

Local Church Quarterly Reporting Form



Qtr

Church: _____ Communication Leader: _____ Date: _____

Each local church must submit at least 2 stories together with this form. Pictures preferably in digital format
(send via email/social media or flash drive)

NEWS

Number of stories submitted to District/Mission Communication Dept?

Title of the stories:

- 1.
- 2.

What main events took place at your church during this quarter? (At least 2)

- 1. 2.
- 3. 4.

Were some pictures / videos taken during this event? **Pictures** **Videos** **Both** **None**

Any interviewed person?
Details of person for follow-up story (Contact, Location)

Any news submitted to any of following? **Adventist RECORD** **Newspaper** **Radio** **Other**
Details of news and attach copy

MEDIA UPDATES

Any media uploaded to social media or presented to your local church or other? **YES** **NO**

Yes, details

CHURCH NOTICE BOARD

Check noticeboard that following notices must be available-

Mission Itinerary		Bible Reading / SOP Reading Plan		Preaching List	
District Itinerary		List of Church Officers			
Church Planner		Island Tavor Quarterly News			

Comments

TRAINING

Number of Communication Media Training conducted: _____

Give details – what kind of training, who attended, who conducted, date of training.

MEDIA/IT EQUIPMENT

Condition of Media/IT/AV Equipment

Working OK

Has some issues _____

Not working _____

PUBLIC RELATIONS / CHURCH FACILITIES

Condition of signboard: **NEW** **NEED TO BE REPLACED** **NO SIGNBOARD**

Comments

Any maintenance work/renovations needed to be done? **YES** **NO**

Comments

Any suggestions/comments/feedback regarding Communication Media in your local church/district/mission

Please submit this form to your District Communication Coordinator OR
District Director by Lesson 1 New quarter