

MUSI-O-TUNYA CONFERENCE
PUBLISHING MINISTRIES DEPARTMENT

LOCAL CHURCH QUARTERLY REPORT FORM

(Aligned to Strategic Implementation Framework 2026–2030)

GENERAL INFORMATION

Church Name: _____ District: _____
Conference/Field: _____ Reporting Period (Quarter/Year): _____
Name of Publishing Coordinator: _____
Pastor/District Leader: _____
Date Submitted: _____
Church Membership: _____

PRIORITY 1: COMMUNION WITH GOD (Access to Bible-based and approved devotional literature; reading culture)

A. Access & Distribution

1. Does your church have an organized Church Library? ☐ YES ☐ NO
2. If YES, number of approved Adventist titles in stock: _____
3. Number of approved devotional/Bible-based titles distributed this quarter (print):

4. Number of approved devotional/Bible-based titles accessed/distributed digitally:

5. Total literature units distributed this quarter (sales + free): _____

B. Reading Culture & Engagement

6. Number of members/families participating in a structured reading plan: _____
7. Number of members with Adventist home libraries (minimum 5 approved titles):

8. Church participation in Union/Conference Reading Initiative this quarter: ☐ YES ☐ NO
9. Special reading promotion activities conducted (book fair, reading Sabbath, etc.):

PRIORITY 2: IDENTITY IN CHRIST (Doctrinally sound Adventist literature; heritage awareness)

10. Number of doctrinal or heritage-focused literature promotions conducted:

11. Number of Publishing seminars/Bible studies using approved literature: _____
12. Number of new believers receiving nurture literature packages: _____
13. Has the church complied with Union-approved literature catalogue? ☐ YES ☐ NO
14. Any cases of unapproved/off-shoot materials identified and addressed? ☐ YES ☐ NO
If YES, action taken: _____

PRIORITY 3: UNITY THROUGH THE HOLY SPIRIT (Governance, coordination, institutional alignment)

- 15. Number of Publishing Council meetings held this quarter: _____
- 16. Were minutes recorded and submitted to church board? ☐ YES ☐ NO
- 17. Number of joint initiatives conducted with other departments (SOP, Personal Ministries, Youth, Sabbath School, etc.): _____
- 18. Type of collaborative activities held: _____
- 19. Publishing report presented to Church Board this quarter? ☐ YES ☐ NO
- 20. Publishing Coordinator attended Conference/District training this quarter? ☐ YES ☐ NO

PRIORITY 4: MISSION FOR ALL (Literature evangelism; member mobilization; evangelistic outcomes)

A. Literature Evangelism Workforce

- 21. Number of Active Literature Evangelists linked to this church: _____
- 22. Number of new Literature Evangelists approved this quarter: _____
- 23. Number of student/youth involved in structured literature evangelism: _____
- 24. Number of members mobilized in Total Member Involvement (TMI) literature outreach: _____

B. Evangelistic Distribution & Impact

- 25. Number of literature distribution outreach activities conducted: _____
- 26. Total missionary books/literature distributed during outreach: _____
- 27. Amount raised toward Missionary Book of the Year: _____
- 28. Number of interests generated through literature ministry: _____
- 29. Number of Bible studies initiated from literature contacts: _____
- 30. Number of baptisms reported as literature-linked this quarter: _____
- 31. Are literature contacts systematically followed up? ☐ YES ☐ NO

DIGITAL & MEDIA INTEGRATION (Cross-Cutting Indicator)

- 32. Literature promotions shared via digital platforms (WhatsApp, Facebook, etc.)? ☐ YES ☐ NO
- 33. Estimated number of members reached digitally: _____
- 34. Collaboration with Hope Channel Zambia or media-supported initiatives? ☐ YES ☐ NO

FINANCIAL & ACCOUNTABILITY SUMMARY

- 35. Total value of literature circulated (estimated): _____
- 36. Any outstanding literature payments or accountability issues? ☐ YES ☐ NO
- 37. General assessment of Publishing Ministries performance this quarter:
☐ Strong ☐ Satisfactory ☐ Needs Improvement