

The Salvation Army USA Western Territory

STATISTICAL QUICK REFERENCE



Women's Ministries is the umbrella term that covers all ministries offered to women in The Salvation Army, which includes Home League and Women's Ministries Groups. Where Home League falls under WM group, International Headquarters requires special reporting as it is an international program. Statistics should be reported on NSS Corps form as follows:

Line 3001 Women's Ministries

Line 3001-31 **Home League** (meetings, attendance, volunteers, volunteer hours)

Line 3001-33 **Women's Ministries Groups Participants** (meetings, attendance, volunteers, volunteer hours)

There is no membership for WM group. Please add non-Home League members, first-time participants, per program year.

Line 3001-34 **Women's Ministries Corps Special Event** (meeting, attendance, volunteers, volunteer hours)

Line 3003 Junior Home League

Junior Home League - Junior Home League is a self-esteem development program for girls, ages 11-15 years old. It provides insight to personal improvement and skill building, and serves as a mode to encourage the four elements - Worship, Education, Service and Fellowship. The Junior HL will also provide a link to full acceptance as a Home League Member. A Junior Home League member may become a Home League Member when she reaches the age of 14 years, if desired, and membership may automatically be transferred. Meetings can be held weekly, bi-monthly or monthly according to need and local circumstances.

Record membership of Jr. Home League. Record meetings, attendance, volunteer, and volunteer hours.

**** NOTE Do NOT record girls attending HL meetings here. This line is for established Jr. HL groups ****

A record must be kept of each group, with names, address and attendance. This register will be examined by the reviewing officer at the time of the Women's Ministries Review and Revision, and a report will be sent to the Territorial Secretary for Women's Ministries. Home League meetings, attendance and volunteer hours may be counted and reported on the NSS form, line 3001—option code 31. Women's Ministries Group meetings, attendance and volunteer hours may be counted and reported on NSS form, line 3001—option code 33.

DIVISIONAL SPONSORED EVENT

When special events are hosted by the Divisional Women's Ministries Department such as: one day institutes, rallies, leadership training, divisional event planning, multiple day events including camps, retreats, conferences or similar events, the statistics are to be counted as follows:

Line 3002 Women's Ministries Events. Record attendance, volunteers and hours.

**** NOTE: No corps units should be using these lines.**

- Line 3002-601 **Women's Ministries Events – Camps.** Record the number of meetings/sessions in Women's Ministries camps for fellowship held, and the combined total attendance.
- Line 3002-602 **Women's Ministries Events – Rallies.** Record the number of meetings/sessions in Women's Ministries rallies held, and the combined total attendance. Rallies are gathering for Women's Ministries; may include prayer meetings for a purpose.
- Line 3002-603 **Women's Ministries Events – Conventions.** Record the number of meetings/sessions in Women's Ministries conferences and gatherings for networking, and the combined total attendance.
- Line 3002-604 **Women's Ministries Events – Institutes.** Record the number of meetings/sessions in Women's Ministries and the combined total attendance. Institutes are gatherings for learning experience.

- **Divisional Headquarters Reporting.** Every **individual** meeting/session is to be counted by the Division on a divisional line 3002.

Example: for a one-day event that includes three sessions with planned programming, the total number of meetings/sessions is to be (3). For a multiple day event every meeting/ session with planned programming is counted. For example, if there are two united sessions on Friday, four united sessions on Saturday, two united sessions on Sunday, the count for the event is 2+4+2=8. A meal with no program is not considered a session. If the meal is a banquet with programming, then it may be counted as a session. If the meal has only a prayer and song, it is not counted as a session. If a workshop time is scheduled with 6 individual workshops, the workshop period is counted as 1.

Every session/meeting will have an attendance recorded. Divisions are not to simply multiply their total registration by the number of sessions. A recorded individual attendance is combined for all sessions/meetings and then recorded on the attendance line. In the event of a workshop period, the combined total attendance of all the workshops is recorded. Divisions are asked not to submit the total registration for workshop periods with the assumption that every registered participant attends a workshop.

- **Corps Reporting.** Number of days of event times number of delegates equals meetings/attendance recorded on line 3001-34. (3 days = 3 meetings)

COMBINED MEETINGS AND ATTENDANCE

Several Corps may join together for a one-time area meeting for fellowship, leadership training, or special interests, etc. Every Women's Ministries group from various corps will report its own figures on the corps NSS. The sponsoring Women's Ministries group **must not** report the total figure. Each corps will count one meeting and the attendance of their corps ladies only.

If it is a combined Women's Ministries meeting, each local corps will record their attendees on the NSS report line 300I--option code 31 for regular meetings. If it is a combined Women's Ministries program, each local corps will record their attendees on the NSS report line 3001—option code 33.

WOMEN'S MINISTRIES CORPS SPECIAL EVENT

A Women's Ministries Group Event is a program for women only with the purpose of evangelism and outreach, such as: a corps women's retreat, a mother daughter banquet, a community hosted Women's Ministry meal (breakfast), Local Leadership training, Bike-A-Thon, Walk-A-Thon, Prayer Walk. There is no membership for a Women's Ministries Group Event. This is not a family event, please see Other adult groups/family activities. Attendance for a Women's Ministries Group Event is recorded on the NSS form line 3001-34 titled Women's Ministries Corps Special Events.

WOMEN'S MINISTRIES FUND-RAISING EVENT

When a Women's Ministry fund-raising event is held on a day other than the regular meeting, it would be counted and recorded on line 3220 -- Other Adult Group/Family Activities, and the total attendance recorded.

When the fund-raising event is on a regular Women's Ministries meeting day, the pre-event time (time needed to set up, give instruction, etc.) should be counted as the regular meeting. The Women's Ministries members there and others attending would be recorded under Other Adult Group/Family Activities -- line 3220. These will be recorded in NSS as follows:

Home League Regular (line 3001-31) or Women's Ministries Group Participants (line 3001-33)	1
Attendance of the group (in pre-event time)	20
Other Adult Group/Family Activities (line 3220)	1
Attendance (during the fund-raising event)	35

VOLUNTEER HOURS

Women's Ministries Local Officers are considered to be volunteers, and their time at Women's meetings should be counted as volunteer service.

If a Women's Ministries Group is purely spiritual in nature (for example, a weekly Bible study or Home League worship service) no volunteer hours may be counted.

When Women's Ministries Group participants are involved in community or corps projects, their hours may be counted as volunteer hours as a WM Group/HL.

The Corps Officers are never considered volunteers in any WM activities.

SOLDIERS & ADHERENTS MADE THROUGH PROGRAMS

Line 1510 Soldiers Made Through Programs. Record the number of soldiers added to the roll as a direct result of Women's Ministries.

Line 1515 Adherents Made Through Programs. Record the number of adherents added to the roll as a direct result of Women's Ministries.

SEEKERS

The statistical count of seekers or converts in Women's Ministries should represent the number of women indicating a definite decision or response for conversion, holiness or consecration. This decision could be demonstrated by kneeling at the altar but could also include other expressions of intent such as raising of hands, standing at one's seat, decisions in home, office, or elsewhere should be counted as seekers.

Line 2405 Adults Seekers Section 1. Record the number of seekers 14 years of age and over, not entered in the Seekers' Register, and not listed on the Recruits' or Soldiers' Roll of any Salvation Army Corps. (First time seeker in TSA)

Line 2410 Adult Seekers Section 2. Adult Seekers Section 2 – Record the number of seekers 14 years of age and over, previously entered in the Seekers' Register, or listed on the Recruits' or Soldiers' Roll.

FAMILIES LINKED TO CORPS THROUGH WOMEN'S MINISTRIES

Line 3005 Record the number of new families linked to the corps as a direct result of a women's ministry program.

BABY SONG

Baby Song is an exciting Salvation Army outreach program for babies, toddlers and their parents. Baby Song provides an opportunity for: parents to assist their babies in language development and interaction through music; babies to experience developmentally appropriate songs, activities and games; parents to build relationships with other parents; parents to gain parenting tips and information; and to reach out into the community.

As Baby Song crosses over boundaries, not just applying to one age group, but to the whole family, it has been decided to record Baby Song attendance as stated below. It is important that there is consistency around the territory in recording the program, so please contact the Territorial Youth Department or Women's Ministries Department, should you have any questions regarding this.

As a Baby Song session consists of two separate sections, it can be recorded as two meetings in the following way:

The Baby Song/Music Section

Count attendance in Cradle Roll **line 3310**. Include everybody – children, parents, leaders, helpers.

The Fellowship Section

Count parents (if majority are women) in Women's Ministries **line 3001**--option code 33:

Any activity during the Baby Song/Music Section should be recorded under the Cradle Roll (line 3310). If the parents and children are together during the fellowship section, you will only count the parents in Women's Ministries **line 3001**--option code 33, not the children.

It is important to note that there needs to be some spiritual aspect to record Baby Song as Women's Outreach. It can be in the form of a prayer, a 'thought for the day', or a Scripture verse.

Example 1:

Parents and children fellowshipping all together:

Baby Song/Music Section: 17 children, 15 parents, 1 leader present.
Statistics - Cradle Roll (line 3310) **1** meeting, $17 + 15 + 1 = \mathbf{33}$ attendance

Fellowship Section: 15 parents, 1 leader
Statistics - Women's Outreach (line 3001--option code 33) **1** meeting, $15 + 1 = \mathbf{16}$ attendance

Example 2:

Parents discussing parental issues and spiritual focus: Children playing in separate room with 3 helpers:

Baby Song/Music Section: 17 children, 15 parents, 1 leader, 3 helpers
Statistics - Cradle Roll (line 3310) **1** meeting, $17 + 15 + 1 + 3 = \mathbf{36}$ attendance

Fellowship Section: 15 parents, 1 leader
Statistics - Women's Outreach (line 3001--option code 33) **1** meeting, $15 + 1 = \mathbf{16}$ attendance

If your corps or division is conducting 'Mommy and Me,' the statistics could be recorded the same way using these guidelines.