

# Using Corps Rolls to Care for People

To grow a healthy church, you need to look after your flock—both your regulars and the guests who are checking you out. We call this 'closing the back door'.

The Salvation Army has well defined corps roll processes designed for this exact purpose. The basic principles are:

1. Record everyone somewhere, and
2. Have in place good systems to review these records proactively.

A separate guide is available that explains the various rolls and how people move between them. This guide is simply a summary of what we consider scheduled good practice and applies to both adults and children.

## At the Start of the Year

- Roll over your Kids Church year groups.
- Schedule Pastoral Care Council meetings.
- Schedule soldiership classes.
- Schedule welcome events for each quarter.
- Plan a congregational survey (e.g. NCD or our own survey).

[The intranet contains a more comprehensive Start of Year Checklist]

## Each Week

### While at church:

- Log who attended (and who didn't)—use a tick sheet or take a photo.
- Give any new people a Welcome Pack and obtain contact information as appropriate.
- Note any people making decisions.

### During the week:

- Review your checklist (or photo). Contact anyone missing (e.g. send the newsletter). Make personal contact for anyone who has not been for three weeks.
- Make contact with all new people (e.g. send a card or text). Add them to your New Person list (Seekers Register) and tick sheet.
- Ensure someone follows up anyone who made a decision.

## Each Month

- Meet one-on-one with your key leaders.
- Enter your SAMIS Monthly statistics.
- Hold a leadership team meeting. Review your statistics.

## Each Quarter

- Hold a Pastoral Care Council meeting:
  - Review your rolls. Assign actions to follow up people as appropriate.
  - Check that new people have a role (e.g. rostered to serve), are in a group and have been offered cartridges.
  - Add first time decisions to your monthly SAMIS statistics.
  - Update your weekly tick sheet.
- Check in with your small group leaders and check on group members.
- Update your SAMIS Quarterly statistics with your rolls and small group numbers.
- Hold a welcome event (e.g. lunch) for any new people to meet your leaders and find out more about your corps.

## During your Annual Corps Review

- Ensure your SAMIS rolls match your signed off roll figures.
- Record your annual SAMIS statistics.

