

Checklist leading up to District Assembly Conference. Everything due by **May 15**. There are detailed instructions for each of the items below in **Assembly Document 2**.

* Complete the **Annual Pastor’s Report** (APR) <https://apr.nazarene.org/apr/>
* Contact district office to change who has access to the APR
* Submit **Certificate of Election** (**delegate section)** with duly elected delegates
* Submit **Certificate of Election** (**alternate section)** with duly elected alternates
* Submit list of **deceased members** for the fiscal year for inclusion in the memoirs report
* Submit **church directory listing** for district journal
* Review the **Role of Ministers**
* Register all delegates and pay delegate fees on district website <http://www.conazarene.org/>
* Register those who are not delegates but desire to purchase Friday lunch
* **Items from the Pastor for the delegate notebook** 
  + A short story of praise from the pastor, 150 words or less
  + Pastor’s photo
  + Church logo