**Detailed instructions for completing the District Assembly 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. I will need the full name and email address for anyone you need to add or update. Only two people can have access, so let me know if there is someone I should remove. 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. 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:**
	+ **Certificate of Election (delegate section)** (**attached**). These “duly elected” delegates also need to be registered on the DA registration site. The registration site will be up soon. Please remember that elected delegates are “lay” delegates, not clergy. All assigned clergy are already voting members of the assembly and should not be listed on the certificate of election. However, they do still need to register online if they wish to vote.
	+ **Certificate of Election (alternate section)** (**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.
		- **Alternate Seating Form** (**attached**) Only submit this form if you need to replace an elected delegate with an elected alternate prior to the assembly.
* **List of deceased members** (**attached**). This should include those members deceased this fiscal year.
* **Church Directory Listing.** Linda will be sending information in a separate email with details on the best way to provide this update.
* **Register your delegates online** <http://www.conazarene.org/>
	+ Please remember:
		- All delegates (assigned clergy and elected laymen) must register online
		- Elected lay delegates and Alternates must be listed on the Certificate of election
		- All delegates must have a unique email address
		- Delegates will need a personal device on which they can receive email to vote (laptop, tablet, smartphone, etc.)
		- Delegates must check in at registration **each day** to receive the ballot emails
		- Delegates must be present in person to vote
* **Items from the Pastor for the delegate notebook:**
	+ **A short story** answering the following questions:
		1. What specific ways have you seen a/the ministry of your church grow, develop, change, minister to, and make a difference in your church?
		2. In what ways has your church been involved in ministry in your community?
		3. Tell of a life that was changed through the ministry of your church?
		4. Where do you see God leading your church in this next year?
	+ **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 report. 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 Assembly. See you there!