

Ezra & Reporting Procedures

1. Reporting Period – monthly
2. Suspense - 1 week after the end of the month
3. Reporting items
 - a. Attendance
 - b. Salvations
 - c. Rededications – be careful with this. There are individuals who will come up or raise their hands on a regular basis. Do not count these folks.
 - d. Water Baptism
 - e. Holy Spirit Baptism with the evidence of speaking in tongues
 - f. Healings
4. Submit your data to the Pastor or his/her designee.
5. Submit data via e-mail, mail, written document, or fax.
6. Financial Reporting will be completed by the Treasurer
7. Activity Reporting will be completed by the Pastor, Secretary, or designated person
8. Ezra data shall be inputted into the Ezra database within 15 days of the end of the month.
9. H2H Leaders shall submit their reports via the H2H monthly report to the Small Group Minister.
10. Ministries Required to report
 - a. Nursery and Children's Church
 - i. 0-2 years
 - ii. 3years to K
 - iii. Grades 1-6

FAMILY CHRISTIAN CENTER

A Foursquare Church

Rescue, Restore, and Release – Luke 4:18-19

- b. Youth
- c. H2H – see above for procedures
- d. Prayer – Wednesday Meeting
- e. Women’s Ministry
- f. Men’s Ministry
- g. Evangelism – Bible Studies.