

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.

This year we are hosting a Year End Reporting Q & A via Zoom. April 29, 7:00-8:00pm. Please forward this invitation to your office staff, treasurer or others that might benefit from this.

<https://us02web.zoom.us/j/88475602057?pwd=NkdLN2h3OE15dTFCMTRBTIVBR3Y5Zz09> Meeting ID: 884 7560 2057 Passcode: 870038

[The 2023 Church of the Nazarene Manual is now in effect. Download a copy here.](#)

Steps for End of Year Responsibilities

1. Review Manual section 115.
2. Meet with your nominating committee (Manual ¶115.10)
3. Schedule your Annual Church Meeting and elections (Manual ¶115.7). We recommend you have your elections by April 28.
4. Arrange for an audit committee and schedule their work. This report is due by August 15, 2023.
5. **Attention: Both the Annual Pastor's Report and Funding the Mission websites have been updated. This might result in the need for you to update your login information. Please take time in advance (today) to do so prior to beginning the reporting process.**
6. During the month of April, make sure your giving information for Funding the Mission is up to date. This includes updating the approved users and confirming that the giving information is correct. Please keep in mind that some issues may need to be resolved by contacting Stewardship Ministries directly.
7. Immediately after your Annual Meeting, complete these 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 10.**

1. Annual Pastors Report

- Login at <http://apr.nazarene.org>. If you have forgotten, or misplaced your login information, click the help option from the drop-down menu. To add new users, please contact me at jthornton68@gmail.com or 918-851-1178. *For additional information about logging in, please refer to the end of this letter.*
- 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, you must send me

the name and email address of the person and I will then send him/her an invitation.

- Be sure to select 'Mark Complete' or 'Save for Later' at the bottom of the APR before you exit out of the website, 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

- Log in at <https://fundingthemission.org>, using the same login information as previously used. Please note that a two-step verification may be required to login. 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. To add new users, please contact me at jthornton68@gmail.com or 918-851-1178. *For additional information about logging in, please refer to the end of this letter.*
- 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 10**.

- 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 August 15.
 - 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 since NEO District has more than 5,000 members.)

On the Church Directory page, be sure to list ALL positions (even if reported before) and include phone number, AND email. **Please include address for lead pastors.** If you would like us to send you a copy of last year's directory, contact Katrina Schuber at kat@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 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.
- **Regardless of your reporting method, we must receive your reports in full by May 10.**

4. Digital Picture - Due May 10

- Please email (jthornton68@gmail.com) an **updated** digital picture of the 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 16

- 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 and received by the district office for NEO giving. Updated SNU giving totals will be emailed to pastors and treasurers on May 7 and 14.
- District Treasurer, Michelle Proctor, will send you NEO District giving totals on April 30 and May 6. Michelle will be away from the office from May 7- 23, so try to deal with any questions regarding NEO giving by May 6.
- 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 17 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 7-8.

- 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, Sapulpa Church of the Nazarene. 302 S Elm St, Sapulpa, OK 74066 (918) 224-0300 Host Pastor, Rev. Brady Thelander.
General Superintendent in Jurisdiction: Dr. Gustavo Crocker

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