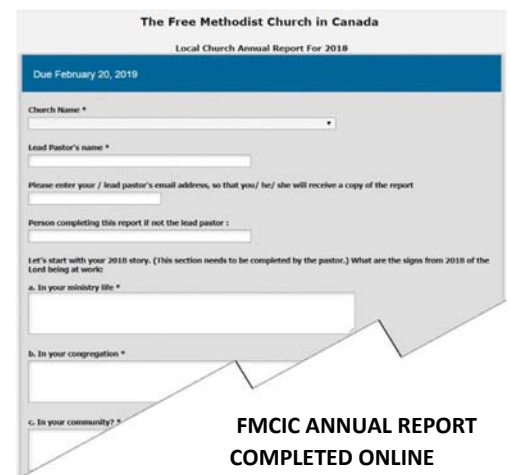
If there is no Lead Pastor, there are questions you will not be able to complete (for example, the Network Leader Evaluation). Answer what you are able to answer and enter **"NA"** to those you cannot.

Before you begin, you should have available your 2019 year-end budget report as well as church attendance and stats as you will be asked for the following information for **2019**:

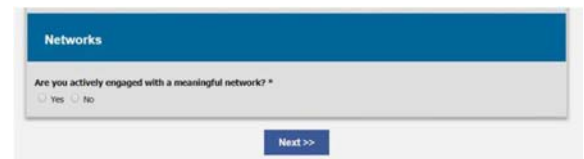
- ☑ Church Data (name, contact etc.)
- ☑ Church Statistics (average attendance, stats on conversions, baptisms, etc. and some amounts from your actual 2018 income and expenses)
- ☑ Church Health (Life Plan information)
- ☑ Personnel (Information on Pastoral Staff and Lay Ministers)
- ☑ Ministry Recruitment Referrals (info on potential new leaders)
- ☑ Intercultural Engagement (Missions)
- ☑ Network Leader Evaluation

Once you get to the bottom of the first page, indicate if you are actively engaged with a meaningful network : **Yes** or **NO** and then press the **NEXT** button.

NOTE – after you press the NEXT or SUBMIT button, if there are any incomplete/incorrect fields (some fields require amounts entered in a numerical format) you will be asked to correct the highlighted fields.



The screenshot shows the 'Local Church Annual Report For 2018' form. The title is 'The Free Methodist Church in Canada'. The due date is 'Due February 20, 2019'. The form fields are filled out, including 'Church Name', 'Lead Pastor's name', and 'Person completing this report if not the lead pastor'. A section titled 'Let's start with your 2018 story' has three sub-sections: 'a. In your ministry life', 'b. In your congregation', and 'c. In your community'. A blue arrow points to the bottom right of the form, with the text 'FMCIC ANNUAL REPORT COMPLETED ONLINE'.



The screenshot shows the 'Networks' section of the form. The question is 'Are you actively engaged with a meaningful network?'. There are two radio buttons: 'Yes' and 'No'. A blue 'Next >>' button is at the bottom right.



The screenshot shows the 'Local Church Annual Report For 2018' form with red highlights around the 'Church Name', 'Lead Pastor's name', and 'Person completing this report if not the lead pastor' fields. A red banner at the top says 'Please review the form and correct the highlighted items.' A blue arrow points to the bottom right of the form, with the text 'MISSING / INCORRECT FIELDS HIGHLIGHTED IN RED'.

## FMCIC Annual Report Guide 2019

If you indicated “**NO**”, you are not actively engaged with a meaningful network (like a church that has no pastor), you will be asked to give a reason why before pressing the **SUBMIT** button.

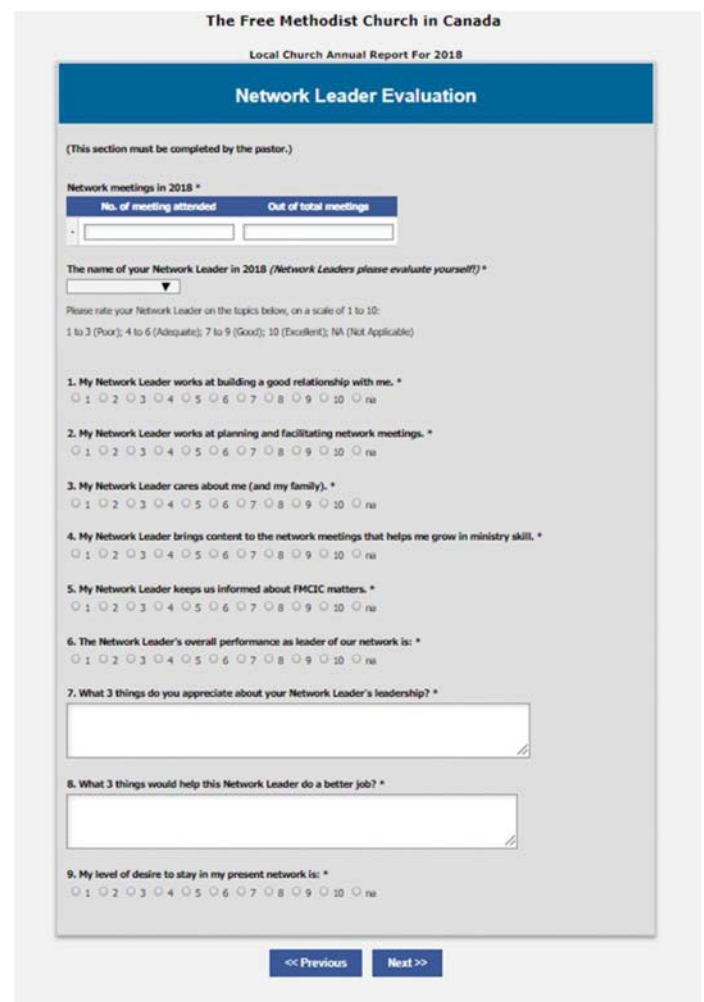
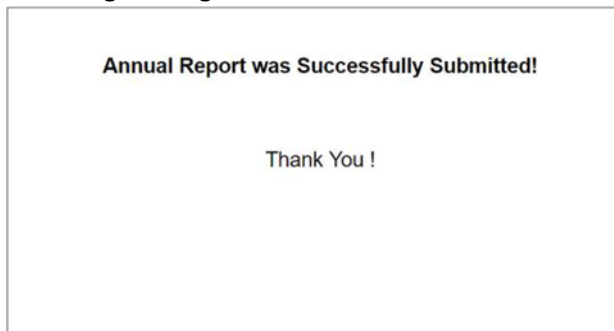


For those that are not actively engaged with a network, your Annual Report is complete. Thank you.

## Network Leader Evaluation

If you select “**YES**” to being actively engaged in a meaningful network, you will now need to complete the **Network Leader Evaluation** form:

Once you have completed the Network Leader Evaluation, press the **NEXT** button to complete the evaluation. Your Annual Report is now complete. You should see the following message:



If you have you have any questions or trouble completing the form, please contact Ministry Centre for assistance at **905-848-2600**

We appreciate submitting your completed form by

**FEBRUARY 28, 2020.**

Thank you.

