

## WORDS FROM THE DIRECTOR

Dear co-workers:

A special greeting to all coordinators and auditors of the Inter-American Division on behalf of Roberto Brown, Oliva Flórez and your humble servant.

We are pleased to announce that we will begin to publish a quarterly newsletter with the latest updates regarding the ongoing development of the FIOS Inspection Program.

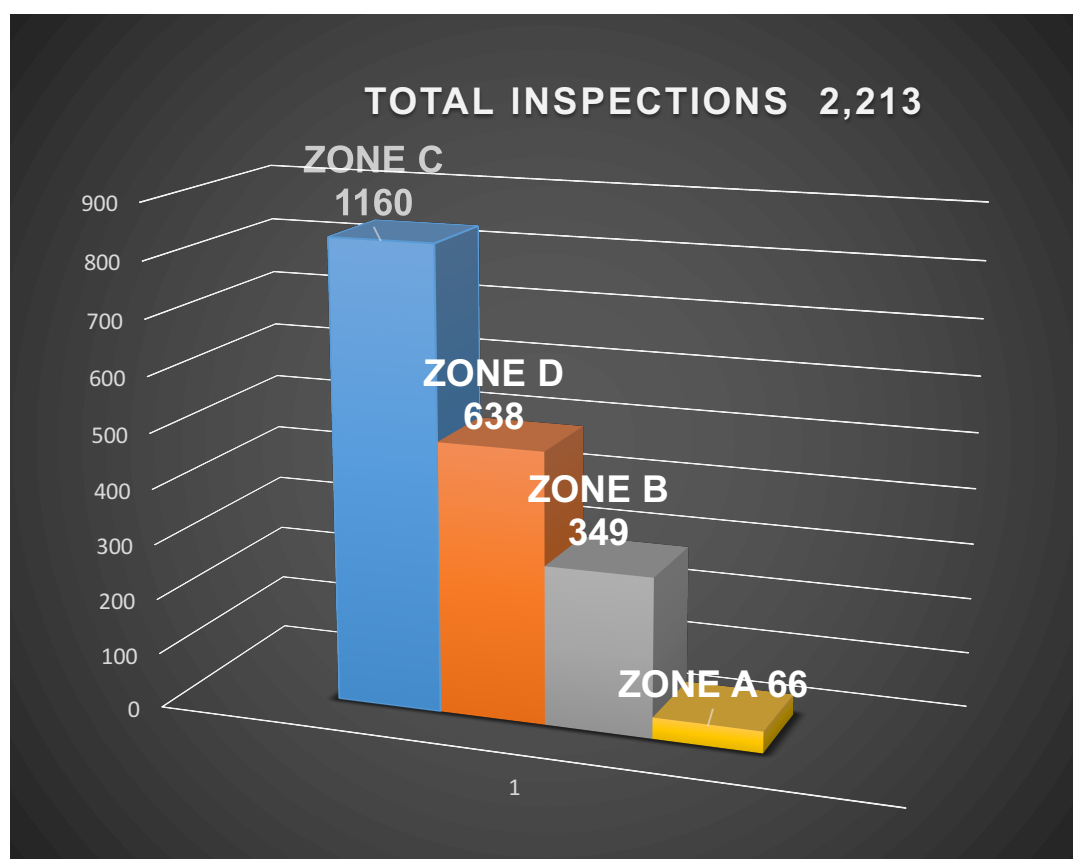
Among its content you will find topics like: News, statistics, system updates, future projects, education, spiritual, opinion and others of interest.

May the Lord continue to bless you in this very important ministry you do, and hopefully we will carry much fruit.

With sincere appreciation,

Guillermo González

## COMPARISON OF INSPECTIONS BY ZONES



## CHOSEN THOUGHT

"Everything that can be done, must be done to train accountants who will keep the register process in the simplest way so that when others take their position, the books are clear and easy to understand" PUR December 19, 1901 Par.10

## HIGHLIGHT

Active Auditors: 101

Completed Inspections:

- More than 100 inspections: 2 auditors

- More than 50 inspections: 13 auditors

## SYSTEM CHANGES

We are in the process of making some changes on the web page. Some are effective immediately and others beginning in January 2017.

Please log in to the web page and see the sections:

- Inspections
- Work Resources

On the other hand, there are some changes in the inspection form programming:

1. The Save and Continue, now identifies the code and name of church and entity.
2. When sending the inspection link, it is also now identified with the name and code of the church and entity.

## THE IMPORTANCE OF GOOD PLANNING

Planning and policies are essential in order to have a good working system, but it is also important to be prepared for **unexpected situations** that inevitably arise from the interactions of human beings, technological equipment, climate and others. Keeping track of auditor activities, will help you address these unforeseen situations and take control of the inspections in your local field.

## A GOOD COORDINATOR

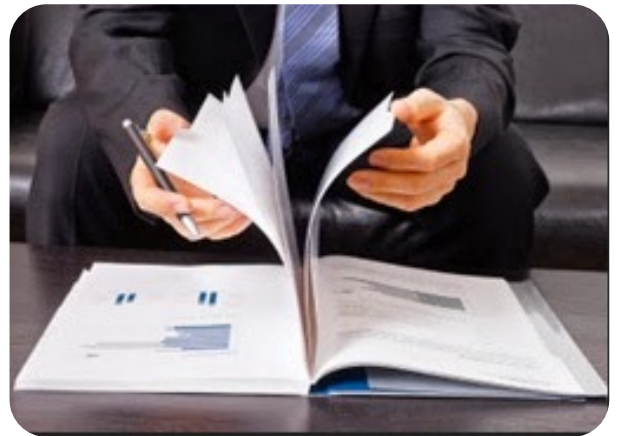
Consider that the auditors many times are used in the field to perform other functions that are not directly related to their job of “inspecting”, at the end of a determined period of time you could be surprised by the low number of inspections completed in your field.

As a coordinator it is very important to be aware of what happens in your territory, and the inspection record is very helpful to know what is happening. This way you will be able to follow up on the zones that show alarm signs.

## WHAT IS THE INSPECTION RECORD?

It is to keep a simple record of the tasks performed by each auditor, based on a previous planning that could be monthly, bimonthly, quarterly or semi-annual. You record completed inspections and the attempt to complete an inspection even if it was not completed. This register could include information such as: time, place, church or entity name, church and entity contact person name, date and time.

Keeping a record of the auditor's tasks help the program in many ways, for example; reconstructing events, knowing the whereabouts of the auditors, evaluate their performance, create a sense of responsibility in the auditors, and promote good organizational practice as a team.



## YEAR 2017

FIOS Program Phase II continues it is called CONSOLIDATION AND DEVELOPMENT.