

Checklist leading up to District Assembly. 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
* **Alternate Seating Form**. Only submit this form if you need to replace an elected delegate with an elected alternate prior to the assembly.
* Submit list of **deceased members** for the fiscal year for inclusion in the memoirs report
* Submit **church directory listing** for district journal to lcompton@conazarene.org or info@conazarene.org
* Register all delegates (assigned clergy and elected laymen) on district website <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 responding to four questions
		- What specific ways have you seen a/the ministry of your church grow, develop, change, minister to, and make a difference in your church?
		- In what ways has your church been involved in ministry in your community?
		- Tell of a life that was changed through the ministry of your church?
		- Where do you see God leading your church in this next year?
	+ Pastor’s 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.**