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. 3 years 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.