Dear Pastor,

Below is a checklist that I hope will be of help to you as you handle end of year responsibilities. As you can see, there are many items to be taken care of. I encourage you to begin the reporting process as early as possible. You are welcome to contact me if you have any questions (918-851-1178 or jthornton68@gmail.com). Thank you, in advance, for your help in completing all the year-end reports in a timely manner.

**Steps for End of Year Responsibilities**

1. Schedule your Annual Church Meeting as early as possible after March 5 (Manual, ¶113.7). For help online with the annual meeting go [**HERE**](http://nazarene.org/sites/default/files/doclib/local/Helping%20Pastors%20With%20Their%20Annual%20Church%20Meeting.pdf).
2. Arrange for an audit committee and schedule their work.
3. During April, make sure your Funding the Mission is up-to-date.
4. Immediately after your Annual Meeting, complete the forms: Church Directory & Certificate of Election.
5. As soon as you have the information, complete the other forms, including the online APR. All reports are due on **May 7**.

**Note:** As you complete the APR, make sure you mark each section “complete” so that information isn’t lost, print out a copy after you have completed and submitted the report. You don’t need to send a copy to the District Office; it is available to us as you complete the report online.

**1. Annual Pastors Report**

* Login at [**http://apr.nazarene.org**](http://apr.nazarene.org). If you have forgotten, or misplaced your login information, there is a button on the bottom on the login page to help you. Please contact me if you have trouble beyond this point.
* If you or your office staff is new within the past year, it is vital that you update the representatives from your local church on this site. To add a new representative, please send me the name and email address of the person and I will then send him/her an invitation.
* **APR Instructions** and an **APR Worksheet** are provided for your use and do not need to be turned in.

**2. Funding the Mission**

* **Get familiar with Funding the Mission...again.** [**https://fundingthemission.org**](https://fundingthemission.org)
* **Log in,** using the same login information as the APR site.The very best way to make sure your denominational giving goals are paid accurately is to use the Funding the Mission Calculator, which is accessible after you log in.
* Please contact me ASAP if you need any further assistance.

**3. Reports
All report forms are available online at** [**http://www.neokdistrict.org/resources/for-pastors/district-assembly-prep/**](http://www.neokdistrict.org/resources/for-pastors/district-assembly-prep/) **and are due May 7.**

* Forms that must be completed by all churches include: Certificate of Election, Deceased Members, Church Directory, District Assembly Handbook Page, Missional Objectives and Annual Audit Report.
	+ The Church Certificate of Election requires a signature, so you can: A) scan the signed document and attach it as a PDF in an email; B) fax it to the district office at 918-496-0288, C) mail it to the district office or D) drop it off. (Note: use *Chart 1 for Districts with more than 5,000 members*.)
	+ On the Church Directory page, be sure to list ALL positions (even if reported before) and include address, phone number, AND email. If you would like us to send you a copy of last year’s directory, contact Marla at marla@neokdistrict.com. Make any changes in red and email this back to the District Office.
* If you have assigned associates, you will also need to complete the form for Approval of Associates
* Forms may be sent in to us in one of three methods: email (jthornton68@gmail.com); Post Office (6705 E 81st St, Suite 130, Tulsa, OK, 74133) or drop them off at the office. IF Certificates of Elections are emailed, they can be signed at the time of District Assembly if not taken care of previously. You will simply need to drop by the assembly office during District Assembly.
* ***Regardless of your reporting method, we must receive your reports in full by May 7.*** I realize this requires much effort between April 29 and May 7; however, it is very important to meet this deadline.

**4. Digital Picture, Due May 7**

* Please email (jthornton68@gmail.com) an updated digital picture of the Pastor or Pastor and Spouse/Family to be included on your church’s handbook page. You may reuse last years’ picture, but don’t use any picture more than two years in a row.

**5. Confirm Whether Giving Goals met by May 16**

* The Funding the Mission site will show the funds which have been received by the General Treasurer for WEF and P&B. For updated SNU giving totals, call Southern Nazarene University (405) 789-6400 ext. Church Relations. Updated NEO giving information can be received by calling the District Office (918) 496-0022.
* You may report whatever amount your church intends to pay on the Assembly Handbook Page. However, the amount that is actually received by the General Treasurer, SNU and NEO on May 16 is the amount that will be printed on the church page in the Handbook.
* Your church is certainly encouraged to give after May 16 to meet your giving goals and the updated totals will be reflected on the Official Journal of the District Assembly.
* If sending any money in after April 30 (whether WEF, P&B, NEO District, or SNU,) please be sure to include a note indicating the correct church year to be credited to.

**6. District Advance, “IGNITE” June 2-4 (Assembly, Conventions, Spiritual Renewal)**

* All Lead Pastors and pastoral staff are expected to be present at all sessions. Please promote all services and activities with your church family!
* Host Church, Tulsa Central. Rev. Steven Lester, Host Pastor. [7291 E 81st St](http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=7291+E.+81st+Street+Tulsa+OK&sll=37.0625,-95.677068&sspn=58.337319,111.181641&ie=UTF8&view=map), [Tulsa, OK 74133](http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=7291+E.+81st+Street+Tulsa+OK&sll=37.0625,-95.677068&sspn=58.337319,111.181641&ie=UTF8&view=map) (918) 252-5483
* General Superintendent in Jurisdiction: Dr. Carla Sunberg

Please contact me at (918) 851-1178 or jthornton68@gmail.com if you have any other questions. Thank you.

Jim Thornton

Northeast Oklahoma District Secretary

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