A book with a graphic design on it

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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](mailto:lcompton@conazarene.org) or [info@conazarene.org](mailto: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.**