THE FOURSQUARE

HUB

Instructions for the Foursquare Monthly Church Report-Missional

General Information

- Any place the word "click" is used in this document, it refers to pressing the left button of the mouse one time, or producing a single left-click on your mouse device. The term "double-click" means to perform two clicks in rapid succession. Keys on your keyboard are noted using the [key] convention. Links on the screen that launch an action are placed in "quotes."
- As you enter data for the Foursquare Monthly Church Report (FMCR) - Missional, two primary ways exist to maneuver the form. You may use the [tab] key to move sequentially through each line item, or use the mouse to hover over your desired line and click once to select it. Tabbing into the field or clicking twice in the field will highlight and select the field contents. You may use the [delete] or [backspace] key to clear the selected contents.
- To enter a number either:
  - tab into the box and enter the number; or,
  - place the cursor before the zero, click one time and enter the number, which will add a zero to the end of the number you enter.
- In certain browsers using the backspace key will cause you to navigate to the previous page, This may cause unsaved data entered in the current page to be lost requiring you to re-enter that data. To correct entries made in error, user are encouraged to utilize the "delete" key instead of the "backspace" key.
- Next to each line is an information icon button. When you hover over or click on the icon, a pop-up will appear displaying the information for the corresponding line item.

Decisions for Christ	0	ⓘ
Water Baptisms	0	
Holy Spirit Baptisms	0	

More Info

You may choose to report the number of decisions for Christ for each type of gathering on separate forms or report the total number of decisions for Christ for all gatherings

- Watch for buttons titled "Save" or "Save & New" when adding new records

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- Choose "Save" when you are finished entering a new record. The "Save" option will record your entry and return you to the main data-entry page of the Monthly Church Report.
- Choose "Save & New" when making multiple entries. Choosing the "Save & New" button will record your entry and clear the fields so you may create another entry: this allows you to enter multiple records simultaneously. After you have recorded all your entries, choose "Save" to return to the main page of the Monthly Church Report.

Foursquare Monthly Church Report-Missional

Following are instructions for entering your Foursquare Monthly Church Report-Missional data.

1. Locate your church through one of the various search mechanisms built into The Hub.
2. Once on the Church dashboard, click on the Monthly Church Report tab to see an initial view of the most recent 24 months of FMCRs.
3. Search for any links that read "Due." These are the periods for which an FMCR submission is still missing.
4. Click on the "Due" link in the Missional column, to the right of the month and year you wish to submit, and you will be taken to the instruction page for data entry.
5. Please read the instructions and then click the link in the bottom right corner labeled "Begin Missional FMCR."
6. The Foursquare Monthly Church Report-Missional entry page will appear in a new tab within your browser. Please note that the original page from which you chose the Missional Link is still available and has not been closed; typically, it is to the left of your current tab in your browser window.
7. The Hub will automatically populate the selected month, year and church code for you. If the month or year is different than you expect, this means you may not have chosen the correct period when clicking on the Missional link from the Monthly Church Reports tab. If you believe this is the case, close the current FMCR tab and start again at step three above.

Main Service(s)

8. **Choose the ministry model** from the drop down menu that best describes the church's primary ministry activities. You may only choose one ministry model as

your main service. Once a ministry model is chosen this selection should remain as the main ministry model in the future for comparison purposes.   The figures reported for the main service should reflect all gatherings that provide the same or similar content in a given week and should only have a negligible level of duplicate attendees. Eligible options for the Main Service are:

    a. Weekend Services—all services in a public assembly (churches with multiple weekend service times should report a combined attendance figure);

    b. Midweek/Alternate Services;

    c. Simple Church or other home church format;

    d. Discipleship/Classes;

    e. Outreach Events;

    f. Offsite Ministry (i.e. Prison Ministry, Nursing Home);

    g. Small/Home Group; and,

    h. Other–for activities not defined above.

9. **After selecting the main ministry model, choose the "Add New Record" link** below and to the right of the Main Service(s) heading. Clicking this link is how you will begin entering the monthly average attendance by age group for the main service type you selected. Once you have clicked the "Add New Record" link, follow these steps.

    a. Choose one age group and then enter the average attendance number represented by that specific age group.

    b. Choose "Save & New" to select and enter attendance for another age group.

    c. Choose "Save" once you have added all the age group attendance numbers for the main service. Please note, this is just for main service attendance. You will enter other service and ministry attendance in later steps.

    d. As you enter your detail, please note the available options for age categories are:

        i. Adults—total adults at the main gathering (**note:** report only the total adults, not all attendees in the main service for this category);

        ii. Young Adults—this option is for churches that have a targeted service or venue specifically for young adults;

        iii. Youth—the total attendance of middle school and high school age children during the activity defined as the church's main service(s);

        iv. Kids—total infant through elementary-school aged children;

v. Families/Combined Age Groups—use this category if it is unnecessary or impractical to track attendance by age group such as for family services or other gatherings that do not segregate age groups. Also, please remember that this category represents the total number of individuals in attendance without any age classification.

Main Service(s)

Information reported in this section should reflect the average monthly attendance for your primary ministry activities and will be compared with historical activity reported as "main services."

* Describe Ministry Model reported in this section. [Weekend Services ▼]

ⓘ

For the Ministry Model you just chose, please enter ther Average Main Service Attendance (by Age Group)

Note: You must add at least 1 Average Main Service Attendance (by Age Group)

Add New Record

	Age Group	Average Attendance	
select	Young Adults	24	delete
select	Youth	33	delete
select	Adults	100	delete

10. After clicking the "Save" link, all your entries will appear in this section of the FMCR entry screen, at which point you may
    a. click the word "select" to the left of the age group to change the reported number; or,
    b. click the word "delete" to the right of Average Attendance to remove the entry completely from the reported numbers.

    *Note: The Hub will automatically sum all attendance data by age group and report the combined total on the printed FMCR. There should not be duplicate figures reported between age groups. For example, if a church has a specific gathering for "Young Adults," those attendance figures would only be included under that category and should not also be included in the total "Adult" attendance.

Supplemental Service Attendance

11. To report attendance for additional gatherings other than your main service(s), choose the "Add New Record" link below and to the right of the Supplemental Services Attendance heading.. These entries should only include ministry activities

and attendance figures that were not already reported under the "Main Services" section.

 a. Choose from the from the following options in the drop down menu:
  i. Small/Home Groups;
  ii. Midweek/Alternative Service (i.e. youth group, Wednesday night services, college age group, etc.);
  iii. Outreach Events (i.e. soup kitchen, block party, sports camp, etc.);
  iv. Discipleship/Classes (i.e. financial or marriage classes, new believers class, membership class, women or men's bible study, etc.);
  v. Special Event (i.e. annual meeting, appreciation event or other special service outside of normal service times, church picnic, etc.);
  vi. Leadership Training;
  vii. Weekend Services (i.e. special services different in topic or format from your main service);
  viii. Offsite Ministry (i.e. prison ministry, nursing home, chaplaincy, etc.); or,
  ix. Other—for all other services that do not fit under the categories above.

 b. Choose the age group from the drop down menu.

 c. Enter the average monthly attendance.

 d. You may select only one age group for each entry, but multiple entries may be made in order to compile the total attendance for the service, event or activity as a whole. In order to make a new entry, select the "Save & New" option below. Add as many records as necessary to report the attendance for all age groups represented during this occurrence. The HUB will automatically sum all of the entries made in order to provide a "Total Supplemental Service" attendance figure in the FMCR report. On your last entry, choose "Save" instead of "Save & New" and you will be returned to the main FMCR page. If you hit "Save & New," but have no further entries to make, it is safe to click the "Cancel" button on the detail entry window: You will not lose any entries previously made.

Supplemental Service Attendance

This optional section may be used to report average monthly attendance for additional ministry activities that are separate from your Main Service(s). Supplemental services may include: Home groups, classes, events, etcetera. Click the "ADD NEW RECORD" link below to begin adding as many entries as needed.

Add New Record

	Ministry Activity	Age Group	Average Attendance	
select	Midweek/Alternate Service	Youth	17	delete
select	Leadership Training	Adults	20	delete
select	Special Event	Family/Combined Age Groups	50	delete
select	Small/Home Group	Family/Combined Age Groups	12	delete
select	Outreach Events	Family/Combined Age Groups	150	delete

12. When you return to the main FMCR page, all the entries you made will now populate in the Supplemental Service Attendance section. Now, you may
    a. choose the "select" link to the left of the Ministry Activity to change the information reported; or,
    b. choose the "delete" link to the right of Average Attendance to delete the entry.

Spiritual Outcomes

13. Decisions for Christ—Report the total responses for the month.
14. Water Baptisms—Report the total responses for the month.
15. Holy Spirit Baptisms—Report the total responses for the month.
16. Healings/Miracles—Report the total responses for the month.
17. Number of individuals participating in discipleship—Report the number of individuals participating in active discipleship. Examples of discipleship methods may include: discipleship classes (spiritual growth, marriage, financial, etc.), one-on-one mentoring sessions, internship programs, leadership training, home groups, bible studies, and etcetera.
18. Describe discipleship method—In your own words, describe the method(s) of discipleship or specific discipleship activities represented in the number above.
19. Ministry Activity Narrative—This field provides you an opportunity to share qualitative information, stories, testimonies or other important considerations that give context to the data in this report. Examples of stories include: the impact of a food pantry that feeds dozens of families throughout the county or the opportunity for a pastor to pray at a student-organized high school assembly ministering the gospel to hundreds of young people. This ministry narrative section will be utilized by Foursquare Communications to identify and highlight

the testimonies or stories of outreach in the Foursquare Leader Magazine and other communication channels.

20. Authorized Approver Email—This field displays the email of the person authorized to approve this report. If this email address is incorrect, please contact your district office.

Completing the Report

21. Save and Complete Later - Choose this option on the lower right corner of your browser window if you wish to save the information entered and return later to finish it. Once you click the button, the message "Your data has been successfully saved" will appear at the top of the screen. In order navigate away from this page, you may perform any of the following actions:
    a. close your current tab—doing so will return you to the FMCR selection window from which you launched this data-entry session;
    b. click on the Hub logo in the upper left corner of your browser window, or on your underlined name above the words "Full Directory," which will take you to your personal landing page; or,
    c. select the menu option labeled "Full Directory" which will offer you the ability to search for other organizations and individuals in The Hub.

22. "Review Before Submitting" for Approval—If the form is complete, choose this button from the lower right corner. After clicking this button, you will still have the opportunity to make changes. This is also the stage that you should print a copy of the data entry form for your records if you wish. The consolidated FMCR report will be available for print after approval.

23. Review the entries for the Foursquare Monthly Church Report (FMCR) - Missional.
    a. Choose "Edit Current Page" from the top or bottom right corners to make changes. If you click either link, you will be redirected to the original entry report to edit information.
    b. Choose "Submit for Approval" once all the information is correct.

24. Upon submission, an email notification will be sent to the authorized approver asking them to review and approve the report in The Hub.   If the approver is the same individual performing data entry for the report, an email will not be generated and the FMCR will immediately enter the "Approved" status.

25. After you have successfully submitted your report, a page will display that reads, "Thank you for submitting your Foursquare Monthly Church Report - Missional."

26. After successfully submitting the report for approval, you will receive an email acknowledging that the data for your FMCR - Missional was submitted.
27. Once the senior pastor or their designee has approved the report and the Foursquare Monthly Church Report-Financial has been entered and approved, the data you entered will be available for printing and distribution.

How do I print the approved report?

After the report has been approved, you may view and print the report by navigating back to the Monthly Church Reports tab that lists all of the FMCR submissions for the past 24 months. Select the link that says "View" located to the right of the FMCR for the month and year you wish to display. A Portable Document Format (PDF) version of the FMCR report will display automatically in a new tab.

How do I make changes after the report is submitted?

If you wish to make changes to an already submitted or approved report, navigate to the Monthly Church Report tab and choose the Missional report that you wish to edit by clicking on the word "Submitted" or "Approved" in the Missional column to the right of the month and year you desire. Once you' ve clicked the link, if the report has already been approved, you may choose the "Unapprove" button. After confirming you wish to unapprove the data, the form with your submitted entries will appear. You may edit the changes and resubmit the report. Once a report has been re-submitted, the report will need to be re-approved by the authorized approver. Please note that removing a report from "Approved" status also removes the data from FMCR reporting and will not be displayed in the dashboard or available for print until it has been approved again.