

2021 Pastor's Year End Checklist

- **Annual Pastor's Report – DUE JUNE 10**

- 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). REMEMBER: All sections of your Annual Pastor's Report must be marked complete before you are done.

NEW Temporary Ruling from the Board of General Superintendents – “Given the limitations of attendance during the pandemic, Annual Pastor's Reports will be **exempted from reporting morning worship and discipleship attendance. The remainder of the report should be completed as required.”** 2020 APR attendance numbers will automatically be imported into the 2021 APR report. When opening the Annual Pastor's Report (APR), the following fields will be populated with content from the 2020 APR reporting: **17, 20A, 21A, 22A, 23A, 24, and 24A**. This method provides satisfactory content for the areas exempt from reporting for 2021, as the APR cannot be completed with empty fields. The populated field information can be changed; however, you are not requested to do so. Note that all fields must have a value entered in order to complete and submit the APR.

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- If you have questions, contact Wayne Nelson (wnelson@kcdistrict.org) or go to aprhelp@nazarene.org.

- **Register All Assembly Delegate – DUE JUNE 10**

- DELEGATE REGISTRATION:
 - See Manual paragraph 201.2 for determining the number of delegates for your local church. Note: All 'Retired Assigned' ministers are automatically a delegate to District Assembly and are required to be registered online by the local church.
 - Please go to www.kcdistrict.org to register your delegates for District Assembly, NMI and NYI Conventions. Click the EVENTS tabs on the top bar, fill out the appropriate information.

- To register children for the Day Camp, please go to www.kcdistrict.org under the District Assembly tab.
- Lunch: Food trucks will be available Wednesday, July 21 and Thursday, July 22. No tickets will be needed to purchase food.

- **District Assembly Reports** – The following reports can be found on the district website (www.kcdistrict.org) under the Pastor's tab, then choose Reports.

All reports are **DUE JUNE 10**.

- **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. You may want to include the number of baptisms or conversions or ways the ministry has made a difference throughout the year. No need to refer to COVID or the pandemic, we all know what the year has involved.

- **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 will be sent to each pastor with last year's Church Directory Page. Simply update and email back to the district office. **DUE JUNE 10.**
- **Local Church Financial Audit** - Due to the District Office by September 1, 2021