

# Practical Example 1

## Branch Church Quarterly Report

**Church Name:** *Grace Seventh-day Adventist Church*  
**Branch/Company:** *Hope Branch*  
**Quarter:** Q1 ☒ (Jan–Mar)  
**Year:** 2025

### 1. General Information

Item	Details
Mother Church	UPNG SDA Church
Church/Branch Name	Hope Branch SDA
Mission/Conference	Central Valley Conference
Pastor/Leader	Pr. Daniel K. Mensah
Clerk/Reporter	Sarah Owusu
Date Submitted	April 5, 2025

### 2. Membership Report

Item	Number
Membership at Beginning of Quarter	123
Baptisms	4
Professions of Faith	2
Transfers In	1
Transfers Out	0
Deaths	1
Removals (Discipline)	0
Membership at End of Quarter	129

### 3. Attendance

Service/Meeting	Average Attendance
Sabbath School	95
Divine Service	110
Midweek Prayer Meeting	40
Youth Meetings	35
Other Meetings (Choir Practice)	25

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### 4. Financial Report

Item	Amount (Local Currency – GHS)
Tithes Collected	28,750
Offerings (Local Church Budget)	9,600
Sabbath School Offerings	2,400
Mission Offerings	1,750
Special Funds/Projects (Building)	6,500
<b>Total Income</b>	<b>49,000</b>
Total Expenditure	42,300
<b>Balance Forward</b>	<b>6,700</b>

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### 5. Departmental Reports (Summaries)

#### Sabbath School & Personal Ministries

- Conducted 3 outreach programs in nearby communities.
- 22 Bible studies in progress.
- 300 tracts and 50 books distributed.

#### Youth Ministries

- AY meetings held weekly, average 30–40 in attendance.
- Pathfinder Club launched with 18 active members.
- Organized Youth Sabbath in March.

#### Women's & Men's Ministries

- Women's Ministries hosted International Women's Day of Prayer (March).
- Men's Ministries supported church roofing project.

## **Community Services / Evangelism / Health Ministry**

- Community food distribution reached 45 families.
  - Health Screening conducted on Feb 15 (80 participants).
  - Evangelistic Campaign planned for May.
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## **6. Challenges & Needs**

- Limited space in children's classroom.
  - Need for new microphones and PA system repair.
  - Some members struggling with consistent midweek attendance.
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## **7. Plans for Next Quarter**

- Evangelistic campaign in May targeting 2 nearby villages.
  - Launch of midweek Bible Study groups in homes.
  - Pathfinder Camporee scheduled for June.
  - Begin fundraising for multipurpose hall construction.
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**Prepared by:** Elder John Kena (Branch Church Leader)

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

**Date:** 12/03/2005

**Clerk:** Geno Kio

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

**Date:** 12/03/2005

**Treasurer:** Cathy Lumi

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

**Date:** 12/03/2005

**Received by:** Pastor Hiru Gena

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

**Date:** 16/03/2005

# Practical Example 2

## Elders’ Department Quarterly Report

**Church Name:** *Grace Seventh-day Adventist Church*  
**Quarter:** Q1 ☒ (Jan–Mar)  
**Year:** 2025

### 1. General Information

Item	Details
Church Name	Grace SDA Church
Mission/Conference	Central Valley Conference
Head Elder	Elder Joseph Amankwah
Number of Serving Elders	5
Date Submitted	April 6, 2025

### 2. Worship & Service Leadership

Activity	Number Conducted	Notes
Sabbath Worship Services Led by Elders	8	Covered when pastor traveled
Communion Services Assisted/Conducted	1	Assisted pastor in March
Midweek Prayer Meetings Led	10	Rotated among elders
Funerals, Weddings, Special Services	3	2 funerals, 1 wedding

### 3. Pastoral Care & Visitation

Activity	Number/Details
Home Visits	22 families visited
Hospital/Prison Visits	7 (hospital only)
Member Counselling/Prayer Sessions	6 sessions
Bible Studies Conducted	12 ongoing

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### 4. Leadership & Support

Activity	Details
Elders' Meetings Held	3 (monthly)
Training/Workshops Attended	District Elders' Seminar (Feb 15)
Mentoring of Youth Leaders	2 AY leaders being groomed
Support to Other Church Departments	Helped Sabbath School Rally

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### 5. Financial Accountability (Budget Acquittal)

Item	Approved Budget (GHS)	Actual Expenditure (GHS)	Balance (GHS)	Notes
Elders' Meetings & Retreats	2,000	1,650	350	Food & transport for 3 meetings
Visitation & Pastoral Care	1,500	1,200	300	Fuel & welfare packages
Training & Workshops	1,000	900	100	3 elders attended seminar
Evangelism/Support Programs	2,500	2,300	200	Supported Pathfinder Sabbath
Other (Emergency Support)	800	750	50	Assisted bereaved family
<b>Total</b>	<b>7,800</b>	<b>6,800</b>	<b>1,000</b>	

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### 6. Challenges & Needs

- Transport challenges for rural visitation.
- Limited funds for welfare/visitation packages.
- Some elders balancing work with ministry duties.

## 7. Plans for Next Quarter

- Organize a Family Week of Prayer (May).
  - Joint visitations with Deacons/Deaconesses.
  - Elders' Spiritual Retreat (June).
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**Prepared by:** Elder Joseph Amankwah

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

**Date:** 06/04/2025

**Clerk/Secretary (if applicable):** Elder Mary Kusi

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

**Date:** 06/04/2025

**Received by:** Clerk Kenny Jinki

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

**Date:** 06/04/2025

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# Practical Example 3

## Personal Ministries Quarterly Report

**Church Name:** *Grace Seventh-day Adventist Church*  
**Quarter:** Q1 ☒  
**Year:** 2025

### 1. General Information

Item	Details
Church Name	Grace SDA Church
Mission/Conference	Central Valley Conference
Personal Ministries Leader	Sis. Lydia Nkrumah
Assistant/Secretary	Bro. Daniel Owusu
Date Submitted	April 7, 2025

### 2. Core Evangelism & Outreach

Activity	Number/Details
Bible Studies Given	35 (23 completed, 12 ongoing)
Missionary Contacts Made	420
Baptisms/Professions of Faith Resulting	6 baptisms, 3 professions
Tracts/Books Distributed	1,200 tracts, 150 books
Evangelistic Meetings/Crusades Held	1-week revival (March)
Interest Coordinator Follow-ups	38 interests followed up

### 3. Departmental Subdivisions Activity Report

- ◆ **A. Bible Study Ministry / Lay Instructors**
  - **Active Instructors:** 5

- **New Studies:** 18
- **Completions:** 23
- **Challenges:** 2 instructors need transportation support.

#### ◆ B. Small Groups / Cell Ministry

- **Active Groups:** 4 (weekly)
- **Avg Attendance:** 8–12 per group
- **Discipleship Focus:** "Steps to Christ" series
- **New Members Integrated:** 4

#### ◆ C. Literature Evangelism / Missionary Volunteers

- **Members Involved:** 17
- **Tracts Distributed:** 1,200
- **Books Shared:** 150 ("The Great Controversy", "Hope Beyond Tomorrow")
- **Response:** 19 people requested Bible studies

#### ◆ D. Community Services / Dorcas

- **Projects:** Clothing and food donation drive
- **Served:** 35 families
- **Partnerships:** Local clinic & 2 schools
- **Emergency Aid:** Assisted 3 members in crisis

#### ◆ E. Adventist Men

- **Projects:** Assisted in widow home repair project
- **Evangelism:** Led 1 men's prayer breakfast
- **Participants:** 12 men actively involved

#### ◆ F. Spirit of Prophecy Promotion

- **Books Shared:** 40 SOP books
- **Reading Plan:** Desire of Ages weekly discussion (in 2 groups)
- **Engagement:** 28 members joined the plan

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## 4. Training & Member Involvement

Activity	Details/Numbers
Training Seminars Held	Lay Bible Instructor Training (Feb 15)
Members Trained	25
Outreach Participation Rate	~60% of active members
Special Days Observed	Global Youth Day (Mar 16), Lay Evangelism Day

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## 5. Financial Accountability (GHS)

Item	Collected	Used	Balance	Notes
Personal Ministries Offerings	3,200	2,800	400	Tracts, Bibles, transport
Evangelism Fund	5,000	4,700	300	Crusade in March
Community Services Fund	2,500	2,200	300	Food & clothing distribution
Special Donations	1,200	1,000	200	SOP & Great Controversy distribution
<b>Total</b>	<b>11,900</b>	<b>10,700</b>	<b>1,200</b>	

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## 6. Challenges & Needs

- Limited supply of Bible study guides
- Lack of transport support for visitation
- Few trained male leaders in literature evangelism

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## 7. Plans for Next Quarter

- Evangelistic Crusade in June
- Open 2 new small groups in the east district
- Print/distribute 2,000 more tracts
- Train 10 new literature evangelists

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**Prepared by:** Lydia Nkrumah

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

**Date:** 07/04/2025

**Clerk/Secretary (if applicable):** Daniel Owusu

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

**Date:** 07/04/2025

**Received by:** Pastor Kingsford James

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

**Date:** 07/04/2025

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# Practical Example 4

## Adventist Possibility Ministries Quarterly Report

**Church Name:** *Grace Seventh-day Adventist Church*

**Quarter:** Q1 ☒ (Jan–Mar)

**Year:** 2025

**Mission/Conference:** Morobe Mission

### 1. General Information

Item	Details
APM Leader	Sister Eunice Mensah
Assistant/Secretary	Brother Kwaku Addai
Committee Members	4
Date Submitted	April 8, 2025

### 2. Core Ministry Areas & Activities

Area of Ministry	Activities Conducted	Number/Details
Ministry to the Blind/Visually Impaired	Supplied Braille hymnals and audio Bible recordings	3 members supported
Ministry to the Deaf/Hearing Impaired	Interpreter provided during Divine Service	Average 2 members weekly
Ministry to the Physically Challenged	Transportation assistance to church	2 members supported
Ministry to Orphans & Vulnerable Children	School supplies distributed	12 children
Ministry to Widows/Widowers & Single Parents	Monthly fellowship & prayer support	15 widows attended
Ministry to the Elderly	Home visitation with food packages	8 elderly visited
Awareness/Sensitization Programs	Disability Awareness Sabbath in March	Whole church participation

### 3. Participation & Support

- Volunteers Involved: 14
  - Training Conducted: 1 (on inclusive ministry)
  - Families/Individuals Assisted: 40
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### 4. Financial Accountability (GHS)

Item	Collected	Used	Balance	Notes
APM Offerings	1,500	1,200	300	Food packages, transport
Welfare/Support Funds	2,000	1,800	200	School supplies for orphans
Donations (Special)	500	400	100	Audio Bibles
<b>Total</b>	<b>4,000</b>	<b>3,400</b>	<b>600</b>	

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### 5. Challenges & Needs

- Lack of permanent sign language interpreter.
  - High demand for welfare support exceeding funds.
  - Some elderly members isolated in rural areas.
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### 6. Plans for Next Quarter

- Launch training for youth in sign language.
  - Start quarterly fellowship for the elderly.
  - Fundraise for mobility aids (wheelchairs, walking sticks).
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**Prepared by:** Eunice Mensah

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

**Date:** 08/04/2025

**Secretary (if applicable):** Kwaku Addai

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

**Date:** 08/04/2025

**Received by:** Pastor Henry Muka

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

**Date:** 08/04/2025

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# Practical Example 5

## Children’s Ministries Quarterly Report

**Church Name:** *Grace Seventh-day Adventist Church*  
**Quarter:** Q1 ☒ (Jan–Mar)  
**Year:** 2025  
**Mission/Conference:** Western Highlands Mission

### 1. General Information

Item	Details
Children’s Ministries Leader	Brother Kwame Appiah
Assistant(s)	Sister Dora Asante
Teachers/Volunteers	6
Number of Children (0–14 years)	42
Date Submitted	April 8, 2025

### 2. Sabbath School Divisions

Division	Number Enrolled	Average Attendance	Teachers Assigned	Notes
Beginners (0–2 yrs)	5	4	1	Regular attendance
Kindergarten (3–5 yrs)	10	9	1	Memory verses well learned
Primary (6–9 yrs)	15	12	2	Active in quizzes
Juniors (10–14 yrs)	12	11	2	Leading in song & prayer
Total	42	36	6	

### 3. Programs & Activities Conducted

Activity	Details/Results
Weekly Children's Sabbath School Classes	Held every Sabbath with lesson study and singing
Vacation Bible School	Not held this quarter
Children's Sabbath / Special Days	Children led entire worship service in March
Bible Quiz/Story Programs	Bible Quiz on Daniel held in February (8 winners awarded)
Outreach/Mission Projects	Children visited local orphanage with 25 food packages

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### 4. Participation & Involvement

- **Average Weekly Attendance:** 36
  - **Active Teachers/Volunteers:** 6
  - **Parent Involvement:** 12 parents helped during orphanage visitation
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### 5. Financial Accountability (GHS)

Item	Collected	Used	Balance	Notes
Children's Ministries Fund	1,200	900	300	Lesson materials, quiz prizes
Vacation Bible School Fund	0	0	0	Planned for next quarter
Special Donations	400	350	50	Orphanage outreach
<b>Total</b>	<b>1,600</b>	<b>1,250</b>	<b>350</b>	

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### 6. Challenges & Needs

- Limited supply of illustrated children's lesson guides.
  - No permanent instruments for children's music.
  - Need more training for new volunteer teachers.
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## 7. Plans for Next Quarter

- Organize **Vacation Bible School** in June.
  - Hold **Children's Campout** for Juniors.
  - Launch a **Children's Choir** for Sabbath worship.
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**Prepared by:** Kwame Appiah

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

**Date:** 08/04/2025

**Assistant:** Dora Asante

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

**Date:** 08/04/2025

**Received by:** Clerk Gina Rani

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

**Date:** 08/04/2025

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# Practical Example 6

## Communication Department Quarterly Report

**Church Name:** *Grace Seventh-day Adventist Church*  
**Quarter:** Q1 ☒ (Jan–Mar)  
**Year:** 2025  
**Mission/Conference:** CPC

### 1. General Information

Item	Details
Communication Secretary	Sister Akua Bediako
Assistant(s)	Brother Samuel Tetteh
Committee Members	3
Date Submitted	April 9, 2025

### 2. Media & Publicity

Activity	Number/Details
Weekly Announcements Managed	12 Sabbaths
Church Bulletin/Newsletter Produced	3 issues (monthly)
Social Media Updates Posted	22 updates on Facebook & WhatsApp
Audio/Visual Support Provided	Every Sabbath & 2 funerals
Photography/Videography Coverage	5 events covered
Special Events Publicized	Pathfinder Induction & Week of Prayer



### 3. Communication with Church Members & Conference

Activity	Number/Details
Information Shared with Members	Weekly announcements on WhatsApp (avg. 150 members reached)
Reports/Updates Sent to District/Conference	2 reports (Pathfinder Induction, Evangelistic Campaign)
Notices Circulated	Global Youth Day, Communion Service, Easter Camp Meeting

### 4. Training & Capacity Building

Activity	Number/Details
Media/Communication Trainings Conducted	1 training on “Effective Church Media”
Volunteers Trained	4 (sound, PowerPoint, camera operations)
Equipment Upgrades/Needs	Need projector & new microphone

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### 5. Financial Accountability (GHS)

Item	Collected	Used	Balance	Notes
Communication Fund	1,000	750	250	Printing bulletins, internet data
Media/Technology Support	2,500	2,200	300	Repairs to speakers, batteries
Special Donations	800	700	100	Camera maintenance
<b>Total</b>	<b>4,300</b>	<b>3,650</b>	<b>650</b>	

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### 6. Challenges & Needs

- Outdated projector makes presentations difficult.
- Limited volunteers for livestreaming services.
- Need training in graphic design for bulletins.

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### 7. Plans for Next Quarter

- Launch church YouTube channel for livestreaming.

- Hold workshop for 10 youths on media & communication.
- Acquire new projector and microphone through fundraising.

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**Prepared by:** Akua Bediako

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

**Date:** 09/04/2025

**Assistant:** Samuel Tetteh

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

**Date:** 09/04/2025

**Received by:** Pastor Jimmy Kima

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

**Date:** 09/04/2025

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# Practical Example 7

## Education Department Quarterly Report

**Church Name:** *Kabiufa Seventh-day Adventist Church*  
**Quarter:** Q1 ☒ (Jan–Mar)  
**Year:** 2025  
**Mission/Conference:** Eastern Highlands Simbu Mission

### 1. General Information

Item	Details
Education Secretary	Elder Stephen Ofori
Assistant/Committee Members	2
Home & School Association Active?	Yes
Date Submitted	April 9, 2025

### 2. Programs & Activities Conducted

Activity	Details/Results
Education Sabbath	Held on Feb 8, theme: “True Education”
Promotion of Adventist Education	2-week campaign encouraging parents to enrol children in Adventist schools
Support to Adventist Schools	Donated books to Valley View Basic SDA School
Scholarships/Bursaries	3 students supported (GHS 500 each)
Home & School Association	Parent-Teacher Fellowship on child discipline
Career Guidance	Workshop for 20 secondary school students on career choices

### 3. Students & Teachers Involvement

Item	Number/Details
Adventist Teachers in Church	8
Students in Adventist Schools	32
Students in Public/Other Schools	47
Mentorship/Support Programs Conducted	Peer mentoring program started for 10 students

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### 4. Training & Capacity Building

Activity	Details
Teacher/Parent Seminars	“Raising Godly Children” (Feb 22)
Student Leadership Training	None this quarter
Youth Education Workshops	Career Guidance Workshop (Mar 15)
Other	Sponsored 2 teachers for District Education Training

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### 5. Financial Accountability (GHS)

Item	Collected	Used	Balance	Notes
Education Department Fund	2,000	1,500	500	Books & Education Sabbath
Scholarship/Bursary Fund	2,000	1,500	500	Support to 3 students
Special Donations	1,200	1,000	200	Parent contributions
<b>Total</b>	<b>5,200</b>	<b>4,000</b>	<b>1,200</b>	

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### 6. Challenges & Needs

- More scholarship requests than funds available.
  - Some parents reluctant to consider Adventist schools due to fees.
  - Limited teaching aids in Adventist schools nearby.
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## 7. Plans for Next Quarter

- Organize Student Leadership Training workshop.
  - Raise GHS 5,000 for scholarship fund.
  - Launch annual "Adventist Education Awareness Day."
- 

**Prepared by:** Stephen Ofori

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

**Date:** 09/04/2025

**Committee Member:** Ama Danso

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

**Date:** 09/04/2025

**Received by:** Pastor Lenny John

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

**Date:** 09/04/2025

# Practical Example 8

## Practical Example – Family Ministries Quarterly Report

**Church Name:** Buin Seventh-day Adventist Church

**Quarter:** Q1 ☒ (Jan–Mar)

**Year:** 2025

**Mission/Conference:** Bougainville Mission

### 1. General Information

Item	Details
Family Ministries Leaders	Elder & Mrs. Kusi
Assistant(s) / Committee Members	3
Date Submitted	April 10, 2025

### 2. Programs & Activities Conducted

Activity	Theme/Details	Attendance/Results
Family Life Sabbath	Theme: “Christ at the Center of the Home” – March 8	120 participants
Marriage Enrichment Program	Workshop: “Strengthening Communication in Marriage” – Feb 15	25 couples
Parenting Seminar	Seminar on “Raising Godly Children” – Jan 19	40 parents
Counseling Sessions	6 private counseling sessions (3 couples, 2 parents, 1 youth)	Confidential
Youth/Young Adult Family Program	Dialogue: “Preparing for Christian Marriage” – Mar 23	28 youths
Community/Outreach	Family outreach to local orphanage with food donation	15 families participated

### 3. Participation & Involvement

- Families Reached: 55
  - Couples Reached: 25
  - Youth/Young Adults Reached: 28
  - Volunteers Involved: 10
- 

### 4. Collaboration with Other Departments

Department	Joint Activities	Results
Children's Ministries	Joint Parenting Seminar	40 parents trained
Youth Ministries	Youth Family Dialogue	28 youths engaged
Elders / Personal Ministries	Marriage counselling support	3 couples assisted

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### 5. Financial Accountability (GHS)

Item	Collected	Used	Balance	Notes
Family Ministries Fund	2,500	2,000	500	Seminars, food
Marriage/Parenting Programs	1,800	1,600	200	Materials & honorarium
Retreats/Conferences	0	0	0	Planned for next quarter
Special Donations	700	600	100	Orphanage outreach
<b>Total</b>	<b>5,000</b>	<b>4,200</b>	<b>800</b>	

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### 6. Challenges & Needs

- Need for more trained counsellors.
  - Financial constraints for planned retreats.
  - Some couples hesitant to seek counselling.
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### 7. Plans for Next Quarter

- Organize **Marriage Retreat Weekend** in June.
- Launch **Family Bible Study Initiative**.

- Partner with **Health Ministries** for wellness program.

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**Prepared by:** Elder & Mrs. Kusi

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

**Date:** 10/04/2025

**Committee Member:** Sister Abigail Owusu

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

**Date:** 10/04/2025

**Received by:** Pastor Ken Ryan

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

**Date:** 10/04/2025

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# Practical Example 9

## Health Ministries Quarterly Report

**Church Name:** *Talai Seventh-day Adventist Church*  
**Quarter:** Q1 ☒ (Jan–Mar)  
**Year:** 2025  
**Mission/Conference:** New Britain New Ireland Mission

### 1. General Information

Item	Details
Health Ministries Leader	Dr. Ruth Asare
Assistant(s) / Committee Members	4
Date Submitted	April 11, 2025

### 2. Programs & Activities Conducted

Activity	Theme/Details	Attendance/Results
Health Emphasis Day	Theme: “God’s Plan for Wholeness” – Feb 15	120 members
Health Seminar	Seminar on “Preventing Hypertension” – Jan 19	80 attendees
Cooking Class	Vegetarian cooking demo – Mar 9	45 participants
Medical Missionary Program	Door-to-door health literature + lifestyle talks	60 homes visited
Health Screening	BP, sugar & BMI checks – Mar 16	75 people screened
Community Health Expo	Joint with district clinic – Mar 30	200 community members served

### 3. Participation & Involvement

- Church Members Reached: 180
- Community Members Reached: 260
- Health Professionals Involved: 6 (3 nurses, 2 doctors, 1 dietician)

- Volunteers Engaged: 15

#### 4. Collaboration with Other Departments

Department	Joint Activity	Results
Family Ministries	Parenting seminar included health segment	40 families reached
Youth Ministries	Youth assisted in community health expo	20 youth volunteers
Adventist Possibility Ministries	Provided health checks during elderly visitation	10 elderly benefited
Personal Ministries	Integrated health talks into Bible study groups	4 groups covered

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#### 5. Financial Accountability (GHS)

Item	Collected	Used	Balance	Notes
Health Ministries Fund	2,800	2,300	500	Printing materials, snacks
Health Expo / Outreach Fund	3,500	3,200	300	Screening supplies
Special Donations	1,200	1,000	200	Cooking class sponsorship
<b>Total</b>	<b>7,500</b>	<b>6,500</b>	<b>1,000</b>	

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#### 6. Challenges & Needs

- Limited funds for purchasing medical equipment.
  - Need projector for health education presentations.
  - Some community members lack follow-up after screenings.
- 

#### 7. Plans for Next Quarter

- Organize **Wellness Retreat Weekend**.
  - Train 10 members in **Medical Missionary Work**.
  - Start **weekly exercise & lifestyle club** at church grounds.
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**Prepared by:** Dr. Ivanka Ruth

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

**Date:** 11/04/2025

**Committee Member:** James Boateng

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

**Date:** 11/04/2025

**Received by Church Clerk:** Jim Lamech

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

**Date:** 11/04/2025

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# Practical Example 10

## Music Department Quarterly Report

**Church Name:** *Grace Seventh-day Adventist Church*

**Quarter:** Q1 ☒ (Jan–Mar)

**Year:** 2025

**Mission/Conference:** Sepik Mission

### 1. General Information

Item	Details
Music Director	Brother Michael Owusu
Assistant(s)	Sister Afia Danquah
Choirs/Groups in Church	Main Choir, Youth Choir, Children’s Choir, Praise Team
Date Submitted	April 12, 2025

### 2. Choirs, Groups & Participation

Group	Members	Frequency of Practice	Performances This Quarter	Notes
Main Church Choir	22	Twice weekly	12 Sabbaths + Week of Prayer	Strong participation
Youth Choir	15	Once weekly	8 Sabbaths + Pathfinder Day	Need more male voices
Children’s Choir	18	Weekly Sabbath afternoons	3 Sabbaths	Parents supportive
Praise Team	10	Weekly	Every Sabbath	Rotational leadership
Quartet & Solos	4 groups	Varies	5 special items	Encouraging growth

### 3. Programs & Activities Conducted

Activity	Theme/Details	Attendance/Results
Special Music for Worship	Choirs & Praise Team provided music each Sabbath	Blessed services
Music Day	Theme: "Singing with the Spirit" – Feb 22	250 attendees
Concert / Outreach	Youth Choir outreach at local orphanage – Mar 15	40 children reached
Music Workshop	Training on voice techniques – Jan 26	35 participants
District/Conference Events	Main Choir sang at District Camp Meeting	Well received

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### 4. Member Development & Training

- New Members Recruited: 7 (across choirs)
  - Training Conducted: Vocal training workshop
  - Instruments Available: 2 keyboards, 1 drum set, 2 microphones
  - Instruments Needed: Guitar, extra microphones, projector for lyrics
- 

### 5. Financial Accountability (GHS)

Item	Collected	Used	Balance	Notes
Music Fund	2,200	1,700	500	Uniforms, refreshments
Concert/Outreach Support	1,500	1,200	300	Orphanage outreach
Instrument/Equipment Donations	1,000	900	100	Microphone repairs
<b>Total</b>	<b>4,700</b>	<b>3,800</b>	<b>900</b>	

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### 6. Challenges & Needs

- Shortage of microphones during large services.
  - Youth Choir needs stronger male participation.
  - Need projector for lyrics display to support congregational singing.
-

## 7. Plans for Next Quarter

- Organize **Joint Choir Concert** with two neighbouring SDA churches.
  - Train 5 new youth in instrumental music.
  - Fundraise for new projector & microphones.
- 

**Prepared by:** Michael Owusu

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

**Date:** 12/04/2025

**Assistant:** Afia Danquah

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

**Date:** 12/04/2025

**Received by:** Pastor James Murphy

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

**Date:** 12/04/2025

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# Practical Example 11

## Public Affairs & Religious Liberty (PARL) Quarterly Report

**Church Name:** Daru Town Seventh-day Adventist Church

**Quarter:** Q1 ☒ (Jan–Mar)

**Year:** 2025

**Mission/Conference:** South West Papua Mission

### 1. General Information

Item	Details
PARL Leader	Elder Richard Mensah
Assistant(s) / Committee Members	2
Date Submitted	April 13, 2025

### 2. Programs & Activities Conducted

Activity	Theme/Details	Attendance/Results
Religious Liberty Sabbath	Theme: “Freedom of Conscience in Christ” – Jan 25	180 attendees
Awareness Program	Seminar on “Sabbath Rights at Work & School” – Feb 9	60 members attended
Advocacy for Members	Assisted 3 members with Sabbath accommodation letters	2 cases resolved
Community Engagement	Visited district assemblyman to introduce church values	1 relationship established
Relations with Civic Leaders	PARL leader attended interfaith forum in March	Good visibility for church
Distribution of Liberty Magazines	25 copies distributed to members & 5 to local officials	Positive feedback

### 3. Member Support & Cases

Case Type	Number/Details	Outcome
Workplace Sabbath Accommodation	2 cases (factory workers)	1 approved, 1 pending
School/Exams Sabbath Accommodation	1 case (secondary school student)	Approved reschedule
Other Religious Liberty Issues	None this quarter	—

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### 4. Collaboration with Other Departments

Department	Joint Activity	Results
Youth Ministries	Seminar for Adventist students on Sabbath issues	20 youth trained
Education	Supported exam Sabbath accommodation for student	Successful
Elders/Church Board	Involved in letter-writing for workplace cases	Effective advocacy

---

### 5. Financial Accountability (GHS)

Item	Collected	Used	Balance	Notes
PARL Fund	1,500	1,200	300	Travel, printing letters
Liberty Magazine Subscriptions	800	700	100	30 copies ordered
Special Donations	500	400	100	Civic engagement
<b>Total</b>	<b>2,800</b>	<b>2,300</b>	<b>500</b>	

---

### 6. Challenges & Needs

- Limited funds to subscribe to more Liberty Magazines.
  - Some employers resistant to Sabbath accommodation requests.
  - Need more church member awareness of religious rights.
- 

### 7. Plans for Next Quarter

- Organize **community interfaith dialogue** on religious freedom.



- Train **5 youth as Religious Liberty Ambassadors**.
  - Distribute **50 Liberty Magazines** to schools and local leaders.
- 

**Prepared by:** Richard Mensah

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

**Date:** 13/04/2025

**Committee Member:** Grace Agyeman

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

**Date:** 13/04/2025

**Received by:** Pastor David Kelly

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

**Date:** 13/04/2025

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# Practical Example 12

## Sabbath School Quarterly Report

**Church Name:** Makana Seventh-day Adventist Church  
**Quarter:** Q1 ☒ (Jan–Mar)  
**Year:** 2025  
**Mission/Conference:** CPC

### 1. General Information

Item	Details
Sabbath School Superintendent	Sister Lydia Owusu
Assistant(s)	Elder Daniel Boateng
Secretary	Brother Samuel Adjei
Teachers/Facilitators	12
Date Submitted	April 14, 2025

### 2. Sabbath School Divisions

Division	Enrolled	Average Attendance	Teachers Assigned	Notes
Beginners (0–2 yrs)	6	5	1	Parents involved
Kindergarten (3–5 yrs)	10	9	1	Good participation
Primary (6–9 yrs)	14	12	2	Active in memory verses
Juniors (10–14 yrs)	11	10	2	Helped lead mission story
Youth / Young Adults	18	15	3	Strong discussion groups
Adults	55	45	3	Good attendance
Total	114	96	12	

### 3. Weekly Programs Conducted

Activity	Frequency	Notes
Opening Exercises	Every Sabbath	Led by superintendent team
Lesson Study	Every Sabbath	Divisions well attended
Mission Story / Offering	Every Sabbath	Children often presented
Special Programs	Global Youth Day (Mar 15)	Excellent youth involvement

---

### 4. Outreach & Mission Activities

Activity	Details	Results
Sabbath School Action Units	4 care groups active	2 Bible studies ongoing
Community Outreach	Visited local hospital – Feb 23	30 patients prayed for, food donated
Mission Offering Promotion	Mission spotlight presented weekly	GHS 2,300 raised
Bible Studies	Juniors assisting in 1 evangelistic study	3 interests identified

---

### 5. Financial Accountability (GHS)

Item	Collected	Used	Balance	Notes
Sabbath School Offerings	4,000	3,500	500	Lesson supplies, mission support
Mission Offerings	2,300	2,300	0	Forwarded to Conference
Special Donations	600	500	100	Hospital outreach
<b>Total</b>	<b>6,900</b>	<b>6,300</b>	<b>600</b>	

---

### 6. Challenges & Needs

- Some divisions lack enough illustrated lesson materials.
  - Limited classroom space for children's divisions.
  - Care group participation needs strengthening.
-

## 7. Plans for Next Quarter

- Organize **Sabbath School Teachers Training Workshop**.
  - Conduct **joint outreach with Youth Department**.
  - Fundraise for **additional children's lesson supplies**.
- 

**Prepared by:** Lydia Owusu

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

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

**Secretary:** Samuel Adjei

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

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

**Received by:** Pastor Hudson Kem

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

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

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# Practical Example 13

## Adventist Men Department Quarterly Report

**Church Name:** Mt. Zion SDA Church

**Mission/Conference:** Central Papua Conference

**Quarter/Year:** Q2 – 2025

### 1. Department Details

- **Department Leader:** Brother John Kila
- **Assistant Leader:** Elder Mark Tano
- **Secretary/Clerk:** Peter Oa
- **Reports To:** Personal Ministries Department

### 2. Membership & Participation

Category	Number	Notes/Comments
Total Baptized Men in Church	85	-
Registered Adventist Men Members	62	-
Active Participants this Quarter	54	-
New Members Joined	3	Young adults recently baptized
Members Lost/Inactive	2	Travel/work relocation

### 3. Evangelism & Outreach

Activity/Program	Date(s)	Venue/Location	Attendance/Impact	Remarks
Evangelistic Crusade	Apr 10–20	Koki Market	250+ attended, 9 baptisms	Supported by men’s choir
Bible Study Groups	Weekly	5 homes	40+ participants	Growth in spiritual interest
Community Service (Cleanup)	May 5	Local village	30 volunteers	Positive feedback from community
Prison Ministry	Jun 12	Bomana Prison	12 inmates attended	Shared Bibles and food parcels

---

### 4. Fellowship & Spiritual Growth

Event/Activity	Date(s)	Attendance	Key Outcomes
Men’s Sunrise Prayer	Every Sat 5am	Avg. 20 men	Strengthened unity
Family Enrichment Sabbath	May 18	45 families	Promoted stronger marriages
Regional Men’s Camp	Jun 21–23	70 men	Focus on discipleship & leadership

---

### 5. Training & Capacity Building

Training/Workshop	Date(s)	Facilitator	Participants	Outcomes
Leadership & Evangelism	May 11	Pastor Kepa	25	Men equipped to lead Bible studies

---

### 6. Financial Report

Income Source	Amount	Notes
Offerings/Donations	K1,200	Regular Sabbath giving
Special Projects	K800	Camp fundraising
Conference/District Support	K500	For outreach
<b>Total Income</b>	K2,500	
Expenditure Category	Amount	Notes
Evangelism & Outreach	K1,000	Crusade expenses
Fellowship/Retreats	K900	Regional camp
Training	K300	Workshop
Other (Materials)	K200	Bibles, tracts
<b>Total Expenditure</b>	K2,400	

**Balance Carried Forward:** K100

## 7. Challenges & Needs

- Need for more transport support during outreach.
  - More training for young men to take leadership roles.
- 

## 8. Plans for Next Quarter

- Organize hospital visitation program.
  - Hold men's revival Sabbath.
  - Expand Bible study groups to two new areas.
- 

## 9. Recommendations to Church Board

- Approve budget support for transport (K300).
  - Encourage more men to be active in PM evangelistic programs.
- 

**Prepared by:** Brother John Kila

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

**Date:** 15 / 05 / 2025

**Secretary:** Peter Yaki

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

**Date:** 15 / 05 / 2025

**Received by PM Leader:** Sammy Menda

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

**Date:** 15 / 05 / 2025

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# Practical Example 14

## Bible School Coordinator Quarterly Report Template

**Church Name:** Kimininga SDA Church  
**Mission/Conference:** WHM  
**Quarter/Year:** Q2 – 2025

### 1. Department Details

- **Coordinator:** Sister Maria Kuri
- **Assistant:** Brother David Noki
- **Secretary:** Anna Mero
- **Reports To:** Personal Ministries Department

### 2. Enrolment & Participation

Category	Number	Notes/Comments
Total Students Enrolled (to date)	112	Cumulative since 2023
New Students This Quarter	25	From recent crusade
Active Students	68	Returning lessons regularly
Inactive/Unresponsive Students	12	Need visitation
Students Completed Full Course	9	Ready for baptismal class

### 3. Lessons Distribution & Returns

Lesson Series Distributed	No. of Sets Given	No. Returned/Completed	Remarks
Discover Bible Guides	60	35	Some delayed returns
Focus on Prophecy	15	9	Positive feedback
Junior Bible Lessons	20	12	Targeting youth



#### 4. Baptismal Interests & Decisions

Student Name/Group	Lessons Completed	Decision/Interest	Follow-up Plan
Peter A.	20/25	Wants baptism	Join baptismal class
Mary K.	12/25	Attending church	Continued studies
Youth group (5 members)	10/15	Interested	Weekly PM follow-up

---

#### 5. Outreach & Support Activities

Activity/Initiative	Date(s)	Location	Attendance/Impact	Remarks
Bible School Promotion	Apr 7	Bethel Church	80+ attendees	Promoted during PM Sabbath
Home Visits/Follow-up	Apr-Jun	10 homes	25 students	Encouraging
Combined Evangelism	May 15-20	City Center	300+ attended, 15 interests	Shared Bible guides

---

#### 6. Financial Report

Income Source	Amount	Notes
Offerings/Donations	K450	Collected from members
Conference Support	K300	Quarterly subsidy
Other (Love Offerings)	K100	Individual support
<b>Total Income</b>	K850	
Expenditure Category	Amount	Notes
Lesson Materials/Printing	K400	Guides & tracts
Transport/Follow-up Visits	K250	Local visits
Other (Stationery)	K100	Record keeping
<b>Total Expenditure</b>	K750	

**Balance Carried Forward:** K100

---

#### 7. Challenges & Needs

- Some inactive students due to distance/transport challenges.
- Need for more youth-targeted Bible study series.

## 8. Plans for Next Quarter

- Launch *Focus on Daniel & Revelation* series.
  - Expand Bible school enrolment through youth meetings.
  - Organize a graduation Sabbath for students completing the course.
- 

## 9. Recommendations to Church Board

- Approve budget for transport allowance (K200).
  - Support Bible School Promotion Day during divine service.
- 

**Prepared by:** Sister Maria Kuri

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

**Date:** 23 / 05 / 2025

**Secretary:** Anna Mero

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

**Date:** 23 / 05 / 2025

**Received by PM Leader:** Francis Namenzi

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

**Date:** 23 / 05 / 2025

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# Practical Example 15

## Adventist Community Services (ACS) / Dorcas Society Quarterly Report

**Church Name:** Koki SDA Church  
**District/Conference:** Central Papua Conference  
**Quarter/Year:** Q2 – 2025

### 1. Department Details

- **Leader:** Sister Naomi Epa
- **Assistant:** Brother Jacob Lohia
- **Secretary/Treasurer:** Mary Tano
- **Reports To:** Personal Ministries

### 2. Membership & Participation

Category	Number	Notes/Comments
Total Registered Members	45	Women + men volunteers
Active Volunteers This Quarter	38	Mostly engaged in relief work
New Members Joined	4	Young women joined
Members Inactive/Excused	3	Illness/travel

### 3. Service & Outreach Activities

Activity/Project	Date(s)	Location	Beneficiaries/Impact	Remarks
Food Distribution	Apr 12	Church yard	25 families	Supported by deacons
Clothing Drive	May 3	Local village	40 households	Community very thankful
Hospital Visit & Prayer	May 19	City Hospital	35 patients visited	Shared care packages
Flood Relief Support	Jun 8–10	Settlement area	18 families assisted	Worked with Red Cross

---

### 4. Partnerships & Collaboration

Organization/Partner	Nature of Support	Outcomes
Local Red Cross	Donated food items	Relief packages distributed
Youth Ministry	Transport support	More youth involved

---

### 5. Training & Capacity Building

Training/Workshop	Date	Facilitator	Participants	Key Outcomes
Disaster Response Basics	Apr 21	District ACS Coordinator	20	Improved readiness

---

### 6. Financial Report

Income Source	Amount	Notes
Offerings/Donations	K1,200	From church members
Special Projects	K500	Clothing sale fundraiser
Conference/District Support	K300	Relief subsidy
<b>Total Income</b>	K2,000	
Expenditure Category	Amount	Notes
Food/Clothing Purchases	K900	Relief items
Transport/Logistics	K600	Hired vehicles
Training/Workshops	K200	Materials & meals
Other (Stationery)	K100	Records, printing
<b>Total Expenditure</b>	K1,800	

**Balance Carried Forward:** K200

## 7. Challenges & Needs

- Insufficient storage space for clothes and food.
  - Need for sewing machines for women's empowerment projects.
- 

## 8. Plans for Next Quarter

- Launch small skills training (sewing/cooking).
  - Organize combined outreach with Pathfinder Club.
  - Expand relief support through district partnerships.
- 

## 9. Recommendations to Church Board

- Approve use of one Sabbath School room as storage.
  - Allocate K300 from church budget for women's livelihood project.
- 

**Prepared by:** Naomi Epa

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

**Date:** 30 / 06 / 2025

**Secretary/Treasurer:** Mary Tano

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

**Date:** 30 / 06 / 2025

**Received by PM Leader:** Jacob Maina

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

**Date:** 30 / 06 / 2025

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Practical Example 16

Spirit of Prophecy (SOP) Writings Department Quarterly Report

Church Name: Lae Town SDA Church  
Mission/Conference: Morobe Mission  
Quarter/Year: Q2 – 2025

1. Department Details

- **Coordinator:** Elder Samuel Karo
- **Assistant:** Sister Ruth Gire
- **Secretary:** None appointed
- **Reports To:** Personal Ministries

2. Membership & Participation

Category	Number	Notes/Comments
Active SOP Committee Members	6	Regularly meet once a month
Volunteers Supporting Activities	12	Assist in literature distribution
New Members Involved this Quarter	3	Youth assisting with online sharing

### 3. Distribution & Promotion of SOP Literature

Type of Material Distributed	Quantity Distributed	Target Group/Location	Remarks
Books ( <i>Steps to Christ</i> )	120	Market & Hospital	Well received
<i>Great Controversy</i>	50	Community & contacts	Many requested Bible studies
Pamphlets/Tracts	300	Door-to-door outreach	Shared with prayer cards
Digital Resources (PDFs, audio)	25 shared online	WhatsApp groups	Youth-driven

---

### 4. Programs & Activities

Program/Activity	Date(s)	Venue/Location	Attendance/Impact	Remarks
SOP Reading Campaign ( <i>Desire of Ages</i> )	Apr–Jun	Church families	25 families	Reports submitted weekly
Seminar: <i>Spirit of Prophecy &amp; End-Time</i>	May 18	Church	75 attendees	Strong interest from young adults
SOP Promotion Sabbath	Jun 15	Lae Town Church	180	Theme: “Hold Fast the Testimony of Jesus”

---

### 5. Collaboration & Support

Partner (Dept./Group)	Activity	Outcomes
Adventist Youth	Assisted with digital distribution	Wider reach on social media
Dorcas/ACS	Shared SOP tracts during food distribution	Combined witness

---

## 6. Financial Report

Income Source	Amount	Notes
Offerings/Donations	K600	Collected during SOP Sabbath
Literature Sales	K300	Subsidized EGW books
Conference Support	K200	Literature subsidy
<b>Total Income</b>	K1,100	
Expenditure Category	Amount	Notes
Literature Purchase	K700	200 books
Promotion/Printing	K200	Flyers, posters
Training/Programs	K100	Seminar speaker
Other (Stationery)	K50	Recording sheets
<b>Total Expenditure</b>	K1,050	

**Balance Carried Forward:** K50

---

## 7. Challenges & Needs

- Some families still lack personal EGW books.
  - Need projector for SOP seminars.
- 

## 8. Plans for Next Quarter

- Launch *Ministry of Healing* reading challenge.
  - Print and distribute SOP youth devotionals.
  - Conduct combined district-wide SOP rally.
- 

## 9. Recommendations to Church Board

- Approve budget support for projector (K400).
  - Encourage elders to use SOP books in Sabbath sermons.
-



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**Prepared by:** Elder Samuel Karo

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

**Date:** 23 / 09 / 2025

**Assistant:** Sister Ruth Gire

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

**Date:** 23 / 09 / 2025

**Received by Church Clerk:** Viambu Fana

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

**Date:** 23 / 09 / 2025

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# Practical Example 17

## Stewardship Department Quarterly Report

**Church Name:** Madang Town SDA Church  
**Mission/Conference:** Madang Manus Mission  
**Quarter/Year:** Q2 – 2025

### 1. Department Details

- **Stewardship Leader:** Elder Joseph Manoa
- **Assistant:** Sister Lisa Kuri
- **Reports To:** Church Board

### 2. Tithes & Offerings Summary

Category	This Quarter	Previous Quarter	Change (%)	Remarks
Total Tithes Remitted	K52,000	K48,500	+7%	Growth in consistency
Local Church Budget Offerings	K8,200	K7,100	+15%	More pledges received
Sabbath School Offerings	K3,500	K3,200	+9%	Encouraging trend
Mission Offerings	K1,900	K2,100	-10%	Needs promotion
Special Projects Offerings	K2,700	K2,000	+35%	Camp meeting support

3. Stewardship Education & Programs

Program/Activity	Date(s)	Venue/Location	Attendance	Key Outcomes
Stewardship Sabbath	Apr 13	Boroko SDA	280	Strong sermon focus on faithfulness
Seminar: Biblical Finance	May 11	Church Hall	65	Members learned budgeting skills
Small Group Studies	Weekly	6 homes	40+	Positive testimonies
Youth Stewardship Sabbath	Jun 15	Boroko SDA	70	Youth pledged systematic giving

4. Member Participation & Commitment

Category	Number/Percentage	Notes
Members Returning Tithe Regularly	210 (78%)	Some still irregular
Members Contributing to Local Budget	180 (67%)	Gradual improvement
Members Involved in Stewardship Programs	95	Active in workshops

5. Financial Education Initiatives

Training/Workshop	Date	Facilitator	Participants	Outcomes
Budgeting & Debt Management	May 25	Pastor Kalai	30	Improved family budgeting awareness

6. Financial Report (Departmental)

Income Source	Amount	Notes
Offerings/Donations	K800	Collected during Stewardship Sabbath
Conference/District Support	K400	For seminar
Other (Book Sales)	K150	Stewardship devotional
Total Income	K1,350	
Expenditure Category	Amount	Notes
Stewardship Materials	K500	Devotional guides
Seminars/Workshops	K600	Food, materials
Promotion/Printing	K150	Posters, flyers
Total Expenditure	K1,250	

Balance Carried Forward: K100

## 7. Challenges & Needs

- Some members not consistent in systematic giving.
  - Need more stewardship education for youth and new believers.
- 

## 8. Plans for Next Quarter

- Organize Stewardship Week of Revival.
  - Launch family budgeting series.
  - Increase mission offering promotion.
- 

## 9. Recommendations to Church Board

- Approve funds for printing stewardship pledge cards.
  - Encourage Sabbath sermons to integrate stewardship themes once per month.
- 

**Prepared by:** Elder Joseph Manoa

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

**Date:** 25 / 05 / 2025

**Assistant:** Lisa Kuri

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

**Date:** 25 / 05 / 2025

**Received by:** Pastor Mathew Pangi

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

**Date:** 25 / 05 / 2025

---

# Practical Example 18

## Women’s Ministries Quarterly Report Template

**Church Name:** Pomio SDA Church  
**Mission/Conference:** New Britain New Ireland Mission  
**Quarter/Year:** Q2 – 2025

### 1. Department Details

- **Women’s Ministries Leader:** Sister Janet Moa
- **Assistant:** Sister Lydia Tano
- **Secretary/Treasurer:** Mary Ipo
- **Reports To:** Church Board

### 2. Membership & Participation

Category	Number	Notes/Comments
Total Women in Church	120	Includes youth and seniors
Registered Women’s Ministries Members	85	Active roster
Active Participants This Quarter	72	Engaged in programs
New Members Involved	6	Mostly young mothers

### 3. Programs & Activities

Program/Activity	Date(s)	Venue/Location	Attendance	Key Outcomes
Women's Ministries Sabbath	Apr 20	Ela Beach SDA	150	Theme: "Women of Prayer"
Small Group Bible Study	Weekly	4 homes	45	Strengthened faith
Evangelism Campaign Support	May 5–12	City Square	20 WM members	Assisted with music & hospitality
Women's Retreat	Jun 21–23	Sogeri Camp	60	Focus on leadership and discipleship
Family Enrichment Workshop	Jun 30	Church Hall	35 couples	Promoted healthy marriages

---

### 4. Outreach & Community Service

Activity/Project	Date(s)	Location	Beneficiaries/Impact	Remarks
Food Distribution	Apr 27	Village Settlement	25 families	Positive feedback
Hospital Visit & Care Packages	May 18	Port Moresby General	40 patients	Encouragement given
Clothing Drive	Jun 15	Community	30 households	Partnership with Dorcas

---

### 5. Leadership Development & Training

Training/Workshop	Date	Facilitator	Participants	Outcomes
Leadership & Communication	May 25	District WM Leader	22	Women trained in leading groups

---

## 6. Financial Report

Income Source	Amount	Notes
Offerings/Donations	K1,200	Collected during WM Sabbath
Fundraising Projects	K900	Dinner night fundraiser
Conference Support	K400	For retreat
<b>Total Income</b>	<b>K2,500</b>	
Expenditure Category	Amount	Notes
Evangelism & Outreach	K700	Materials & transport
Training & Seminars	K800	Retreat costs
Community Service Projects	K600	Food & hospital packages
Other (Stationery, printing)	K200	Flyers, records
<b>Total Expenditure</b>	<b>K2,300</b>	

**Balance Carried Forward:** K200

---

## 7. Challenges & Needs

- Limited transport for outreach activities.
  - Need for more involvement from younger women.
- 

## 8. Plans for Next Quarter

- Organize district-wide Women's Sabbath.
  - Launch mentorship program for young women.
  - Conduct cooking & skills workshop for community outreach.
- 

## 9. Recommendations to Church Board

- Approve K300 for transport subsidy.
  - Encourage pastors/elders to include women in Sabbath preaching schedules.
-

---

**Prepared by:** Sister Janet Moa

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

**Date:** 31 / 06 / 2025

**Secretary:** Mary Ipo

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

**Date:** 31 / 06 / 2025

**Received by Church Clerk:** Oswald Chris

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

**Date:** 31 / 06 / 2025

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Practical Example 19

Adventist Youth Ministries (Young Adults) Quarterly Report Template

Church Name: Korobosea SDA Church  
Mission/Conference: Central Papua Conference  
Quarter/Year: Q2 – 2025

1. Department Details

- **AYM Leader:** Brother David Kila
- **Young Adults Coordinator:** Sister Helen Wagi
- **Assistant:** Brother Tony Sape
- **Secretary/Treasurer:** Maria Tau
- **Reports To:** Church Board

2. Membership & Participation

Category	Number	Notes/Comments
Total Young Adults in Church	85	Ages 21–35
Registered Members	60	Core group
Active Participants This Quarter	48	Regular in programs
New Members Involved	5	Recent baptism

3. Spiritual Nurture & Fellowship

Program/Activity	Date(s)	Venue/Location	Attendance	Outcomes
Young Adult Sabbath	Apr 20	KSDAC	120	Theme: “Anchored in Christ”
Bible Study Fellowship	Weekly	4 homes	35	Good engagement
Prayer Retreat	May 24–26	Sogeri Campsite	42	Spiritual revival testimonies
Social Night	Jun 8	Church Hall	55	Promoted unity

#### 4. Evangelism & Outreach

Activity/Project	Date(s)	Location	Beneficiaries/Impact	Remarks
Evangelism Support	May 5–12	Town Crusade	12 YA involved, 8 decisions	Youth-led singing
Hospital Visit	Jun 14	Port Moresby General	30 patients encouraged	Shared tracts
Literature Distribution	Ongoing	Boroko Market	150 tracts shared	Planned follow-up
Digital Evangelism	Apr–Jun	Facebook/WhatsApp	20 Bible study requests	Managed by YA media team

---

#### 5. Training & Leadership Development

Training/Workshop	Date	Facilitator	Participants	Key Outcomes
“Leading Small Groups”	Apr 28	District AYM Leader	18	Better group facilitators

---

#### 6. Financial Report

Income Source	Amount	Notes
Offerings/Donations	K1,000	Weekly AY collections
Fundraising Projects	K750	Dinner night
Conference/District Support	K500	Retreat subsidy
<b>Total Income</b>	<b>K2,250</b>	
Expenditure Category	Amount	Notes
Evangelism & Outreach	K800	Tracts, transport
Retreats/Fellowship Programs	K900	Camp fees
Training & Leadership Dev.	K350	Workshop
Other (Stationery, printing)	K100	Forms, flyers
<b>Total Expenditure</b>	<b>K2,150</b>	

**Balance Carried Forward:** K100

---

#### 7. Challenges & Needs

- Some young adults still disengaged due to work commitments.
- Need more media equipment for digital evangelism.

## 8. Plans for Next Quarter

- Launch podcast ministry for young adults.
  - Organize district-wide young adult rally.
  - Expand hospital ministry with care packages.
- 

## 9. Recommendations to Church Board

- Approve purchase of projector & microphone set (K600).
  - Encourage integration of young adults in Sabbath service leadership.
- 

**Prepared by:** Brother David Kila

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

**Date:** 31 / 06 / 2025

**Secretary:** Maria Tau

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

**Date:** 31 / 06 / 2025

**Received by:** Pastor Tony Sape

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

**Date:** 31 / 06 / 2025

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# Practical Example 20

## Public Campus Ministries (PCM) Quarterly Report

**Church Name:** University SDA Church  
**Mission/Conference:** Central Papua Conference  
**Quarter/Year:** Q2 – 2025

### 1. Department Details

- **PCM Leader/Coordinator:** Brother Michael Wari
- **Assistant(s):** Sister Julie Peni
- **Secretary/Treasurer:** Samuel Epa
- **Reports To:** Church Board / Personal Ministries

### 2. Membership & Participation

Category	Number	Notes/Comments
Adventist Students on Campus	85	From UPNG & business college
Active PCM Members	52	Regular at fellowships
New Students Reached This Quarter	12	Mostly first-years
PCM Volunteers (faculty/staff/support)	4	Assist in mentoring

### 3. Spiritual Nurture & Fellowship

Program/Activity	Date(s)	Venue/Location	Attendance	Outcomes
Campus Fellowship/Worship	Weekly Fri	Lecture Room B	45 avg	Strong student-led worship
Bible Study Groups	Apr–Jun	3 dorm rooms	28	Students engaged in SOP studies
Prayer Retreat	Jun 14–15	Sogeri Campsite	38	Revival experience
Mentorship Circles	Ongoing	Online Zoom	12 pairs	Improved spiritual guidance

#### 4. Evangelism & Outreach

Activity/Project	Date(s)	Location	Beneficiaries/Impact	Remarks
Literature Distribution	Apr 20	UPNG Campus	200 tracts given	Positive response
Campus Evangelistic Series	May 10–17	Lecture Theatre	60 nightly, 10 decisions	Led by youth
Health Awareness Expo	Jun 8	Campus Grounds	120 students	Involved Adventist doctors
Clean-Up Campaign	May 25	University area	50 volunteers	Built goodwill

---

#### 5. Collaboration & Partnerships

Partner/Organization	Nature of Collaboration	Outcomes
Adventist Medical Fellowship	Health expo support	5 doctors volunteered
Dorcas/ACS	Shared food at retreat	Reduced costs

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#### 6. Training & Leadership Development

Training/Workshop	Date	Facilitator	Participants	Key Outcomes
Campus Leadership Skills	Apr 27	District PCM Leader	20	Students empowered for mission

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#### 7. Financial Report

Income Source	Amount	Notes
Offerings/Donations	K1,000	Weekly collections
Fundraising Projects	K600	Car wash, dinner night
Conference/District Support	K500	Subsidy for retreat
<b>Total Income</b>	K2,100	
Expenditure Category	Amount	Notes
Evangelism & Outreach	K900	Literature, campaign
Fellowship/Programs	K700	Retreat, weekly meals
Training/Leadership	K350	Workshop
Other (Stationery)	K100	Forms, flyers
<b>Total Expenditure</b>	K2,050	

**Balance Carried Forward:** K50

## 8. Challenges & Needs

- Lack of permanent venue for fellowships on campus.
  - Need more mentors for first-year students.
- 

## 9. Plans for Next Quarter

- Organize PCM Sabbath with church-wide support.
  - Expand digital evangelism through podcasts.
  - Launch mentoring program for 20 new freshmen.
- 

## 10. Recommendations to Church Board

- Allocate funds for purchase of projector (K500).
  - Approve transport subsidy for off-campus activities.
- 

**Prepared by:** Brother Michael Wari

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

**Date:** 13 / 09 / 2025

**Secretary:** Samuel Epa

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

**Date:** 13 / 09 / 2025

**Received by:** Pastor William Timi

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

**Date:** 13 / 09 / 2025

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# Practical Example 21

## Ambassador Ministry Quarterly Report

**Church Name:** Warakum SDA Church  
**Mission/Conference:** Western Highlands Mission  
**Quarter/Year:** Q2 – 2025

### 1. Department Details

- Ambassador Leader/Coordinator:** Brother Alex Tano
- Assistant(s):** Sister Liona Vagi
- Secretary/Treasurer:** Junior Peter
- Reports To:** AYM Leader / Church Board

### 2. Membership & Participation

Category	Number	Notes/Comments
Total Ambassadors in Church (16–21 yrs)	40	Includes 12 new high school finishers
Registered Ambassador Members	30	Officially enrolled
Active Participants This Quarter	25	Regularly attending programs
New Members Involved	8	Recent baptism candidates

### 3. Spiritual Growth & Fellowship

Program/Activity	Date(s)	Venue/Location	Attendance	Key Outcomes
Ambassador Sabbath	Apr 27	Koki SDA	150	Theme: “Stand Firm in Christ”
Bible Study Class (weekly)	Apr–Jun	Church youth hall	20	Completed lessons on Daniel
Prayer Retreat	May 18–19	Sogeri Campsite	30	Spiritual revival & bonding
Fellowship Night	Jun 7	Church Hall	35	Strengthened unity

#### 4. Evangelism & Outreach

Activity/Project	Date(s)	Location	Beneficiaries/Impact	Remarks
Street Preaching	Apr 21	Koki Market	200+ reached	Youth shared testimonies
Hospital Visit	May 25	PMGH	45 patients visited	Prayer & food parcels
Literature Distribution	Weekly	Community	300 tracts shared	Follow-up planned
Clean-Up Drive	Jun 15	Beachfront area	40 volunteers	Community appreciation

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#### 5. Leadership & Skill Development

Training/Workshop	Date	Facilitator	Participants	Key Outcomes
“Ambassadors in Mission”	Apr 30	District AYM Leader	18	Learned evangelism skills
Public Speaking Workshop	Jun 2	Local Elder	15	Improved confidence

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#### 6. Financial Report

Income Source	Amount	Notes
Offerings/Donations	K800	Weekly AY contributions
Fundraising Projects	K500	Car wash event
Conference/District Support	K300	Leadership training
<b>Total Income</b>	K1,600	
Expenditure Category	Amount	Notes
Evangelism & Outreach	K700	Tracts, hospital visit
Fellowship/Programs	K500	Retreat & fellowship
Training & Leadership Dev.	K300	Workshops
Other (Stationery, printing)	K50	Flyers
<b>Total Expenditure</b>	K1,550	

**Balance Carried Forward:** K50

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#### 7. Challenges & Needs

- Some ambassadors disengaged due to school/work pressures.
- Lack of transport for outreach activities.



## 8. Plans for Next Quarter

- Launch *Ambassadors for Christ* youth evangelism week.
  - Train 10 ambassadors in digital evangelism.
  - Organize district-level Ambassador rally.
- 

## 9. Recommendations to Church Board

- Approve transport subsidy (K400).
  - Provide projector for ambassador-led evangelism programs.
- 

**Prepared by:** Brother Alex Tano

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

**Date:** 03 / 09 / 2024

**Secretary:** Junior Peter

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

**Date:** 03 / 09 / 2024

**Received by:** Pastor Nathan Buna

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

**Date:** 03 / 09 / 2024

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Practical Example 22

Pathfinder Club Quarterly Report

Section 1: General Information

Field	Details
Mission/Conference	Northern Milne Mission
Church Name:	Bango SDA Church
Quarter/Year:	Q2 – 2025
Pathfinder Club Name:	Bethel Flame-bearers Pathfinder Club
Club Director:	Brother David Masi
Deputy Directors:	Sis. Ruth Kila, Bro. Joseph Kari
Number of Pathfinders Enrolled:	42
Number of Counsellors/Staff:	10
Prepared By:	David Masi
Date Submitted:	30 June 2025

Section 2: Membership Report

Item	Number
Total Members Last Quarter	40
New Members Enrolled	4
Members Transferred In	0
Members Transferred Out	2
Inactive/Dropped Members	0
Current Active Membership	42

### Section 3: Club Meetings & Activities

Activity Type	Number Held	Attendance	Remarks
Regular Club Meetings	10	Avg. 38 Pathfinders	Weekly meetings with marching, drilling & devotions
Classwork Sessions (honors, AY classes)	8	Avg. 35 Pathfinders	Working on Friend and Companion classes
Campouts/Outdoor Activities	1	41	Weekend camp on “Christian Leadership & Survival Skills”
Marching & Drilling Sessions	6	Avg. 37	Prepared for Pathfinder Day parade
Pathfinder Day/AYM Involvement	1	All	Led divine service, afternoon AY, and marched
Other Activities	0	—	—

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### Section 4: Outreach & Mission

Outreach Activity	Date	Participation	Impact/Remarks
Community Clean-up (market & roadside)	11 May 2025	35 Pathfinders	Gained positive attention from community
Hospital Visit – Singing & Distribution	25 May 2025	30 Pathfinders	Encouraged patients, shared food packs
Church Involvement – Pathfinder Day	1 June 2025	All	Strengthened church-Pathfinder relationship

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### Section 5: Training & Development

Training Type	Number Conducted	Participants	Remarks
Staff Leadership Training	1	10 staff	Covered mentoring & discipline
Pathfinder Classwork Progress	Ongoing	42	60% completed Friend/Companion requirements
Honors Earned	15 Pathfinders earned Knot Tying, 12 earned Nature Study		
Investitures Held/Planned	Planned for Q4 2025		

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## Section 6: Financial Acquittals

Item/Activity	Budget Approved	Amount Spent	Balance	Remarks
Uniforms & Insignia	K1,000	K950	K50	Purchased scarves & belts
Campouts/Field Trips	K1,200	K1,150	K50	Venue, transport, food
Supplies & Equipment	K600	K580	K20	First aid kits, ropes
Community Service Projects	K400	K380	K20	Hospital visit supplies, food packs
Other (specify)	—	—	—	—
<b>TOTAL</b>	<b>K3,200</b>	<b>K3,060</b>	<b>K140</b>	<b>All acquitted</b>

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## Section 7: Challenges & Needs

- Some Pathfinders do not have full uniforms.
- Limited camping gear (tents, cooking equipment).
- Transport challenges for community outreach.

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## Section 8: Goals & Recommendations

- Conduct investiture in Q4.
- Purchase 5 additional tents for outdoor activities.
- Organize joint activity with nearby Pathfinder Clubs (District level).
- Request additional budget support for uniforms & evangelism projects.

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**Prepared by:** David Masi

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

**Date:** 30 June 2025

**Deputy Director Male:** Joseph Kari

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

**Date:** 30 June 2025

**Deputy Director Female:** Ruth Kila

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

**Date:** 30 June 2025

**Received by:** Pastor Peter Arron

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

**Date:** 30 June 2025

Practical example 23

Adventurer Club Quarterly Report

Section 1: General Information

Field	Details
Mission/Conference	Madang Manus Mission
Church Name:	Lorengau SDA Church
Quarter/Year:	Q2 – 2025
Adventurer Club Name:	Bethel Little Lights Adventurer Club
Club Director:	Sister Mary John
Deputy Directors:	Bro. Peter Paul, Sis. Lillian Saka
Number of Adventurers Enrolled:	28
Number of Parents/Staff Involved:	12
Prepared By:	Mary John
Date Submitted:	30 June 2025

Section 2: Membership Report

Item	Number
Total Members Last Quarter	25
New Members Enrolled	3
Members Transferred In	0
Members Transferred Out	0
Inactive/Dropped Members	0
Current Active Membership	28

### Section 3: Club Program & Activities

Activity Type	Number Held	Attendance	Remarks
Spiritual Programs (devotionals, Bible lessons)	12	Avg. 25 Adventurers	Weekly meetings included singing, memory verses, and Bible lessons
Family-Based Activities	2	20 families	Family fun day and parents' training workshop
Nature/Outdoor Activities	1	27 Adventurers	Half-day nature walk, children learned about plants and insects
Health & Skills Development	3	Avg. 23 Adventurers	Taught hygiene, first aid basics, and healthy eating
Service Projects	1	18 Adventurers + 8 parents	Visited elderly members, cleaned yards, and sang songs
Social/Fellowship Activities	1	30 participants	Club picnic with parents
Other Activities	0	–	–

### Section 4: Outreach & Mission

Outreach Activity	Date	Participation	Impact/Remarks
Community Service Project – Elderly Visitation	14 May 2025	26 participants	Strengthened children's compassion and church-community connection
Church Involvement – Children's Sabbath	25 May 2025	All Adventurers	Children led divine service and afternoon program
Family/Neighbourhood Outreach	Ongoing	Parents & children	Families visited neighbours together, shared Bible stories

### Section 5: Training & Achievement

Category	Details
Awards Earned (Stars, Chips, Awards)	10 Adventurers earned Busy Bee Awards, 5 earned Sunbeam Awards
Parent Workshops Conducted	1 (topic: "Raising Adventurers in the Faith")
Staff Training Conducted	1 staff orientation with 12 staff present
Investitures Planned/Held	Investiture planned for Q3

## Section 6: Financial Acquittals

Item/Activity	Budget Approved	Amount Spent	Balance	Remarks
Uniforms & Insignia	K500	K480	K20	5 new uniforms purchased
Program Materials & Supplies	K300	K280	K20	Bible story books and activity sheets
Family Fellowship Activities	K200	K190	K10	Family fun day food & logistics
Outings/Field Trips	K400	K380	K20	Nature walk & transport
Other (specify)	—	—	—	—
<b>TOTAL</b>	<b>K1,400</b>	<b>K1,330</b>	<b>K70</b>	<b>All acquitted</b>

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## Section 7: Challenges & Needs

- Need more parental involvement in regular meetings.
- Limited funds for outdoor activities.
- Some children struggle with regular attendance due to distance.

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## Section 8: Goals & Recommendations

- Plan for Adventurer Investiture in Q3.
- Strengthen parental workshops to improve engagement.
- Request additional budget for community outreach projects.

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**Prepared by:** Mary John

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

**Date:** 30 June 2025

**Deputy Director Male:** Peter Paul

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

**Date:** 30 June 2025

**Deputy Director Female:** Sis. Lillian Saka

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

**Date:** 30 June 2025

**Received by Church Clerk:** Daniel Naaman

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

**Date:** 01 July

# Practical Example 24

## Deacons’ Department Quarterly Report

For Bethel SDA Church

### Section 1: General Information

Field	Details
Mission/Conference	Morobe Mission
Church Name:	Kabob SDA Church
Quarter/Year:	Q2 – 2025
Head Deacon:	Brother John Kila
Assistant Head Deacon	Jonah Pingi
Number of Deacons Serving:	7
Prepared By:	John Kila
Date Submitted:	30 June 2025

### Section 2: Worship & Ordinances

Activity	Number/Details
Communion Services Assisted	1 – Prepared tables, assisted pastor, washed utensils
Baptismal Services Assisted	2 – Prepared gowns, pool, assisted candidates
Funeral Services Assisted	3 – Helped with logistics and order
Sabbath Worship Support	12 Sabbaths – ushering, offering collection, seating
Other Worship-Related Duties	Supported AY rally at district level

### Section 3: Church Property & Maintenance

Item	Details/Notes
Cleaning & Upkeep of Sanctuary	Weekly roster, all deacons participated
Grounds & Property Care	Cut grass and cleaned yard twice
Repairs/Small Maintenance	Fixed leaking roof, replaced 4 bulbs
Security & Order	2 deacons rostered each Sabbath
Other Duties	Helped arrange chairs for big church wedding



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## Section 4: Visitation & Welfare Support

Activity	Number/Details
Visitation of Sick/Needy	6 homes visited, prayed with families
Support for Widows & Orphans	Gave food parcels to 3 widows
Distribution of Aid	Assisted Community Services dept. with clothing distribution
Assistance to Members in Need	Helped one family with transport for funeral
Other Acts of Service	Assisted deaconesses during hospital visit

---

## Section 5: Financial Acquittals

Activity/Item	Budget Approved	Amount Spent	Balance	Remarks
Communion Supplies	K200	K180	K20	Bread, wine, cups
Baptismal Supplies	K300	K280	K20	3 gowns repaired, towels purchased
Welfare/Visitation Support	K400	K390	K10	Food parcels, fuel for visitation
Church Maintenance	K500	K450	K50	Roof repair & bulbs
Other (specify)	—	—	—	—
<b>TOTAL</b>	K1,400	K1,300	K100	All acquitted

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## Section 6: Challenges & Needs

- Limited transport for funerals and visitations.
- Need for better storage space for communion/baptismal supplies.
- More funds needed for ongoing property maintenance.

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## Section 7: Goals & Recommendations

- Plan major church clean-up day with members in Q3.
- Request budget increase for maintenance and welfare.
- Train younger deacons to improve rotation of duties.

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**Prepared by:** John Kila

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

**Date:** 30/06/2025

**Assistant Head Deacon:** Jonah Pingi

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

**Date:** 30/06/2025

**Received by:** Pastor Damien Lovai

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

**Date:** 30/06/2025

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# Practical Example 25

## Deaconesses' Department Quarterly Report

### Section 1: General Information

Field	Details
Mission/Conference	Western Highlands Mission
Church Name:	Gateway SDA Church
Quarter/Year:	Q2 – 2025
Head Deaconess:	Jennifer Max
Assistant Head Deaconess	Lillian Luke
Number of Deaconesses Serving:	9
Prepared By:	Jennifer Max
Date Submitted:	30 June 2025

### Section 2: Worship & Ordinances

Activity	Number/Details
Communion Services Prepared	1 – Set up tables, prepared emblems, linens
Communion Supplies	K180 spent (bread, grape juice, new tablecloths)
Baptismal Services Assisted	2 – Prepared robes & towels, assisted candidates
Funeral Services Assisted	2 – Supported bereaved families with food and hospitality
Other Worship-Related Duties	Assisted with foot-washing arrangement

### Section 3: Visitation & Care

Activity	Number/Details
Visitation of Sick/Shut-ins	5 homes visited, provided prayer & encouragement
Support for Bereaved Families	2 families supported with food parcels & presence
Support for Widows/Orphans	4 widows received weekly check-ins
Welfare/Practical Assistance	Provided meals to one family during illness
Other Acts of Service	Partnered with Deacons for hospital visit

#### Section 4: Hospitality & Fellowship

Item	Details/Notes
Fellowship Meals Organized	1 combined fellowship lunch (80 attendees)
Hospitality for Visitors/Guests	Every Sabbath – 2 deaconesses rostered
Support for Weddings/Child Dedications	Assisted in 1 wedding and 1 baby dedication
Other Activities	Decorated church for Mother's Day

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#### Section 5: Financial Acquittals

Activity/Item	Budget Approved	Amount Spent	Balance	Remarks
Communion Supplies	K200	K180	K20	Bread, juice, linens
Baptismal Supplies	K250	K240	K10	Gowns cleaned & repaired
Welfare/Visitation Support	K400	K390	K10	Food parcels, hospital visit
Hospitality/Fellowship	K300	K280	K20	Fellowship meal, flowers
Other (specify)	—	—	—	—
<b>TOTAL</b>	<b>K1,150</b>	<b>K1,090</b>	<b>K60</b>	<b>All acquitted</b>

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#### Section 6: Challenges & Needs

- Limited budget for visitation and welfare.
  - Need for storage space for communion and baptismal supplies.
  - More training for younger deaconesses.
- 

#### Section 7: Goals & Recommendations

- Organize training session for all deaconesses in Q3.
  - Strengthen coordination with Deacons in welfare ministry.
  - Request additional funds for regular visitation.
-

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**Prepared by:** Jennifer Max

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

**Assistant Head Deaconess:** Lillian Luke

**Date:** 30/06/2025

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

**Date:** 30/06/2025

**Received by:** Pastor Rex Nathan

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

**Date:** 30/06/2025

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