



WOMEN'S MINISTRIES

Quarterly Report

Date Mailed:

Ministry groups may make individual reports or the general secretary/treasurer may compile one report for all groups.

REMINDER: Tithe regularly to the District Women's Ministries. Enter amount in Cash Given, District.

	Quarter	Mail Report
	1 st – January/February/March	March 15
	2 nd – April/May/June	June 15*
	3 rd – July/August/September	September 15*
	4 th – October/November/December	December 15*
* or after last meeting of the quarter		

Identification Information

___ Please check if names or addresses are new since last report.

Church Name:	City:	Section:
Coordinator:	Report made by:	
Address:	Address:	
City:	City:	
Telephone:	Telephone:	
Email:	Email:	

Financial Information

Area of Giving	Name of Missionary, Institution, or Other Project	Cash Given <small>(actual money given)</small>	*Cash Spent <small>(materials & shipping)</small>
AG World Missions (AGWM) <small>Missionaries and families. Bible schools and other World Missions institutions.</small>			
U.S. Missions <small>Missionaries and families. Bible schools and other special ministries under U.S. missions. District U.S. missions pastors and families.</small>			
Compassion Ministries <small>AG Assistance Fund, AG Family Services (Highlands/Hillcrest), AG Relief Agency, Aged Ministers Assistance, Convoy of Hope, EMERGE, Maranatha Village.</small>			
District <small>Tithe and offerings for sectional and district Women's Ministries projects and commissary. District-sponsored benevolence institutions. Assemblies of God approved educational institutions (other than those in AG World or U.S. Missions).</small>			
Local <small>Projects for the church. Community benevolences.</small>			
National <small>National Women's Ministries Day offering, Touch the World Fund, and other CASH offerings not shown above, sent to Springfield, Missouri.</small>			
<small>*Money spent to purchase materials, food, Bibles, literature, postage, and other shipping costs.</small>			

Statistical Information

Ministry Group Name	Function	Membership	Frequency of Meetings <small>Quarterly, Monthly, Weekly or Other</small>

Souls saved through Women's Ministries efforts this quarter:

Persons Filled with the Holy Spirit this quarter:

(Be sure to complete the Adoption and Comments Section on reverse side.)

Adoption Information			
Our Adopted missionary is:			
Communication this quarter			
	Sent	Received	Occasion
Personal letters/cards:			
	Packages	Other	
Other items sent:			
(Report cash given and cash spent in the appropriate category of the financial section.)			

Your Comments
Share special activities such as specialized classes, crafts, fund-raising, Event Evangelism, etc. Enclose samples when possible. List outstanding speakers, their effectiveness, type of ministry, etc. (if more space is needed, attach an additional page.)

INSTRUCTIONS FOR COMPILING THE WOMEN'S MINISTRIES QUARTERLY REPORT

The quarterly report is an account of Women's Ministries giving from which local, district and national statistics are compiled.

- What to Report**

The quarterly shows all cash offerings and the actual money spent on merchandise purchased for projects or gifts by the local ministry group during the three-month period.

- How to Report**

Cash Given Column. Enter the amount of *actual cash given* (honorariums, other offerings) to a missionary, speaker, institution, district administrative support or project in the space opposite the proper category (such as World Missions, U.S. Missions, Benevolences, District, Local, etc.).

Cash Spent Column. Report *actual money spent* for gifts, commissary items, supplies for making other items, literature distribution, postage and shipping, etc. Include record of donated purchases by members of the ministry group.

Base value of handmade items upon the actual cost of materials used—not on the retail value of the finished product. The *Cash Spent* report is recognized in lieu of actual money placed in the offering. The report must show only *cash spent*, not cash value. No value is to be reported on used items.

Local Category. In the *Local* category space report the following ministries:

- Approved projects for the local church, parsonage/pastor's home and pastor's family;
- Cost of literature and Bibles distributed *locally*;
- Community benevolences—include food for the needy, food for bereaved families and emergency assistance, such as a family whose home has burned, etc. Do not report food for local church or sectional fellowship meetings or weddings or baby shower gifts for persons within the church.

- When to Report**

QUARTER	MAIL REPORT
1 st —January/February/March	March 15
2 nd —April/May/June	June 15
3 rd —July/August/September	September 15
4 th —October/November/December	December 15

- Where to Report**

Send this report to the designated district or sectional officer. Do not send to national office. Report forms are available from your District Women's Ministries office or you can choose to download the report form at www.womensministries.ag.org.

- Assemblies of God Total Giving**

The General Council of the Assemblies of God has a system of recognition for local churches and districts for Assemblies of God Total Giving. Giving by Women's Ministries (both *Cash Given* and *Cash Spent*) is included in the total church and district giving. Consistent reporting is necessary to insure proper credit to both church and district.