

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. Review Manual section 113.
2. Meet with your nominating committee (Manual ¶113.10)
3. Schedule your Annual Church Meeting anytime after March 12 and before April 30 (Manual, ¶113.7).
4. Schedule time for Pastor's Video Reporting (10 minute intervals)
 - a. Friday April 1st - 1:00m to 7:30pm & Saturday April 2nd - 9:30am to 1:00pm
 - b. New Location: iMedia/ DAV Studios 400 N Main, Suite 4 and 5 Broken Arrow, OK 74012.
 - c. If you are completely unavailable April 1-2, contact me asap about an alternative date.
5. Arrange for an audit committee and schedule their work before August 1, 2022.
6. During April, make sure your giving for Funding the Mission is up-to-date.
7. Immediately after your Annual Meeting, complete the forms: Church Directory & Certificate of Election.
8. As soon as you have the information, complete the other forms, including the online APR. All reports are due on May 9.

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>. 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.
- Any changes regarding the Lead Pastor or office staff need to be updated as representatives on both sites, <http://apr.nazarene.org> and www.fundingthemission.org. 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 [APR Worksheet](#) are provided for your use and do not need to be turned in.
- 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.

2. Funding the Mission

- **Get familiar with Funding the Mission...again.** <https://fundingthemission.org>
- **Log in**, using the same login information as the APR site. The very best way to make sure your church's giving goals are paid accurately is to use the Funding the Mission Calculator, which is accessible after you log in.
- Again, any changes regarding the Lead Pastor or office staff need to be updated as representatives on both sites, <http://apr.nazarene.org> and www.fundingthemission.org. 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.
- 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/> and are due **May 9**.

- Forms that must be completed by all churches include: Certificate of Election, Deceased Members, Church Directory and District Assembly Handbook Page. The Annual Audit Report is due by July 31.
 - Please submit the District Assembly Handbook page in Microsoft Word format. If you do not have Word, then submit it as a PDF but we request that it be returned in Word if possible.
 - 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, and haven't been scanned with a signature, 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 9.**

4. Digital Picture, Due **May 9**

- 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. We ask that you send in a new/updated picture to be used. Yes, we've all grown a bit older, but let's all face this reality.

5. Confirm Whether Giving Goals met by May 17

- If sending any money in after April 15 (whether WEF, P&B, NEO District, or SNU) please be sure to include a note indicating the correct church year to be credited.
- The Funding the Mission site will show the funds which have been received by the General Treasurer for WEF and P&B. Updated SNU and NEO giving totals will be emailed to pastors and treasurers on May 3, 10 and 17.
- 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 24 is the amount that will be printed on the church page in the Handbook.
- Your church is certainly encouraged to give after May 24 to meet your giving goals and the updated totals will be reflected on the Official Journal of the District Assembly.

6. District NMI Convention and Assembly, June 10 and 11.

- All Lead Pastors and staff are expected to be present at all sessions. Please promote all services and activities with your church family!
- Host Church, Tulsa Central. Rev. Daniel Surratt, Host Pastor. 7291 E 81st St, Tulsa, OK 74133 (918) 252-5483
- General Superintendent in Jurisdiction: Dr. David Graves

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