Organization: The Redeemed Christian Church of God (Potter's House) Kitchener
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Ministry Impact Reporting & Evidence Standard

Purpose

Create one consistent evidence system for church programs while preserving each ministry's distinct activities. Reports inform leadership decisions, grant applications, donor accountability and annual publications. They do not replace financial accounting or program safeguarding procedures.

Monthly or event-level submission

Each ministry lead submits a short activity report containing:

1. Ministry/program name, responsible leader and approved event/campaign reference.
2. Date, location or online format, type of activity, target group and intended objective.
3. Resources used, authorized budget category, volunteers and supporting organizations.
4. **Outputs:** delivered events, learning sessions, food packages, households supported, participants and resources distributed (verified, no duplicate counting).
5. **Outcomes:** evidence of learning, follow-up progress, relevant referral or community benefit; state method and limitations rather than assuming attendance equals impact.
6. Consent-cleared media or testimonials, volunteer/partner acknowledgements and risk observations.
7. Finance reconciliation reference and next actions.

Measurement rules

Count attendance consistently and define a unique beneficiary or household where needed without publishing sensitive records. If information is missing, write "not recorded" rather than estimate. Record time periods and disaggregate only when meaningful and privacy-safe. Use small-number suppression when identification risk exists.

Ministry examples

- Welfare: food packages and distinct households, volunteer hours, repeat-service context.
- Great Women: conferences, retreat sessions, attendance, workshops, mentoring follow-up.
- Children's Ministry: learning sessions, registered participants, training completed; no identifiable minors.
- Royals: Inspire/Takeover/Night of Worship, SportFest, volunteer participation and mentoring.
- TBGN: Summit, Labs and Network participation, practical skills, mentoring and opportunity pathways; disclose that TBGN is a Potter's House initiative.
- Men of Valour / Elders: events, participation, mentoring activities, participant outcomes where evidenced.
- Health: talks and education reach; screening outcomes only as authorized aggregate counts with clinical protocols.

- Worship/conferences: event participation, volunteer service, teaching resources and follow-up activity.

Review workflow

Department prepares → supervising minister reviews → program owner verifies numbers and permissions → finance validates expenditure and donation references → communications prepares narrative → authorized leadership approves public release. Correction notices should include updated dates and reason.

Annual reporting

Aggregate monthly/event records into an annual report with program-by-program outcomes, verified data, limitations, financial context, public CRA reference, and future approved priorities. Never invent year-on-year figures or conflate pledges with settled donations.

Information security

Detailed beneficiary, health, donor and safeguarding records stay in restricted systems. Public reports contain only approved summaries. Retention and access must follow the church's privacy and accounting controls.