

# Instructions for preparing Consolidated Foursquare Monthly Church Reports (FMCR) for multi-site churches

## Definitions:

**Foursquare ID:** This is a unique identifier within the HUB that was formerly referred to as a “church code.” This identification is provided to every Foursquare entity (church, division, district, school, etc.) and allows The HUB to track all relevant activity and status changes for that entity throughout its existence.

**EIN-Registered Church:** An official Foursquare Church that is: registered with the government as a sub-unit of the corporation, led by a credentialed Sr. Pastor, and has been issued an EIN number (the corporate equivalent of a social security number). An EIN-Registered church is legally authorized to conduct business as a church and share Foursquare’s status as a 501(c)3 tax-exempt corporation. An EIN-Registered Church may have one or more “missional congregations” that share its EIN number and are therefore recognized legally as part of the same church under the leadership of that Sr. Pastor.

## **Missional congregation: The Hub is configured to track three kinds of missional congregations:**

- **Multisite campus:** Multisite campuses are geographical, ethnic or missional extensions of an EIN-Registered Church. Campuses are functionally led and administrated by the EIN-Registered Church and are under the leadership of the EIN-Registered Church.
- **Ethnic Congregation:** Ethnic congregations are a distinct addition to an EIN-Registered Church commissioned to minister to an ethnic people group unique to the existing church. Ethnic congregations will be identified by ethnicity, people group or language spoken (Spanish, Korean, Chinese, Nigerian, etc).
- **Chaplain meeting place:** Meeting places are specific to the chaplain’s current assignment and may or may not be linked to their formal responsibilities/duties as a chaplain. Meeting places are led and administrated by a Foursquare Chaplain and are under the leadership of Foursquare Chaplains International.

## **Missional Congregations should be registered in The HUB with a unique Foursquare ID when they have met the criteria listed below and have been approved by the District Supervisor.**

1. Identified as a distinct and vital congregation by the senior pastor and church council and led by a licensed Foursquare minister (or in the process of licensing) appointed to the care of that specific congregation, or a leader recommended by the senior pastor and approved by the district supervisor.
2. A missional congregation targets a different people group, ethnicity, geographic area, missional purpose or language group than that of the parent church, thus requiring the development of a distinct leadership team, ministry development and outreach strategy and possibly a different venue specific to its purpose.
3. Missional congregations have the capacity to birth new congregations.



## Registering and performing data entry for each missional congregation:

### Advantages:

1. Missional congregations that receive a unique Foursquare ID and remit individual FMCR reports are recognized as “churches” and are included in national statistics regarding church multiplication.
2. The extension tithes remitted from missional congregations are easily identified for inclusion in the “return of the tithe” initiative and Foursquare retirement plan contributions.
3. Missional congregations are assigned to divisions within The Hub thus facilitating connection between divisional superintendents and local pastors of missional congregations.
4. Missional congregations that remit their own FMCR reports establish a history of missional and financial activity. If these congregations ever convert to EIN registered churches, this report history greatly improves the church’s ability to qualify for loans or facility leases.
5. The Hub is able to consolidate the information for a parent church and all missional congregations, thus providing report data and statistics for both the consolidated church and the individual congregations (or sites) that comprise the church.

### General Instructions:

1. If your missional congregation is not already registered, email your district office to initiate this process and obtain a Foursquare ID. By default, both the parent church and the missional congregation will list the senior pastor as the approver for both FMCR reports. The senior pastor may designate individuals to perform data entry and/or approval function upon request to the district office.
2. Reference the instructions and/or training videos for the FMCR Missional and Financial reports to remit individual activity for each congregation **separately** under the Foursquare ID for that specific congregation or location (i.e. do not consolidate the information under the parent church ID).

### Missional FMCR data entry page

1. In the Main Attendance section, report the attendance figures (by age group) only for that congregation/location.
2. Under the drop down menu titled “Choose Ministry Model” select the option that best describes the ministry activity reported as “Main Service” for each location. Note: the average monthly main service attendance for each congregation (Foursquare ID) will be added together for the consolidated church report regardless of whether the ministry model is the same for each location. Example: A parent church may offer “main services” on Sunday mornings with a satellite campus that offers a main service for a different demographic (college students during the mid week) and these can each be reported in the main service section for each respective Foursquare ID. The consolidated church report will add these together for a combined main service attendance for the EIN registered church.
3. Complete the remaining fields for the FMCR missional report including only the data that pertains to that individual congregation/location.



## Financial FMCR data entry page

1. For multisite churches that centralize the receipt and spending of donor restricted funds (missions, building, benevolence etc.), report this information under the parent church code only.
2. Each congregation should report the general operating activity (income and expenses) specific to that congregation/location. For assistance on setting up church bookkeeping software to account for multiple locations, please contact your district office for training materials and resources that are available online.
3. Multisite churches that centralize administration and share bank accounts should report total checking, savings and investment account balances under the parent church only. On the FMCR for the missional congregation, you may simply enter zero (0) for these fields.



# Generating a Consolidated Foursquare Monthly Church Report:

Step 1: Log into the Hub and navigate to your main church's organizational page

## Enter search criteria to find organizations

### All Organizations

Multi-search contains  (company, slogan, Foursquare ID, Hub ID)

Org starts with

Org status is

City starts with

State equals

Email contains

Org type is

Step 2: Click on "reports" tab

Everywhere Foursquare Church

MidSouth District

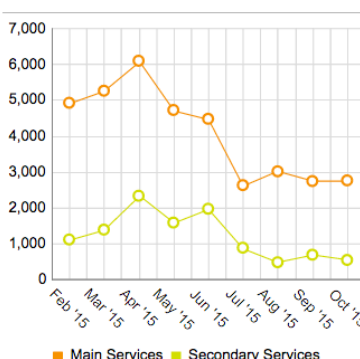
Preferred Mailing  
1020 Anywhere Ave  
Smithton, MI 87878  
UNITED STATES  
  
(999) 555-1212

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Hub ID 428751  
Foursquare ID 30050  
Member Type Organization - Charter  
Organization Status Open  
Organization Type Church

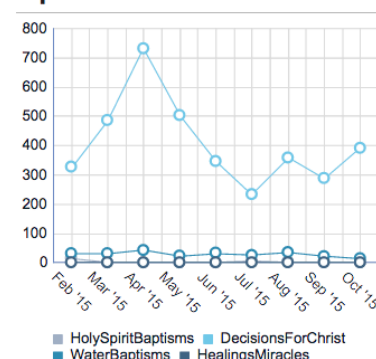
Dashboard About All Activities Monthly Church Reports Reports

### Attendance



Month	Main Services	Secondary Services
Feb '15	4800	1000
Mar '15	5200	1200
Apr '15	6000	2200
May '15	4800	1500
Jun '15	4500	2000
Jul '15	2500	800
Aug '15	3000	600
Sep '15	2800	700
Oct '15	2800	600

### Spiritual Activities



Month	HolySpiritBaptisms	DecisionsForChrist	WaterBaptisms	HealingsMiracles
Feb '15	20	300	20	20
Mar '15	20	450	20	20
Apr '15	20	720	20	20
May '15	20	500	20	20
Jun '15	20	350	20	20
Jul '15	20	220	20	20
Aug '15	20	350	20	20
Sep '15	20	280	20	20
Oct '15	20	380	20	20

Executive Dashboard

### Monthly Church Reports

### Income and Expense



### Step 3: Click on “Consolidated FMCR” report

Everywhere Foursquare Church

MidSouth District

**Preferred Mailing**  
1020 Anywhere Ave  
Smithton, MI 87878  
UNITED STATES

(999) 555-1212

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**Hub ID** 428751  
**Foursquare ID** 30050

**Member Type**  
Organization - Charter


**Organization Status** Open  
**Organization Type** Church

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**Organization Hierarchy**

MidSouth District

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**Profile** 

Dashboard About All Activities Monthly Church Reports **Reports**

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General Reports and Exports

### General Reports and Exports

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**Data Export(s)**

- [Mailing List - Ministers](#)
- [Mailing List - Churches](#)
- [Appointment List - Ministers](#)
- [Mailing List - ForeRunners](#)

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Executive Reports and Exports

### Executive Reports and Exports

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**Church Health Report(s)**

- [Foursquare Church Stewardship Report \(FCSR\)](#)
- [Church Monthly Activity Report \(CMAR\)](#)
- [Contributions Report](#)
- [Insurance Report](#)
- [Loan Report](#)
- [Property Report](#)
- [Consolidated FMCR](#)
- [Church Financial Summary Report \(CFSR\)](#)

## The Consolidated FMCR Report:

**Page 1** – Displays consolidated information for the parent congregation and all missional congregations in one report

**Page 2** – Displays a list of all congregation whose data is included in page 1

**Page 3** – Displays line graphs for attendance and financial activity based on consolidated data

**Pages 4+** – Display the attendance data values entered for each congregation summarized on page 1

