

## 2020 Pastor's Year End Checklist

- **Annual Pastor's Report – DUE JUNE 11**
  - Your Annual Pastor's Report will be completed online. The website is <http://apr.nazarene.org/apr/>. Simply use your Nazarene Account login. There will be instructions on the website if you have forgotten your username or password. If you have never been assigned a username and password please contact Wayne Nelson, district secretary, ([wnelson@kcdistrict.org](mailto:wnelson@kcdistrict.org)).REMEMBER: All sections of your Annual Pastor's Report must be marked complete before you are done.
  - When determining your statistics, please include all 12 months of finances. All other statistics should be calculated on a nine month basis (June 1, 2019 – February 29, 2020.)
  - If you have questions, contact Wayne Nelson ([wnelson@kcdistrict.org](mailto:wnelson@kcdistrict.org)) or go to [aprhelp@nazarene.org](mailto:aprhelp@nazarene.org).
- **District Assembly has been cancelled**
  - Due to the COVID-19 pandemic, all annual conventions and assembly have been cancelled. With approval of the General Superintendent, the District Advisory Council will approve all district reports.
  - Elections:
    - With approval of the General Superintendent, all elected and appointed officers/positions of the district will continue the term of service for an additional year.
    - Delegates to General Assembly 2021 will be elected by the District Nominating Committee and District Advisory Council.
- **District Assembly Reports** – The following reports can be found on the district website ([www.kcdistrict.org](http://www.kcdistrict.org)) under the Pastor's tab, and then choose Reports.  
All reports are **DUE JUNE 11.**
  - **Handbook reports:** Every lead Pastor will submit a written report (Maximum of 100 words) to be included in the annual handbook. Please use 'Times New Roman' font, size 12. Include highlights of the year and a vision for the future.
  - **Deceased Members**
  - **Request Annual Approval of Associates in the Local Church.** Each year, senior pastors must request written approval from the District Superintendent to recommend each paid staff member to the church board for election.
- **Church Directory Page** – A separate email has been sent to each pastor with last year's Church Directory Page. Simply update and email back to the district office. **DUE JUNE 1.**
- **Financial Audit** - Due to the District Office by September 1, 2020