

2019 ANNUAL REPORT SURVEY

Intro to 2019 Reporting

Paraclete prepares an annual report for donors, prayer partners, candidates and other constituencies. The final report is a compilation of associate reports (this survey), a letter from me, and mission-wide financial information. The 2018 compilation, published as a *2019 Summary of Ministries*, is available for download [here](#).

No reporting method can give certainty about the outcome of our work. It would be naïve to think otherwise. It would also be naïve to think that we could continue to minister without giving our partners evidence of the Lord's blessing on our efforts. So our reporting is imperfect, but important, and I hope it is improving. Your suggestions about how to improve our system and this survey are welcome. I've incorporated much of your feedback over the years (I'd incorporate more if we had the technology to achieve it), and you'll have the option of making suggestions at the end of the survey.

We seek to paint a picture with three basic components:

- Numbers
- Stories/Quotes/Testimonies
- Photos

New for 2019

We're still working on a Paraclete health insurance plan, so there are some related questions. Also new, you'll be able to review some personal data in BambooHR, rather than providing information you've already submitted.

Thanks in advance for reporting! Be encouraged to see all the ways and places God used you in 2019! Let your answers be a reminder of how God has worked! It is a pleasure to serve with you!

Glen Volkhardt, CEO

1. Want a little more information on why we ask for numbers, stories and photos?

- Yes
- No

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More on Numbers, Stories and Photos

Numbers--our culture loves them. We understand that they don't give the whole truth. Numbers give an idea of the scope of what we do—so many associates, so many countries visited, so many people taught, etc. No question fits all associates' ministries perfectly. Associates interpret questions differently. And no method of reporting numbers is immune from misunderstanding. So as you fill in the numbers, give your best estimate, and answer in the most truthful way possible, and as we prepare the compiled report, we'll try to use the numbers responsibly, without according them undue importance.

Stories, quotes and testimonies allow us to capture the heart and warmth of what happens in Paraclete ministry. They can be just as misleading as numbers. If we present stories in a way that suggests an amazing miracle that happened once is what happens every day, we are deceiving as surely as if we “doctor” the numbers. So in writing up your stories and testimonies for this report, try to capture important features of your ministry that numbers alone can't reflect, and in presenting them, we will try to let them stand on their own.

Pictures can indeed be worth a thousand words... and a multitude of numbers! Send us your photos that best capture coming alongside. You can upload photos directly in the survey (near the end) and/or email them to Glen.



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Getting Around in the Survey

A few things to keep in mind about this online survey:

- You don't have to finish answering the survey in a single session. Return to your survey by clicking on the link in the original invitation email. (Spouses opting to take a single survey, click on the same invitation link each time you return to the survey.)
- If you have gathered the information you need, you can probably complete the survey in 45 minutes. If you need to look for answers and files, it will be longer.
- If you need to change an answer, use the back button at the bottom of the page, not your browser back button.
- If you'd like a preview of this year's questions, download it [here](#).
- If you would like to work from your answers to last year's survey you'll find most of them in [BambooHR](#). There are instructions and two videos at appropriate points in the survey. If you requested your answers last year, we filed a copy in your [MyParaclete](#) / Important Documents folder.)
- * means an answer is required.
- If the survey doesn't seem to be working properly, try updating your browser. SurveyMonkey, which hosts this survey, supports the following browsers:
 - Chrome 18 and later
 - Firefox 24 and later
 - Safari 7 or later
 - Microsoft Edge
 - Internet Explorer 11
- The survey is friendly with most cell phones, but your phone is not the best choice if you want to upload photos or stories that are on your computer. You can switch back and forth from phone to computer using the email invitation. Some questions will look better on your phone if you turn it sideways.
- At the end of the survey there will be a way to request a copy of your answers.



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About You

* 2. Couples can answer in a single survey if they prefer. However, if you want to report your ministry numbers or stories separately, consider using two reports. There is no way to differentiate spouses in a single report. If you choose to report as a couple, please remember that questions asking about "you" cover both spouses.

My answers in this survey cover...

Just me

My spouse and me

* 3. Your Name(s)

* 4. Is this your first Paraclete Annual Report?

Yes

No



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Your First Annual Report

You may have never seen an annual report like this one! Here are a few additional guidelines:

- When answering questions about ministry, only answer about ministry you performed as a Paraclete associate, after joining Paraclete.
- If you are an unpaid associate there is sometimes a question about when work is Paraclete ministry. Use your best judgment. If you would talk or write about the ministry in presenting your ministry to a potential Paraclete donor or church, report it as Paraclete ministry. If you or your spouse raised money through Paraclete to do the ministry, report it.
- Even if you have no ministry to report this year, flip through the rest of the survey. It will give you an idea of what to expect next year. You will have to write "None" or "N/A" in a few places when a question requires a response.



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Your Personal Information

* 5. Rather than asking for changes to your personal information in this survey, this year you can review your information in BambooHR, and make changes there if needed. Please click on the link below to review your information. BambooHR will open in a separate tab or window, and you won't lose your place here. Come back to this window when you finish. If you get lost, just click on the email invitation again.

Most information you have previously given to Paraclete will be in BambooHR. Some education info is missing. If you have previously reported it, we have it, but just haven't put it into BambooHR yet. It would be a big help if you could add it. 😊

[Watch a 7 minute training video on how to review your personal info in BambooHR.](#)

[Take me to BambooHR now.](#)

Were you able to review and update your personal information in BambooHR?

Yes No

Incorrect Info that was locked in BambooHR (please specify):



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Personal Information 2

Sorry you had trouble with BambooHR. We'll ask a series of questions so you can fill in only what you need to update.

6. Do you need to update your contact information?

Yes
 No



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Updated Contact Information

7. Please update below anything you couldn't fix in BambooHR.

Name	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	<input type="text"/>
ZIP/Postal Code	<input type="text"/>
Country	<input type="text"/>
Non-Paraclete.net Email Address	<input type="text"/>
Phone	<input type="text"/>

8. Do you need to update your social media information?

- Yes
- No



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Paraclete's Use of Material You Send and Post Online

Have trouble adding or correcting Social Media in BambooHR? Please answer below. Something else wrong in BambooHR? Skip to Question 12 at the bottom of the page.

9. Where can we find you online?

Facebook	<input type="text"/>
Linked In	<input type="text"/>
Twitter	<input type="text"/>
Instagram	<input type="text"/>
My Blog	<input type="text"/>

10. How would you like Paraclete to use, or not use, the following online content. We will always remove the country names of sensitive locations on public sites.

	My Email	My Facebook	My LinkedIn
Paraclete may use my content from these platforms on Paraclete <u>public</u> sites like the web page and Facebook page...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Instructions:

11. Same as the last question...

	My Twitter	My Instagram	My Blog
Paraclete may use my content from these platforms on Paraclete <u>public</u> sites like the web page and Facebook page...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Instructions:

12. Do you need to add or update your education information?

- Yes
- No



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Your Education Information

13. Please list your academic degrees, certifications or licenses (in the format of Degree / Subject / School / Year). Please add the name of the person who completed the degree if you are answering for a couple. To report more than six lines, please send John Millstead a CV.

Education 1

Education 2

Education 3

Education 4

Education 5

Education 6

14. Other training or learning experiences that you would like to report that did not result in degrees, certifications or licenses. Please add your names if you are answering as a couple.

Training 1

Training 2

Training 3

Training 4

Training 5

Training 6



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Health Insurance

Preparing for a Paraclete Health Insurance Plan

Not offering health insurance has simplified Paraclete administration and kept costs down, but it may not be possible or necessary for us to continue this way much longer for several reasons. First, Missio Nexus now offers an association health plan that may work for us. Second, Paraclete will reach the Affordable Care Act threshold of 50 full-time equivalent employees in the next few months. After one year at that size, if the law does not change, we will have to offer health insurance or face heavy fines. So we need to start tracking hours of paid work. The following questions will prepare us for the day when we can/must offer health insurance.

15. Which of the following types of health insurance do you have now? (Check all that apply.)

- Sharing plan (like Medishare or Good Samaritan)
- Affordable Care Act via a state or federal exchange (ObamaCare)
- Military Coverage
- Basic Medicare
- Medicare Advantage
- Medicare Supplemental
- Commercial Insurance (that is not Obama Care)
- Coverage from a spouse's employment
- Coverage from a previous employer
- None

Other (please specify)



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Your Health Care Preferences

16. Without making a commitment one way or the other, please indicate your interest in a possible future Paraclete health insurance plan.

- No Interest
- A little Interest
- Moderate Interest
- High Interest
- Very High Interest

Comment:

17. Please indicate which plan features are most important to you. If you answered above that you are not interested, just skip this question.

	No Importance	Some Importance	High Importance	Extreme Importance
Low Cost	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low Deductible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
HSA Eligible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
International Residential Coverage (Not travel Insurance)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Keep my Doctors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Keep my Hospital and Other Facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Family Coverage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)



Paraclete has never tracked associate work hours as a management tool. This is not changing. However, under the Affordable Care Act (ACA) we are required to know when we have 50 full-time equivalent (FTE) employees. To calculate this number we have to document hours of work per week for all paid associates. We do not need this detail for non-paid (partner) associates.

We asked about hours worked for the first time last year. Based on those answers, and new associates who have joined in 2019, Paraclete now has 48 FTEs. But we suspect that this number is high. The rules get complicated! We'll walk you through a few questions to keep things as simple as possible for listing your hours of paid work for Paraclete's FTE reporting.

* 18. Do you receive a salary or housing allowance from Paraclete?

- Yes
- No



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Thanks for your Service!

Your ministry is no less valuable because you don't get paid! Maybe it is more valuable! But we don't need to track your hours for the purpose of this count.



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How You Work with Clients

19. Counting your hours is handled differently based on how you work with ministry clients (people and organizations you serve). Do you work only with a single client (for example, you are seconded and have no other clients) or multiple clients?

- A Single Client
- Multiple Clients

Comment:



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When you Have a Single Client

When you get paid and you only have a single client, counting hours is simple. Just estimate your average weekly hours on the next page.



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When You Have Multiple Clients

20. When you get paid and you work with multiple clients counting your hours can be complicated. We need to ask one more question to give you the best instructions.

Is your pay at or near the Paraclete compensation cap of \$85K per year?

Yes

No

Comment:



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When Your Pay is Near the Cap

That's a blessing! When your compensation is near the cap and you have multiple clients, counting hours is fairly simple. It's still an estimate, and that's okay. Paraclete considers full-time work to be 40 hour's per week. To receive the full cap of \$85K per year, you need to be averaging 40 hours per week. If you cut back on hours, you need to cut back on pay proportionally.



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When Your Pay is Not Near the Cap

When you get paid, but not near the cap, and you have multiple clients, counting your paid hours is the most complicated. A simple estimation may not give the most accurate results. You may need to exclude some of the work you do from your tally of hours paid by Paraclete. Here are some scenarios and guidelines to help you report your paid hours:

- Unpaid (volunteer) hours do not count toward the hours we are asking for (for the ACA FTE calculation).
- The Wage and Hour Division of the U.S. Department of Labor states that employees (like paid Paraclete associates) cannot volunteer to do the same type of work that they perform as a part of their normal work duties. So, if you count any hours of one type of work with a given client, count all of them.
- All associates are paid as salaried workers, but your pay per hour needs to average roughly within a range of the federal minimum wage on the low end and the Paraclete cap on the high end. That works out to a range of \$7.25 to \$45 per hour.
- If you are reimbursed by Paraclete for expenses related to a given client, that makes it Paraclete work, so count those hours.
- If you work on projects, or for clients, for which you are not reimbursed expenses, and your average pay falls on the low end of the range, try removing some clients from your tally. In this scenario you would be receiving Paraclete compensation for the work you do with some of your clients/projects, and you would be volunteering with other clients or working on some projects on your own time. Paraclete values it all. The Kingdom benefits from it all. But for this calculation, we don't need to count your unpaid hours.

We understand that this is complicated. Give it your best shot on the next page. Email Glen if you need help deciding how to count your paid hours.



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Reporting Paid Hours

For the Affordable Care Act Full Time Equivalent Calculation

21. Please list the average number of hours per week for which you are paid by Paraclete. If you are not paid, please answer 0.

22. We need a separate answer for your spouse if you are completing this survey as a couple and both of you are paid. Please list the average number of hours per week for which your spouse is paid by Paraclete. If your spouse is not paid, please answer 0.



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Your Answers from Last year

Most of the remaining questions were on last year's annual report survey, so if you took the 2018 survey, and you'd like to see your answers for comparison, you'll find them in the BambooHR Annual Reporting tab.

Required: Please record your answers here, in the survey. To be able to compile the remaining questions, we need everyone's answers here in this survey.

Optional: You can also add them in BambooHR if you'd like.

Watch a [7:00 min. video](#) on how to see last year's answers in BambooHR.

[Go to BambooHR](#). It will open in a new window/tab. Leave both open to be able to go back and forth between your 2018 answers and the 2019 survey.

Please answer the remaining questions in this survey, even if you choose to also answer in BambooHR.



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Your Languages and Experience

If you took the 2018 survey, your 2018 answers to these questions are in [BambooHR](#), under My Info / Annual Reporting.

23.

Languages you speak (other than English) and your proficiency using the [ILR scale](#). Don't forget your spouse's languages if you are answering for both.

	Choose a Language from the Drop-down List	Choose a Proficiency from the Drop-down List
Language One	<input type="text"/>	<input type="text"/>
Language Two	<input type="text"/>	<input type="text"/>
Language Three	<input type="text"/>	<input type="text"/>
Language Four	<input type="text"/>	<input type="text"/>

Languages not in the pull-down list and your Proficiency in them:

* 24. Experience. Don't forget to include your spouse's years if you are answering for a couple. For this question, please do not overlap the two categories. We understand they overlap in real life, but try to keep them separate for this analysis.

Years of experience in mission work

Years in other forms of Christian service



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Scope--Churches You Served in 2019

If you took the 2018 survey, your 2018 answers to this question are in [BambooHR](#), under My Info / Annual Reporting.

We'll ask about churches first, then organizations in the next question.

Please select from the pulldown list the churches with which, or to which, you ministered (including consulting) in 2019. We'll ask about organizations and companies in the next question. Include informal work, if it is significant in your estimation. You can begin typing in an empty box to see if your church is on the list (from last year). If you don't find a church on the list, you can add it at the bottom.

25. Church 1

26. Church 2

27. Church 3

28. Church 4

29. Church 5

30. Church 6

31. Church 7

32. Church 8

33. Church 9

34. Church 10

35. Add additional churches with whom you ministered in 2019 that were not on the pulldown lists above.

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Scope--Organizations you Served in 2019

If you took the 2018 survey, your 2018 answers to this question are in [BambooHR](#), under My Info / Annual Reporting.

Please choose from the pulldown lists below the organizations with which, or to which, you ministered (including consulting) in 2019. Include informal work, if it is significant in your estimation. You can begin typing in an empty box to see if your church is on the list (from last year). If you don't find a church on the list, you can add it at the bottom.

36. Organization 1

37. Organization 2

38. Organization 3

39. Organization 4

40. Organization 5

41. Organization 6

42. Organization 7

43. Organization 8

44. Organization 9

45. Organization 10

46. Add additional organization with/to whom you ministered in 2019 that were not on the pulldown lists above.



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Scope--Boards on which You Served in 2019

47. Even if you already selected a church or organization in the previous questions, please check it below to indicate the boards on which you served during 2019. Choose from the following list (of recently reported boards) first, then add new boards to the box below.

- | | |
|--|---|
| <input type="checkbox"/> American Council of ACA, India | <input type="checkbox"/> International Baptist Churches |
| <input type="checkbox"/> Aphesis Group Ministries | <input type="checkbox"/> International Church Ministries |
| <input type="checkbox"/> Bridge Builders International | <input type="checkbox"/> iSanctuary- Advisory |
| <input type="checkbox"/> Carmel Lutheran Church | <input type="checkbox"/> Life Impact Ministries |
| <input type="checkbox"/> COICOM | <input type="checkbox"/> LIGHT Int'l |
| <input type="checkbox"/> EduTech Mission | <input type="checkbox"/> Mission Flight |
| <input type="checkbox"/> Elizabeth Presbyterian Church Session | <input type="checkbox"/> Mourning to Morning Ministries |
| <input type="checkbox"/> Five Capitals | <input type="checkbox"/> NATIONQUEST |
| <input type="checkbox"/> Fourteen Four | <input type="checkbox"/> Olive Technology |
| <input type="checkbox"/> Get Hope Global | <input type="checkbox"/> Palm Missionary Ministries |
| <input type="checkbox"/> Global HelpNet | <input type="checkbox"/> PinK Girl Ethiopia |
| <input type="checkbox"/> Go Ye / Global Grace Fellowship | <input type="checkbox"/> Refugee Highway Partnership, North America |
| <input type="checkbox"/> Grace Point Church | <input type="checkbox"/> Thrive Ministries |
| <input type="checkbox"/> ICC-Eurasia | <input type="checkbox"/> Rue Hope Church, Boise |
| <input type="checkbox"/> ICTA | <input type="checkbox"/> Women in Ministry - China |
| <input type="checkbox"/> International Anglican Church | <input type="checkbox"/> Women of Hope, International |

Other boards on which you served in 2019, not listed above:



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Scope--Countries where You Ministered in 2018

48. Please check the countries where you ministered or resided in 2019. Choose from the list of recently reported countries below as a start. You can add new countries in the box below the list.

- | | | |
|----------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Albania | <input type="checkbox"/> India | <input type="checkbox"/> Philippines |
| <input type="checkbox"/> Armenia | <input type="checkbox"/> Indonesia | <input type="checkbox"/> Poland |
| <input type="checkbox"/> Austria | <input type="checkbox"/> Iran | <input type="checkbox"/> Romania |

- | | | |
|---|--|---|
| <input type="checkbox"/> Azerbaijan | <input type="checkbox"/> Ireland | <input type="checkbox"/> Russia |
| <input type="checkbox"/> Belarus | <input type="checkbox"/> Israel | <input type="checkbox"/> Rwanda |
| <input type="checkbox"/> Belgium | <input type="checkbox"/> Italy | <input type="checkbox"/> Senegal |
| <input type="checkbox"/> Bolivia | <input type="checkbox"/> Japan | <input type="checkbox"/> Serbia |
| <input type="checkbox"/> Bosnia | <input type="checkbox"/> Jordan | <input type="checkbox"/> Sierra Leone |
| <input type="checkbox"/> Brasil | <input type="checkbox"/> Kazakstan | <input type="checkbox"/> Singapore |
| <input type="checkbox"/> Bulgaria | <input type="checkbox"/> Kenya | <input type="checkbox"/> Slovakia |
| <input type="checkbox"/> Cameroon | <input type="checkbox"/> Kosova | <input type="checkbox"/> Slovenia |
| <input type="checkbox"/> Chad | <input type="checkbox"/> Kyrgyzstan | <input type="checkbox"/> South Africa |
| <input type="checkbox"/> China | <input type="checkbox"/> Latvia | <input type="checkbox"/> South Korea |
| <input type="checkbox"/> Colombia | <input type="checkbox"/> Lesotho | <input type="checkbox"/> Spain |
| <input type="checkbox"/> Costa Rica | <input type="checkbox"/> Liberia | <input type="checkbox"/> Sri Lanka |
| <input type="checkbox"/> Croatia | <input type="checkbox"/> Lithuania | <input type="checkbox"/> Sweden |
| <input type="checkbox"/> Cuba | <input type="checkbox"/> Macau | <input type="checkbox"/> Switzerland |
| <input type="checkbox"/> Cyprus | <input type="checkbox"/> Malasia | <input type="checkbox"/> Taiwan |
| <input type="checkbox"/> Czech Republic | <input type="checkbox"/> Malta | <input type="checkbox"/> Tanzania |
| <input type="checkbox"/> Ecuador | <input type="checkbox"/> Mexico | <input type="checkbox"/> Tajikistan |
| <input type="checkbox"/> Egypt | <input type="checkbox"/> Moldova | <input type="checkbox"/> Thailand |
| <input type="checkbox"/> England | <input type="checkbox"/> Montenegro | <input type="checkbox"/> Togo |
| <input type="checkbox"/> Ethiopia | <input type="checkbox"/> Mozambique | <input type="checkbox"/> Turkey |
| <input type="checkbox"/> France | <input type="checkbox"/> Nepal | <input type="checkbox"/> Uganda |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> Netherlands | <input type="checkbox"/> Ukraine |
| <input type="checkbox"/> Germany | <input type="checkbox"/> Niger | <input type="checkbox"/> United Arab Emirates |
| <input type="checkbox"/> Ghana | <input type="checkbox"/> Nigeria | <input type="checkbox"/> United States of America |
| <input type="checkbox"/> Greece | <input type="checkbox"/> Oman | <input type="checkbox"/> Uzbekistan |
| <input type="checkbox"/> Guatemala | <input type="checkbox"/> Palestinian Territories | <input type="checkbox"/> Zambia |
| <input type="checkbox"/> Haiti | <input type="checkbox"/> Panama | |
| <input type="checkbox"/> Hong Kong | <input type="checkbox"/> Peru | |

Other countries where you ministered in 2019, not listed above:

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Scope--Your Current Specialty Areas

* 49. Check the areas of specialty in which you work. Check all that you worked in during 2019 and also those for which you would consider an invitation in 2020. Indicate (by the column you choose) whether or not Paraclete can publicly associate your name with the specialties you check. Here's a list from recent years. Try to find your specialties on the list first, then add any new ones that are missing.

	I worked / plan to work in this area, and you may publicly associate my name with this specialty.	I worked / plan to work in this area. Please do not publicly associate my name with this specialty.
Accounting	<input type="radio"/>	<input type="radio"/>
Administrative Services	<input type="radio"/>	<input type="radio"/>
Adult Education	<input type="radio"/>	<input type="radio"/>
Appropriate Technologies	<input type="radio"/>	<input type="radio"/>
Art Therapy	<input type="radio"/>	<input type="radio"/>
Bible Conferences	<input type="radio"/>	<input type="radio"/>
Bible School Teacher	<input type="radio"/>	<input type="radio"/>
Bible Study Leading	<input type="radio"/>	<input type="radio"/>
Bible Study Training	<input type="radio"/>	<input type="radio"/>
Bible Teaching	<input type="radio"/>	<input type="radio"/>
Board Governance	<input type="radio"/>	<input type="radio"/>
Building and Construction Consulting	<input type="radio"/>	<input type="radio"/>
Business as Missions	<input type="radio"/>	<input type="radio"/>
CEO Services	<input type="radio"/>	<input type="radio"/>
Children and Youth Ministry	<input type="radio"/>	<input type="radio"/>
Church Planting	<input type="radio"/>	<input type="radio"/>
Coaching	<input type="radio"/>	<input type="radio"/>
Community Building Technology	<input type="radio"/>	<input type="radio"/>
Community Development	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>

Conflict Resolution	<input type="radio"/>	<input type="radio"/>
Counseling, Biblical	<input type="radio"/>	<input type="radio"/>
Counseling, Lay	<input type="radio"/>	<input type="radio"/>
Counseling, Licensed	<input type="radio"/>	<input type="radio"/>
Counseling Training	<input type="radio"/>	<input type="radio"/>
Critical Incident Stress Debriefing	<input type="radio"/>	<input type="radio"/>
Cross-cultural Themes	<input type="radio"/>	<input type="radio"/>
Curriculum Development	<input type="radio"/>	<input type="radio"/>
Customer Service	<input type="radio"/>	<input type="radio"/>
Dealing with Pornography	<input type="radio"/>	<input type="radio"/>
Deliverance	<input type="radio"/>	<input type="radio"/>
Discipleship Coaching	<input type="radio"/>	<input type="radio"/>
Editor	<input type="radio"/>	<input type="radio"/>
Encouragement	<input type="radio"/>	<input type="radio"/>
ESL	<input type="radio"/>	<input type="radio"/>
Evaluation	<input type="radio"/>	<input type="radio"/>
Evangelism Training	<input type="radio"/>	<input type="radio"/>
Evangelist	<input type="radio"/>	<input type="radio"/>
Executive IT Strategy Consulting	<input type="radio"/>	<input type="radio"/>
Financial Planning for Missionaries	<input type="radio"/>	<input type="radio"/>
Fund Development	<input type="radio"/>	<input type="radio"/>
Generational Theory	<input type="radio"/>	<input type="radio"/>
Girls Education	<input type="radio"/>	<input type="radio"/>
Girls Education program development	<input type="radio"/>	<input type="radio"/>
High Trust Culture Formation	<input type="radio"/>	<input type="radio"/>
Homiletics	<input type="radio"/>	<input type="radio"/>
HR/Personnel	<input type="radio"/>	<input type="radio"/>
Information Technology	<input type="radio"/>	<input type="radio"/>
Inner Healing	<input type="radio"/>	<input type="radio"/>
Instructional Design	<input type="radio"/>	<input type="radio"/>
Intergenerational	<input type="radio"/>	<input type="radio"/>

Leadership and Training	<input type="radio"/>	<input type="radio"/>
International ministry readiness assessment	<input type="radio"/>	<input type="radio"/>
Internet Strategies	<input type="radio"/>	<input type="radio"/>
Lay counseling	<input type="radio"/>	<input type="radio"/>
Leadership development	<input type="radio"/>	<input type="radio"/>
Life Skills	<input type="radio"/>	<input type="radio"/>
Literature Distribution	<input type="radio"/>	<input type="radio"/>
Living Authentically	<input type="radio"/>	<input type="radio"/>
Living out of one's identity in Christ	<input type="radio"/>	<input type="radio"/>
Management, General	<input type="radio"/>	<input type="radio"/>
Management, Non-Profit administration	<input type="radio"/>	<input type="radio"/>
Marriage and Family Seminars	<input type="radio"/>	<input type="radio"/>
Marriage and Family Therapy	<input type="radio"/>	<input type="radio"/>
Marriage Mentoring	<input type="radio"/>	<input type="radio"/>
Medical Missions	<input type="radio"/>	<input type="radio"/>
Member Care	<input type="radio"/>	<input type="radio"/>
Men's Ministry	<input type="radio"/>	<input type="radio"/>
Mentoring	<input type="radio"/>	<input type="radio"/>
Mission Assessment/Evaluation	<input type="radio"/>	<input type="radio"/>
Mission Aviation	<input type="radio"/>	<input type="radio"/>
Missionary Challenges	<input type="radio"/>	<input type="radio"/>
Missionary Debriefing	<input type="radio"/>	<input type="radio"/>
Missions Conferences	<input type="radio"/>	<input type="radio"/>
Missions Leadership	<input type="radio"/>	<input type="radio"/>
Missions Training	<input type="radio"/>	<input type="radio"/>
MK and Adult MK Care	<input type="radio"/>	<input type="radio"/>
Multi-cultural Teams	<input type="radio"/>	<input type="radio"/>
Music	<input type="radio"/>	<input type="radio"/>
Muslim Outreach	<input type="radio"/>	<input type="radio"/>

NGO process in Ethiopia	<input type="radio"/>	<input type="radio"/>
Nursing	<input type="radio"/>	<input type="radio"/>
Oral curriculum assessment	<input type="radio"/>	<input type="radio"/>
Oral curriculum development	<input type="radio"/>	<input type="radio"/>
Orality Workshops	<input type="radio"/>	<input type="radio"/>
Organizational Development	<input type="radio"/>	<input type="radio"/>
Organizational Policy Formation	<input type="radio"/>	<input type="radio"/>
Pastoral Care and Counseling	<input type="radio"/>	<input type="radio"/>
Pastoral Training	<input type="radio"/>	<input type="radio"/>
Pastoral Work	<input type="radio"/>	<input type="radio"/>
Pastor's wives retreats	<input type="radio"/>	<input type="radio"/>
Payroll	<input type="radio"/>	<input type="radio"/>
Personal Narrative	<input type="radio"/>	<input type="radio"/>
Personal, spiritual and emotional health	<input type="radio"/>	<input type="radio"/>
Photography / Videography	<input type="radio"/>	<input type="radio"/>
Prayer for Missions and Ministry	<input type="radio"/>	<input type="radio"/>
Prayer Seminars	<input type="radio"/>	<input type="radio"/>
Preaching	<input type="radio"/>	<input type="radio"/>
Premarital Counseling	<input type="radio"/>	<input type="radio"/>
Project Management	<input type="radio"/>	<input type="radio"/>
Prophetic Preaching	<input type="radio"/>	<input type="radio"/>
Public Speaking	<input type="radio"/>	<input type="radio"/>
Quilting	<input type="radio"/>	<input type="radio"/>
Refugee Ministry	<input type="radio"/>	<input type="radio"/>
Resilience Training	<input type="radio"/>	<input type="radio"/>
Retreats	<input type="radio"/>	<input type="radio"/>
Revival and Spiritual Awakening Prayer	<input type="radio"/>	<input type="radio"/>
Sabbatical Coaching	<input type="radio"/>	<input type="radio"/>
Security Assessment	<input type="radio"/>	<input type="radio"/>
Situational Leadership	<input type="radio"/>	<input type="radio"/>

Small Groups	<input type="radio"/>	<input type="radio"/>
Soul Care	<input type="radio"/>	<input type="radio"/>
Spirit-Led Technology Discipleship	<input type="radio"/>	<input type="radio"/>
Spiritual Direction	<input type="radio"/>	<input type="radio"/>
Story Telling	<input type="radio"/>	<input type="radio"/>
Strategic Planning	<input type="radio"/>	<input type="radio"/>
Student Ministry	<input type="radio"/>	<input type="radio"/>
Team Building	<input type="radio"/>	<input type="radio"/>
Time Management	<input type="radio"/>	<input type="radio"/>
Training Facilitation	<input type="radio"/>	<input type="radio"/>
Translation	<input type="radio"/>	<input type="radio"/>
Trauma and transition debriefing	<input type="radio"/>	<input type="radio"/>
Vision Building	<input type="radio"/>	<input type="radio"/>
Women's Conferences	<input type="radio"/>	<input type="radio"/>
Women's Ministry	<input type="radio"/>	<input type="radio"/>
Worship Leader	<input type="radio"/>	<input type="radio"/>
Writer	<input type="radio"/>	<input type="radio"/>
Youth Ministry	<input type="radio"/>	<input type="radio"/>

Other specialties that you use or plan to use, not listed above, and whether or not they can be publicized.



2019 ANNUAL REPORT SURVEY

Scope--People to Whom You Ministered in 2019

To reiterate from the survey intro... We understand that numbers don't give the whole truth. They give an idea of the scope of what we do. No question fits all associates' ministries perfectly. Associates interpret questions differently. And no method of reporting numbers is immune from misunderstanding. So as you fill in the numbers, give your best estimate, and answer in the most truthful way possible, and as we prepare the compiled report, we'll try to use the numbers responsibly, without according them undue importance. An Excel spreadsheet tool is available to help you add up numbers. If you have not been using it, but would like to use it now, download it [here](#) before answering below. If your ministry doesn't seem to be captured well by numbers, answer here as best you can, then report hours in the next question. You'll also get a chance to add other categories of service later.

50. How many people did you counsel...

Once?

2-10 times?

11-30 times?

31 or more times?

51. How many people did you mentor...

Once?

2-10 times?

11-30 times?

31 or more times?

52. How many people did you coach...

Once?

2-10 times?

11-30 times?

31 or more times?

53. How many people did you disciple...

Once?

2-10 times?

11-30 times?

31 or more times?

54. How many people did you teach
or train...

Once?

2-10 times?

11-30 times?

31 or more times

55. Sometimes, the number of people touched by ministry is not the best indicator of how much work was done. Some associates have asked for a way to show the hours they spent on differing aspects of their work. Would you like to estimate the hours you worked on the above categories? (Optional)

Yes

No



2019 ANNUAL REPORT SURVEY

Another Way of Thinking about Your Work--Hours Served

56. Estimate the number of hours during 2019 that you spent working with people from the categories of previous questions. You will have the option of reporting hours spent in other areas in the next question. The hours you report here do not need relate to the paid hours you may have reported earlier in the question for the ACA. You can include prep., travel and follow up hours.

Counseling Hrs.	<input type="text"/>
Mentoring Hrs.	<input type="text"/>
Coaching Hrs.	<input type="text"/>
Discipling Hrs.	<input type="text"/>
Training Hrs.	<input type="text"/>



2019 ANNUAL REPORT SURVEY

Other Forms of Coming Alongside in 2018

The etymology of the word paraclete suggests the meaning "one who answers the call." Coming alongside takes a multitude of forms in Paraclete Mission Group, not all of which fit into the questions we have asked so far. Things like, prayer ministry, administrative, executive and professional services, construction and consulting are examples of work that might be significant means of coming alongside, without directly involving people that you could report above.

57. Would you like to add additional areas of service that don't readily fit into any of the questions we have asked so far? (Optional)

- Yes
- No



2019 ANNUAL REPORT SURVEY

Other Forms of Coming Alongside (Cont.)

First tell us the additional areas of service you'd like to report, then, in the next

question, we'll ask you to estimate the hours you dedicated to them.

58. Area of Service 1

59. Area of Service 2

60. Area of Service 3

61. Area of Service 4

62. Area of Service 5



2019 ANNUAL REPORT SURVEY

Other Forms of Coming Alongside (Hours)

63. Now estimate how many total hours you worked in each service area in 2019?

Hours Worked in {{ Q58 }}

Hours Worked in {{ Q59 }}

Hours Worked in {{ Q60 }}

Hours Worked in {{ Q61 }}

Hours Worked in {{ Q62 }}



2019 ANNUAL REPORT SURVEY

Stories, Quotes and Testimonies--Instructions

The previous questions about scope and service will summarize down to lists and numbers. In this section, we want to capture the warmth and personal impact of Paraclete ministries in the form of stories, quotes and testimonies. These need to be very brief for publication. Don't worry about polishing the words - we will help with that.

What we are looking for is **evidence** that we accomplished our Mission, indicating that we really did "*come alongside Christian leaders around the world*" (including "potential leaders"), and that we saw evidence of the emergence of our Vision of "*a flourishing Church served by faithful, effective leaders.*" This is measurement in the sense of observations that increase confidence that a desired outcome took place--evidence that we do what we say. The words of those you served are particularly powerful. You may have these in emails and notes. Many times your contacts will give you a quote if you ask. There are some examples from previous years' reports below. We use this type of evidence on the web site and in thank-you letters as well as in the compiled Summary of Ministries.

Please:

- Write your new 2019 stories and testimonies in the boxes below, or upload them in a file.
- Write as many as you like, but a minimum of two.
- Send additional material by email, now or any time throughout the year.
- Use recognizable names of people and organizations when they are available and safe to use.
- Write "PRIVATE" in any material you would like to report, but which should not be published.

Please do not:

- Include names if their publication would cause a security or privacy concern.
- Submit stories or testimonies that you have used in previous annual reports.

Samples from Previous Years...

A Story: *"While ministering to a group of survivors of sex-trafficking, God's Spirit was working and five of them accepted Him as Lord! Another nine renewed their commitment to serving Him, and many others received hope for their future."*

An Anonymous Testimony: *"You loved, engaged, and trained us well. I felt safe, covered when appropriate, and you led me to deep, painful places well and back up excellently. My life will never be the same, and I am encouraged and challenged to love deeply, engage in strength and love all my life!"*

A Quote: *"Thanks for your excellent booklet on Financial Security and Integrity. This is a very helpful Bible study."* Dr. Ron Blue, Professor of Missions, Dallas Theological Seminary

A Word of Thanks: *"Thank you dear sister for being God's messenger... God's presence was so evident. Thank you for your transparency and for opening up for us the depths of the Lord's Prayer. Lives have been impacted."*



2019 ANNUAL REPORT SURVEY

Stories, Quotes and Testimonies--Upload

64. You can upload a file rather than enter your material in this survey. Click the "Choose File" button if you'd like to upload a file from your computer. You can use both the survey boxes and upload methods, but please don't send the same material to both places. Only Microsoft Word (.doc and .docx) and Adobe (.pdf) files will upload.

Choose File

No file chosen

* 65. Story/Quote/Testimony 1 (If you uploaded a file, type "Uploaded file.")

66. Story/Quote/Testimony 2

67. Story/Quote/Testimony 3

68. Story/Quote/Testimony 4



2019 ANNUAL REPORT SURVEY

Photos Please!

They are worth a thousand words! Please upload or email to Glen, photos that depict coming alongside.

Some Guidelines:

- Only send images that are free of security concerns and that we could use in donor communication, on the web, and in publications. (If you'd like to share a photo privately only with staff or the board, ask for details about how to do that.)
- If you can share a photo, but need a face blurred out if we publish it, call or write Glen with the particulars.
- Action shots of forms of coming alongside are the best.
- Faces are wonderful when it is safe to share them.
- Photos that go with your stories and quotes are great.
- Please send the highest resolution image that you have. The upload option is the easiest way to do this. Email programs routinely compress attached images.
- Image formats that will work with the upload feature are .png, .jpg and .jpeg

Some Examples:



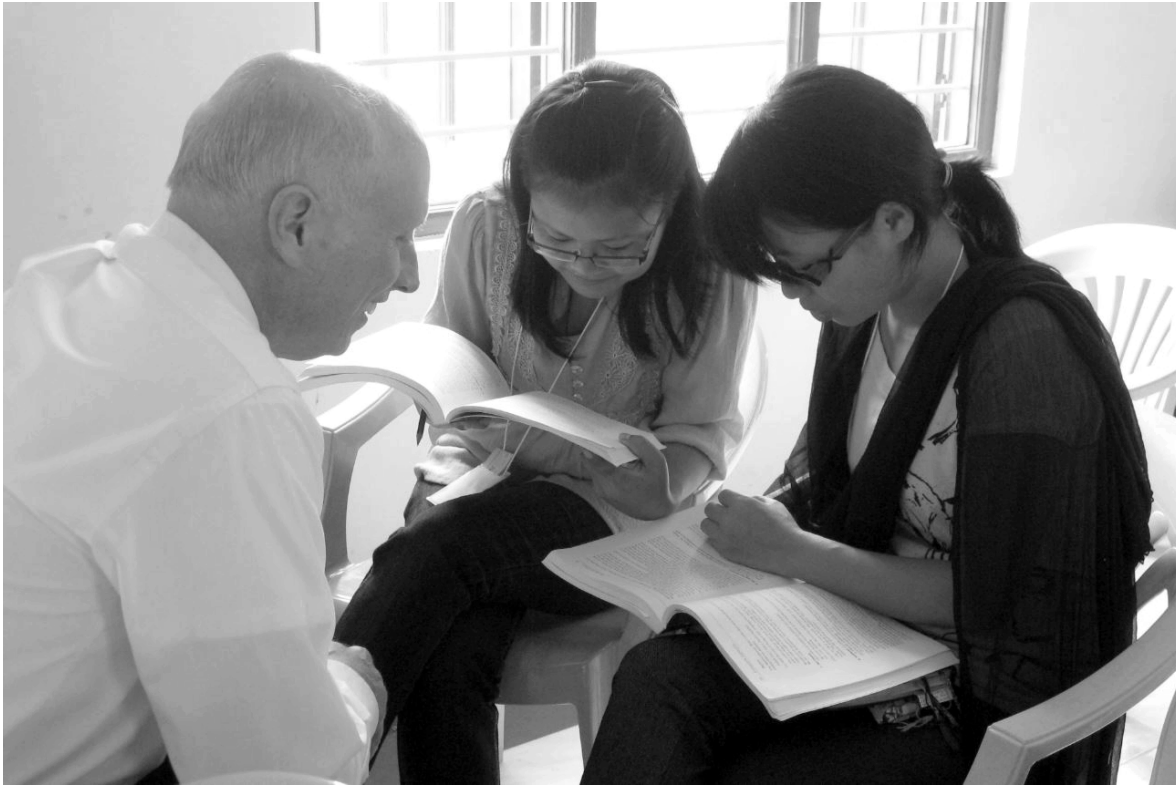
"Us-ies" (Group Selfies)

- These shots can capture the fact that a group of people enjoy being together.
- This one is a great recruiting shot. Who wouldn't want to be a part all the fun?



Line Ups

- Usually not the best, but this is a great one! We used it on the cover of two publications in 2016.
- There is a lot of context in the clothes, back wall and faces.
- Sharon has obviously been accepted by the ladies in this shot.
- This was a large, high resolution file, allowing flexibility for our artists to crop and use it in different ways.



Close Ups

- Especially when you can get yourself into a scene where something is happening, like Carey did here.
- Usually it's better not to have the shot back-lit, but it can add interest to the shot like it does here.

Upload photos now with the buttons below...

69. Photo 1

Choose File

No file chosen

70. Photo 2

Choose File

No file chosen

71. Photo 3

Choose File

No file chosen

72. Photo 4

Choose File

No file chosen

73. Photo 5

Choose File

No file chosen

74. Photo 6

Choose File

No file chosen

If you have more photos to send or you'd would rather use email, click the link to [email photos now](#) or send them later to glen@paraclete.co.



2019 ANNUAL REPORT SURVEY

THANK YOU!

That's it! Thanks for taking the time to do your 2019 Annual Report Survey!

* 75. Can you take a few minutes to give Glen some feedback on this year's annual report?

OK.

No, thanks.



2019 ANNUAL REPORT SURVEY

Evaluating the Survey

Thanks! Feedback here will not be anonymous.

76. Tell us about any trouble you had with the survey--lack of clarity, web site function, etc.

77. Tell us what you liked about the survey...

78. What would make our system of annual reporting better?

79. How important do you believe annual reporting is...?

	No Importance	Little Importance	Moderate Importance	Significant Importance	Extreme Importance	N/A
For your Ministry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
For Paraclete	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
For your Individual Financial Partners	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
For your Church Financial Partners	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
For your Institutional Financial Partners	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Your Comments:



2019 ANNUAL REPORT SURVEY

After the Survey!

If you'd like to review your answers, use the Back button. When you click Done, you can still get back to the survey and change your answers until we close it and begin compiling the results, but you'll have to use the link in the invitation email to return to your survey. Couples answering together, choose only one invitation and always go back to the same invitation to resume your work.

If you would like a copy of your answers, we can send you a pdf via email, or upload a copy to your My Paraclete Intranet folders. Eventually, your answers will go into BambooHR.

Please remember that email is not as secure as logging into My Paraclete or BambooHR.

Request your answers via email or upload.

To see a compilation of the answers of everyone who has taken the survey so far, leave your browser window open for a moment after clicking Done.