**Detailed instructions for completing the DAC and APR checklist.**

It’s that time of year again to start thinking about the **Annual Pastor’s Report** (APR) for your church and **District Assembly**. There is a checklist (**Assembly Document 1**) that matches all the detailed instructions below, so don’t be overwhelmed.

As you know, the church year ends April 30. I have enabled access to the APR website, so you can begin working on the basic areas of the report. The website can be found here: <https://apr.nazarene.org/apr/> If you need to change who has access to the report this year, or you need to be given access for the first time, please email kcompton@conazarene.org or info@conazarene.org . I will need the full name and email address for anyone you need to add or update. If you don’t remember your login information, follow the prompts on the Nazarene Account login page: <https://secure.nazarene.org/nazid/login.jsf>

The submission deadline for the APR, and all related documents is **May 15**. Please be mindful of this deadline. The delegate notebook for the assembly needs to be submitted to the editor by May 25. Having all your reports and forms by **May 15** is the only way I can pull this off. I hate sending the notebook to print without everyone’s information. Thanks, in advance for your help, and for helping me keep what little bit of sanity I still have. ☺

Below is a list of the items that need to be submitted to the district office by **May 15**. Sooner would be even better. You will notice all the attached forms are now in fillable format.

* **Annual Pastors Report.** Here is the website again: <https://apr.nazarene.org/apr/>
* **Information about your delegates to the assembly:**
	+ **Delegate form** (attached). These “duly elected” delegates also need to be registered on the DAC registration site so we can arrange for their name tags and meals. The name tags will also enable them to vote. **The delegate fee this year has been reduced to $19.99!** The registration site will be up soon.
	+ **Alternate Form** (attached). Only these “duly elected” alternates may be seated in place of the “duly elected” delegates. Please be sure they are listed on the delegate form mentioned above as alternates. Our district secretary is required to check any alternates to be seated against this form.
	+ **Non-delegates desiring Friday lunch.** These individuals will be able to register at the same site as a “meal only” registrant. They will have a lower fee ($10.00) and receive a meal ticket for the box lunch only, not a name tag. We are **not able to sell any meals on-site**; they must be reserved. There are also places nearby where attendees can purchase meals during the assembly.
	+ **Friday Dinner.** Food trucks will be available on-site for anyone who desires to purchase Friday dinner to avoid driving off campus. All food truck purchases will be paid at the time of purchase. We are not selling tickets in advance this year.
* **List of deceased members** (attached). This should include those members deceased between 5/1/2017 and 4/30/2018
* **Church Directory Listing.** You can review your current directory listing in the attached “Church Directory and Role of Ministers” document.
	+ **Submit any changes** by doing the following.
		- Locate your church entry from pages 1-24.
		- Copy and paste that entry into a new email
		- Make any changes or updates needed and send to info@conazarene.org
	+ Or email info@conazarene.org to let us know if there are no changes needed.
	+ **Staff listing.** All ordained ministers holding an assignment to keep their credentials active, or licensed ministers accumulating time of service toward ordination, must be listed in your directory information. If this is a new assignment, it requires the approval of the District Superintendent. Not listing these individuals can cause ordination credentials to be dropped and time of service not to be credited. They will also show up in the Role of Minsters – see below
	+ **Role of Ministers.** Please review the Role of Ministers on pages 25-37 of the attached document and do the following.
		- Locate any minsters who hold membership in your church
		- Review their entry for accuracy (email address, mailing address, phone number, etc).
		- Email any changes or updates to kcompton@conazarene.org or info@conazarene.org
			* It is essential for the good standing of each minster’s credential that this information be accurate. We need your help!
* **Items from the Pastor for the delegate notebook:**
	+ **A short story (150 words or less)** of something God has done in your church. Remember, one of the themes DS Ralph will be focusing on this year, in addition to conversions and baptisms, is transformational worship events. It would be great if your story could connect to this theme.
	+ **A digital photo.** If nothing is received, we will use the picture from last year, if we have one. Please do not resubmit the same photo we already have on file.
	+ **Church logo.** We are happy to include your church logo along with your picture and praise story. If nothing is received, we will use the logo from last year, if we have one. Please do not resubmit the same logo we already have on file.

Thanks so much for your help with all of this. Having all this done by **May 15** will help us prepare all the details for you and your delegates to have a great Conference June 14-16. See you there.