

ANNUAL PASTOR'S REPORT CHECKLIST

The following checklist is to aid you in compiling your annual reports to send to the District Secretary in preparation for the District Assembly. Please note that all of these can be downloaded from our website, at the following link: <https://www.swonaz.org/resources#MinistersReporting>

1. CHURCH CERTIFICATE OF ELECTION

The Church Certificate of Election can be downloaded from the District website under the Resources Tab, under Minister's Reporting, then under Year End Reporting Forms.

- _____ Elect Delegates to the District Assembly to conform to **Manual** Paragraphs 201. (See Certificate of Election form for breakdown.)
- _____ Delegates must be elected at an annual meeting in accordance With **Manual** paragraph 115.13.
- _____ List only church delegates in the delegate section of the form. The top section of the form is for other members of the Assembly, such as NMI Pres., NYI Pres., NDI Supt.
- _____ Please fill out and send to the District Secretary, and keep a copy for your file.

2. CHURCH DIRECTORY SHEET

A template of the Church Directory page can be downloaded from the District website under the Resources Tab, under Minister's Reporting, then under Year End Reporting Forms. Please fill it out according to the instructions on the form, send to the District Secretary, and keep a copy for your file. As a standard, the information should include the following:

- _____ Church Name, Organized Year, and Church Number as recorded in your church listing in last year's District Journal using the format listed on the form.
- _____ List the month/day/year you accepted your present pastoral assignment in parentheses, at the beginning of the Pastor line preceding your name: (8/01/04) John A. Doe (Jane). If applicable, list your spouse's name after your last name.

3. DECEASED CHURCH MEMBER FORM

The Deceased Church Member Form can be downloaded from the District website under the Resources Tab, under Minister's Reporting, then under Year End Reporting Forms. Please fill it out according to the instructions on the form, send to the District Secretary, and keep a copy for your file.

- _____ On the Deceased Church Member Form, list the names of those members of your local church who have died since the previous year's assembly. These names will be included in the Memorial Service at the District Assembly.

4. GENERAL SUPERINTENDENT'S GROWTH AWARD

The General Superintendent's Growth Award Worksheet can be downloaded from the District website under the Resources Tab, under Minister's Reporting, then under Year End Reporting Forms. Please fill it out according to the instructions on the form, send to the District Secretary, and keep a copy for your file.

_____ Use the General Superintendent's Growth Award Worksheet to determine if your church has qualified for this award.

5. ANNUAL PASTOR'S REPORT

The Annual Pastor's Report can be accessed on-line at <https://apr.nazarene.org>

_____ Download and print a blank copy of the APR as a worksheet to compile your statistical figures prior to completing and submitting your final report. Follow all directions and instructions carefully.

_____ Submit the online report. Make a copy for your own records.

6. ANNUAL PASTOR'S WRITTEN REPORT

_____ Write a 300 word report of highlights from your congregation's church year and submit it to the District Secretary. This report will be published in the District Assembly Church Handbook.

7. FINAL CHECK

Email or mail the following items to the District Secretary

_____ Church Certificate of Election

_____ Church Directory Sheet

_____ Deceased Church Member Form

_____ General Superintendent's Growth Award (if applicable)

_____ Annual Pastor's Report (submitted online)

_____ Annual Pastor's Written Report