

2019 NATIONAL CHILDREN'S LEADERSHIP CONFERENCE

REPORT WRITING

PRESENTED BY DCNS. NINA ADJEI
ASST. NATIONAL LEADER

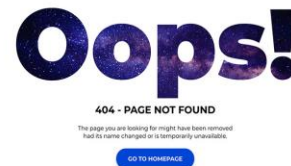
AGENDA

- Why Should We Write Reports
- Scope and Style of Report
- Practical Report Writing – The COP Way
- Review Statistical Reporting

Why Should You Write Reports



- **Reports communicate information which has been compiled about the children ministry**
- Report must focus on transmitting children ministry information with a clear purpose, to a specific audience:
 - The Local ministry teachers and presbytery – e.g Local Report
 - District teachers and or presbytery – e.g District Report
 - Regional presbytery – e.g Regional Report
 - National Council – e.g National Report
- Good reports are documents that are **accurate**, objective and complete.
 - Data or statistics about the kids must be accurate



▪ **Be mindful of the**

moments!

Scope and Style of Children Ministry Report



- **Reporting scope and style would depend on 3 things:**
 - the report's intended audience – Who is the report for?
 - The purpose of the report – why are you writing the report?
 - Information type: the information being communicated
- Reports must be well-written, clearly structured and expressed in a way that holds the reader's attention and meets their expectations.
 - It's kids report so it must have interesting facts

The COP WAY! Parts and Components of COP Report

Introduction:

- Reference the word of God in line with report type:
 - Example: “Grandchildren are the crowning glory of the aged; parents are the pride of their children.” (Prov 17:6 NLT).
- State how grateful you are to God.
- Introduction section should be brief.

ACKNOWLEDGEMENT

- Acknowledge appropriate authority for their support
 - Presiding for Local report
 - District Pastor for District Reports
 - Regional Head for Regional Reports
 - National Head for National Reports
- Be brief and concise!

LEADERSHIP

- List the leaders as appropriate (Local, District, Regional or National)



The COP WAY! Parts and Components of COP Report – Conti.



GENERAL ASSESSMENT

- This is also known as the 'Executive Summary'
- Summarize the important points for the period under review.
- State significant achievements
- States facts for easy referencing:
 - Total number of children;
 - Total number of teachers
 - Number of dedications, etc.
- Be brief and concise!

ACTIVITIES

- List major activities that the ministry participated in:
 - National programs
 - Regional Programs
 - District programs
 - Local programs.



The COP WAY! Parts and Components of COP Report – Conti.



- Level of details will depend on the level of the report
 - Local reports must be **detail**
 - District reports must be a summary of local reports
 - Regional reports must be a summary of District reports
 - National report will contain a summary of Regional Reports
- Reports must have enough information to convey work done

ASSESSMENT OF PREVIOUS PROJECTION

- This can be in a tabular form:

PROJECTION	TIME FRAME	REMARKS
National Leaders Conference	In April 2018	Done
National Children's week	In August 2018	Done

PROJECTION FOR CURRENT YEAR (2019).

PROJECTION	TIME FRAME
National Leaders Conference	In April 2018
National Children's week	In August 2018

CHALLENGES

- State the challenges you are facing
- The purpose must be to seek help necessary to resolve the challenges. Don't miss the opportunity



STATISTICAL REPORT AND DEMOGRAPHY



THE CHURCH OF PENTECOST U.S.A., INC.

NATIONAL CHILDREN MINISTRY

STATISTICAL REPORT AND DEMOGRAPHY

January 1st through December 31s 2018

REGIONS	TOTAL MEMBERSHIP (0 TO 13 YRS)		TOTAL MEMBERSHIP (0 TO 13)		TOTAL MEMBERSHIP	CHILDREN DEDICATED	NO. OF CHILDREN ATTENDING CHILDREN MINISTRY BUT NOT DEDICATED	CHILDREN WON FOR CHRIST & RETAINED	CHILDREN BAPTISED @ 13 AND IN NEW CONVT. CLASS (TO	NO. OF CHILDREN MINISTRY TEACHERS	CHILDREN TRANSFERRED		BIRTHS	DEATHS
	As of December 2018	As of December 2017	MALE	FEMALE	(a) + (b)						IN	OUT		
ATLANTA	772	834	0	0	772	50	2	5	19	78	17	12	49	0
CALIFORNIA	680	585	0	0	680	61	24	15	5	72	20	29	60	0
CHICAGO	1461	1390	0	0	1461	121	12	10	9	158	6	4	122	1
NEW ENGLAND	867	750			867	82	0	0	0	82	0	0	81	0
NEW JERSEY	703	570	0	0	703	63	11	33	17	70	23	16	73	0
NEW YORK	851	672	0	0	851	87	7	6	9	88	8	9	92	0
TEXAS	764	674	0	0	764	77	29	14	2	73	38	18	83	0
WASHINGTON	1317	1164	0	0	1317	123	10	18	21	125	19	35	142	0
TOTAL	7415	6639	0	0	7415	664	95	101	82	746	131	123	702	1

Total No. of Ministers [1]

Adult Mems: Starts with water baptism and it includes all who are 13years and above (i.e. Teenage 13-19 years and Other Adults above 19years).

Children Mems: Children below the age of 13

Rallies held is the total number of rallies held by each of the movements and the entire church at the local and District

Souls won is the total number of souls won by each of the movements, the entire church and individuals at the local and district level.

A Leader is a member put in-charge of an assembly where there is no ordained officer. (Where applicable, it is one leader per assembly)


NATIONAL LEADER'S NAME: Rev. Frank Agymang Prempeh SIGN:.....FAP

DATE: JanuaryJanuary 14th 2019

The COP WAY! Parts and Components of COP Report – Conti.

FINANCIAL ANALYSIS

You may use the following table to do comparative analysis of your finances



DESCRIPTION	CURRENT PERIOD	PRIOR PERIOD	INCREASE	DECREASE
Total Receipts				
Less Total Expenses				
Receipts-Expenses				
Cash at Bank				

RECOMMENDATION

- Opportunity to recommend solutions to stated challenges

CONCLUSION

- End the report by restating your appreciation and a forward-looking statement
 - ‘We look forward for a fruitful and prosperous New Year’.

Thank You For Your Attention!!

