ANNUAL PASTOR'S REPORT GUIDE FOR DISTRICTS

CHURCH OF THE NAZARENE

GENERAL SECRETARY'S OFFICE

ALL ANNUAL PASTOR'S REPORT (APR) INFORMATION SHOULD BE ENTERED AND COMPLETE PRIOR TO THE ASSEMBLY.

The district, field, and region may require an additional 30 days beyond the assembly date to audit and make corrections to the information.

TABLE OF **CONTENTS**

APR REPORTS 4

What is the APR? 4

How Is All This Information Used? 4

Printable APR Forms 4

APR ACCESS 5

Access Levels 5

Log In 6

Change Your Email or Password 7

COMPLETE THE APR BY SECTION 9

District Level 9

Reports 10

Representatives 11

District Values 12

Submit the District APR 14

District Reports 14

Walk-Through Guide (All Levels) 15

Local Church 16

Evangelism 21

Worship 25

Discipleship 26

Financial 29

APR MANAGEMENT 34

District Personnel or Higher-Level Access 34

Grant Access 35

Remove Access 37

Common Errors 38

APR REPORTS

WHAT IS THE APR?

The Annual Pastor's Report is the report of the local church to the District Assembly. It covers the activities of the church and its auxiliary organizations during the district's statistical year. Data gathered through the APR is significant to the statistical history of the Church of the Nazarene.

HOW IS ALL THIS INFORMATION USED?

The information supplied online via the APR provides districts, fields, regions, and the general church the ability to see trends and guide decisions and future church missional efforts. All information combines to create the annual global statistical report. In addition, this system is tied to our global database. Changes made to local church contact information are automatically imported into that database. This information is also used in reviewing district journals. It is key that the information about a church is consistent across the APR and the district journal.

PRINTABLE APR FORMS

Printable and fillable electronic versions of the APR are available online. These are found at ***nazarene.org/documentlibrary*** under the "District and Local" folder by language.

APR ACCESS

ACCESS LEVELS

REGIONAL
access is granted by the General Secretary's office.

FIELD
access is granted by either the region or the General Secretary's office.

DISTRICT
access is granted by the field or region.

LOCAL CHURCH
access is granted by the district, field, or region.

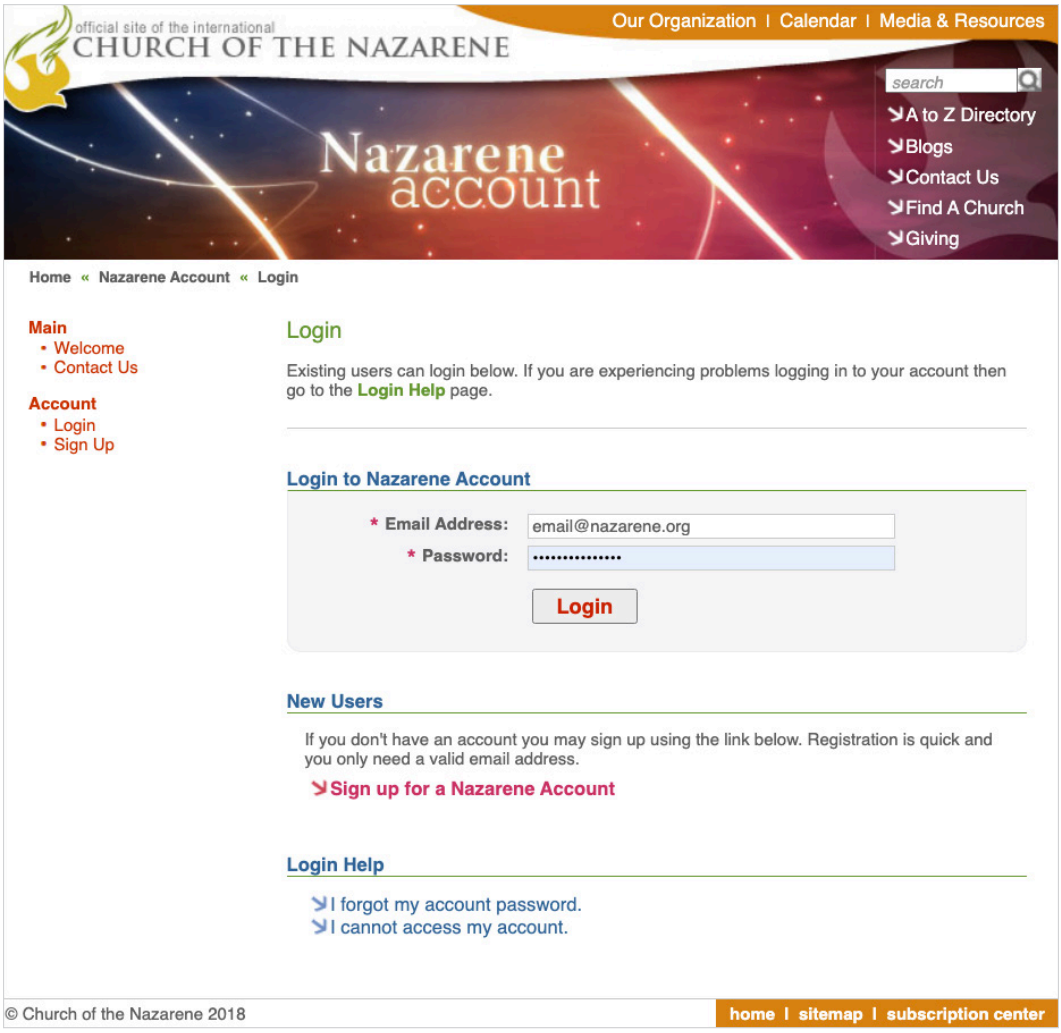
- Initial access to any level is granted via an email invitation from the district, field, or region (see page 36).
- Users follow the instructions received in the email invitation to create a password.
- Users log in to the APR via ***secure.nazarene.org/nazid*** using their email address and password (see page 6).
- Users must be assigned to the appropriate access level and their specific region, field, district, or local church to see or update information (see page 35).

LOG IN

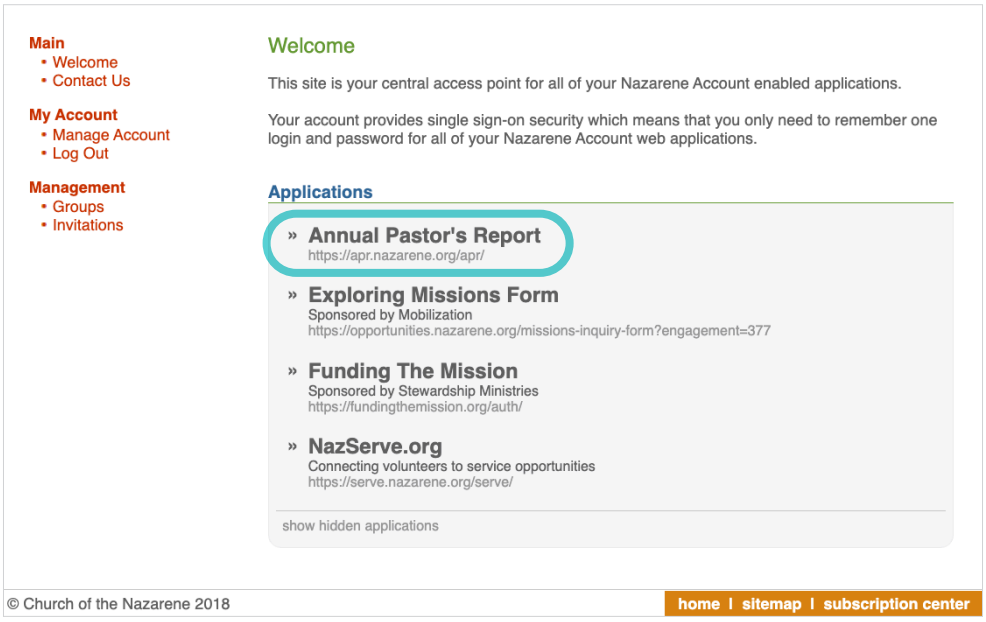
Go to ***secure.nazarene.org/nazid***. You may want to bookmark this address in your browser for easy access.

- Enter the username (email address) and password associated with this account. Click "Login."

  NOTE: If you forgot your password, click on the blue "I forgot my account password" link below. If you cannot log in, click on the blue "I cannot access my account" link below or contact ***aprhelp@nazarene.org***.

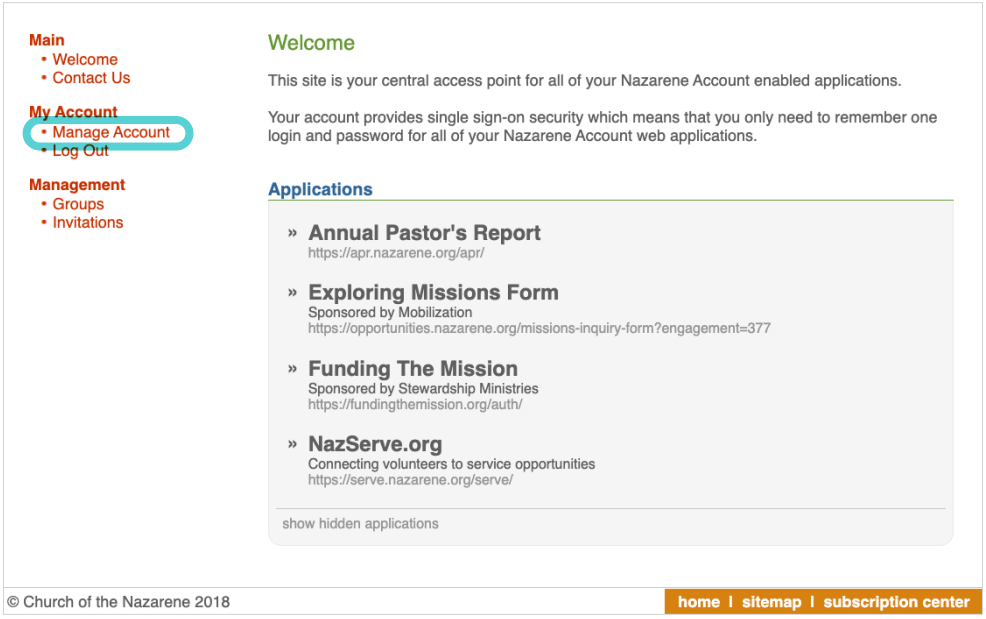


- This will display the items you may have access to view, including the “Annual Pastor’s Report.” Click on “Annual Pastor’s Report.”

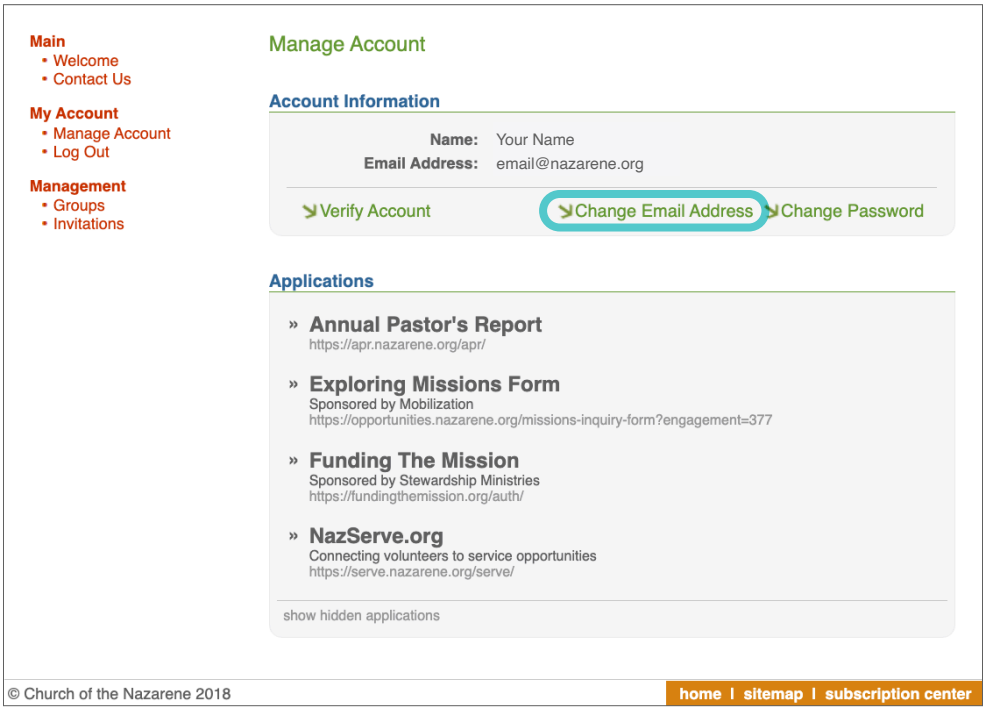


CHANGE YOUR EMAIL OR PASSWORD

On the Welcome page, the left column has several options. Click on “Manage Account.”



- The next screen will show your name and the email address associated with the account. Below this information is the option to “Change Email Address.” Click on this option.



- Next, enter the new email address two times. Enter the current password you use and click the “Update” button.

- You should now be able to log in with the new user/email information.

Please ask users to attempt to change/update their email themselves before setting up a new account.

COMPLETE THE APR BY SECTION

DISTRICT LEVEL

On the Welcome screen, click “Annual Pastor's Report” under “Applications.” The first screen to open at the district level allows you to see the APR functions you may choose.

REPORTS

For data entry, click on “Reports.”

- This will allow you to see the full list of all churches in the district that need to report this assembly cycle.
- This screen will also show you several items. (See items below.)

Person icon

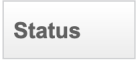
Shows how many people have access to this field, district, or church for entry.

File page icon

Shows the percentage of completion for each church. Anything less than 100% means a portion(s) is/are incomplete.

Type column

Shows the organizational type—organized church, not organized church, district, field, or region.



Status column

Shows not started, church entering, district entering, field entering, region entering, GMC (Global Ministry Center), or completed, depending on which point in the process this church or district may be.

REPRESENTATIVES

To confirm users associated with a specific church access, click “Representatives.”

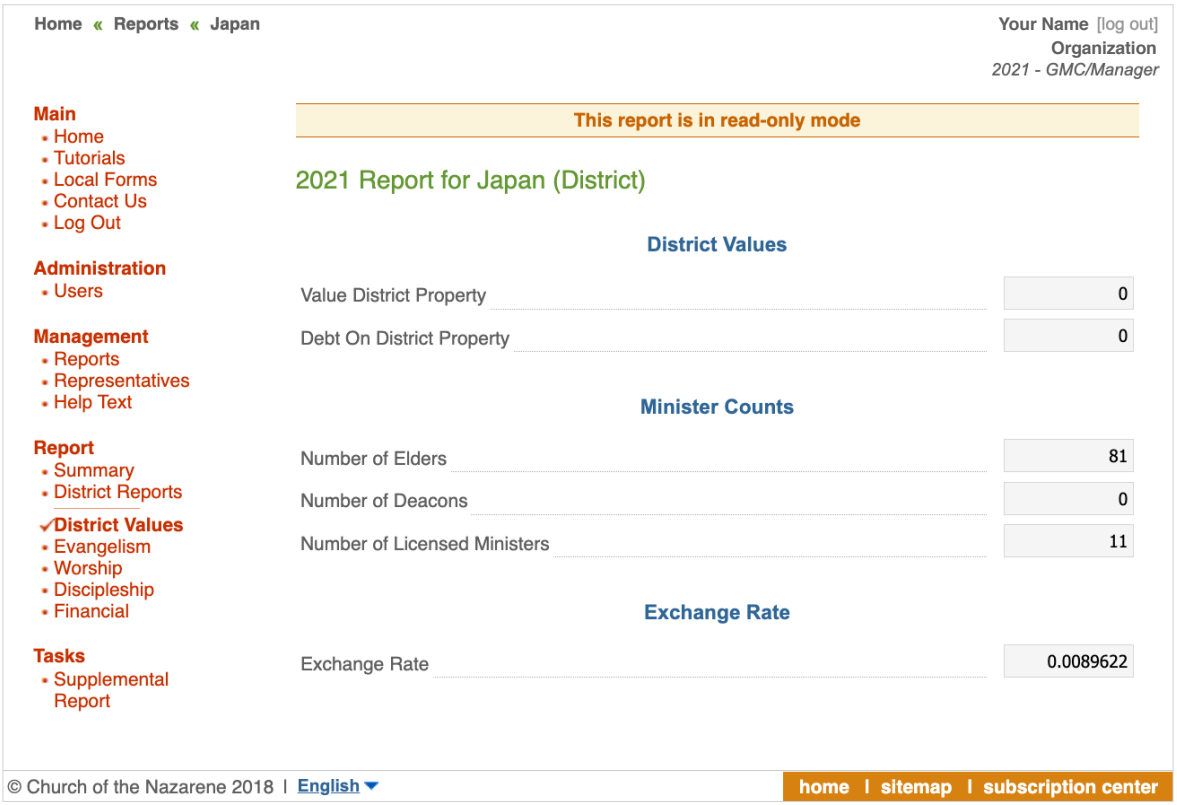
- Select the church from the drop-down menu.
- This will show you who is assigned. If this has changed, follow the setup process, or if the person already has an account you may assign them here.

Assign New Representative
Fill in the email address of the new user account to be assigned. If they have an active account, it will display: *The email address is linked to an existing Nazarene Account. Would you like to assign the account as a representative?*

- Click “Assign” if correct, “Cancel” if not correct.
- Then above, click “remove” to remove the access of former personnel.
- This will also ask you to “Confirm” or “Cancel” if you wish to remove this user’s access.

DISTRICT VALUES

The last step to close out the district APR is to enter the district values items. This is listed in the left column.



District Values

Place the current resale value of all buildings and land owned by and titled in the name of the district (only). If the district does not own property, then the property fields would be zero (0). Do not include properties owned/titled by the local churches, field, region, NCM, General Board, an individual, etc. Major furnishings, vehicles, equipment, and musical instruments should not be included in this value. While the district may own other assets, for this statistical entry, we want only the value of land and buildings.

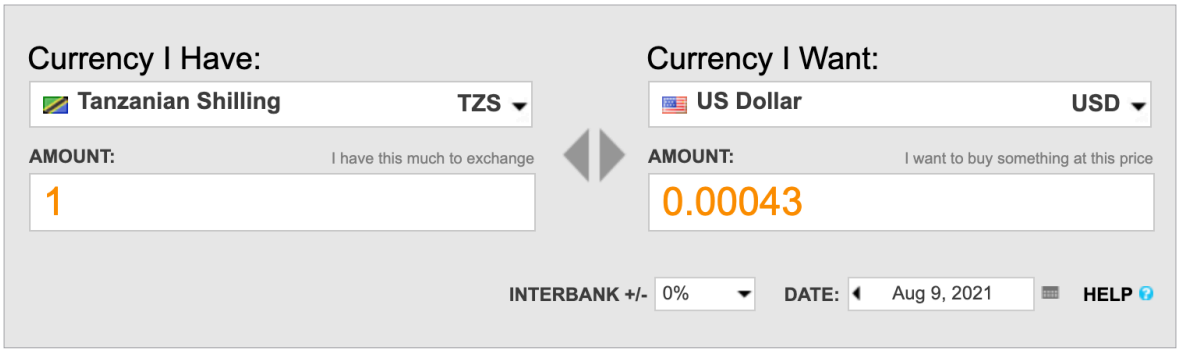
Minister Counts

Enter the number of ministers on the day of the assembly (after ordinations and district licenses are approved). Do not include local ministers or lay ministers in the number of licensed ministers. Local and lay ministers are reported by the local church on lines 31 and 31a. Include ONLY district licensed ministers here.

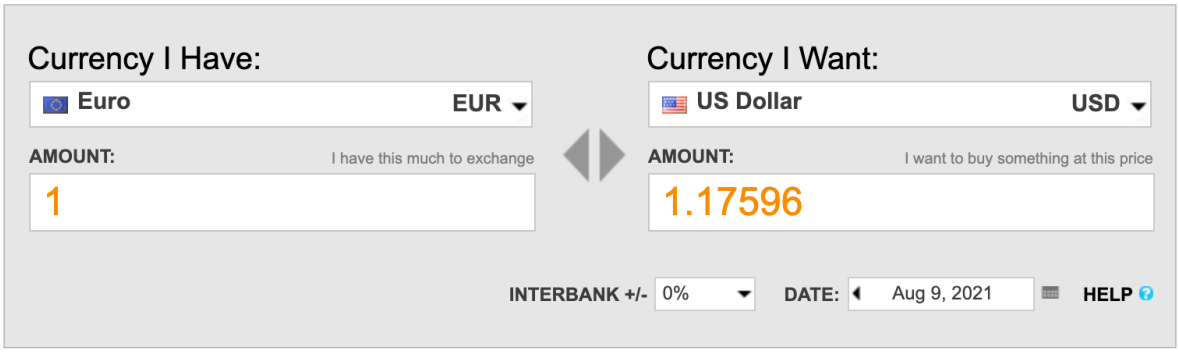
Exchange Rate - ***If this field is not fillable, the field or region is responsible for entering this information.***
Enter the value of the local currency in relation to the U.S. dollar. This number is typically LESS than 1.0.

Go to ***oanda.com/currency/converter*** to find the rate on the day of the assembly. This is the site used by the Global Ministry Center and the regional finance personnel.

- In the example below, we chose the local currency of Tanzania, where 1 shilling is equal to 0.00043 USD. The number 0.00043 is what goes into the APR exchange rate.



- The Euro has more value than the USD, so its exchange is greater than 1.0. In this scenario, the exchange rate would be entered as 1.17596.



SUBMIT THE DISTRICT APR

The district APR is ready to be submitted when the following items have been completed or confirmed:

- All data in the District Values section has been entered (see page 12).
- Common errors have been checked and corrected (see pages 38–44).
- The district total shows 100%.

Alaska	3	100%	District	Completed
Anchor Point	1	100%	Organized Church	Completed
Anchorage Chapel/Cross	1	100%	Organized Church	Completed
Anchorage First Samoan	1	100%	Organized Church	Completed
Anchorage Hillcrest	2	100%	Organized Church	Completed

DISTRICT REPORTS

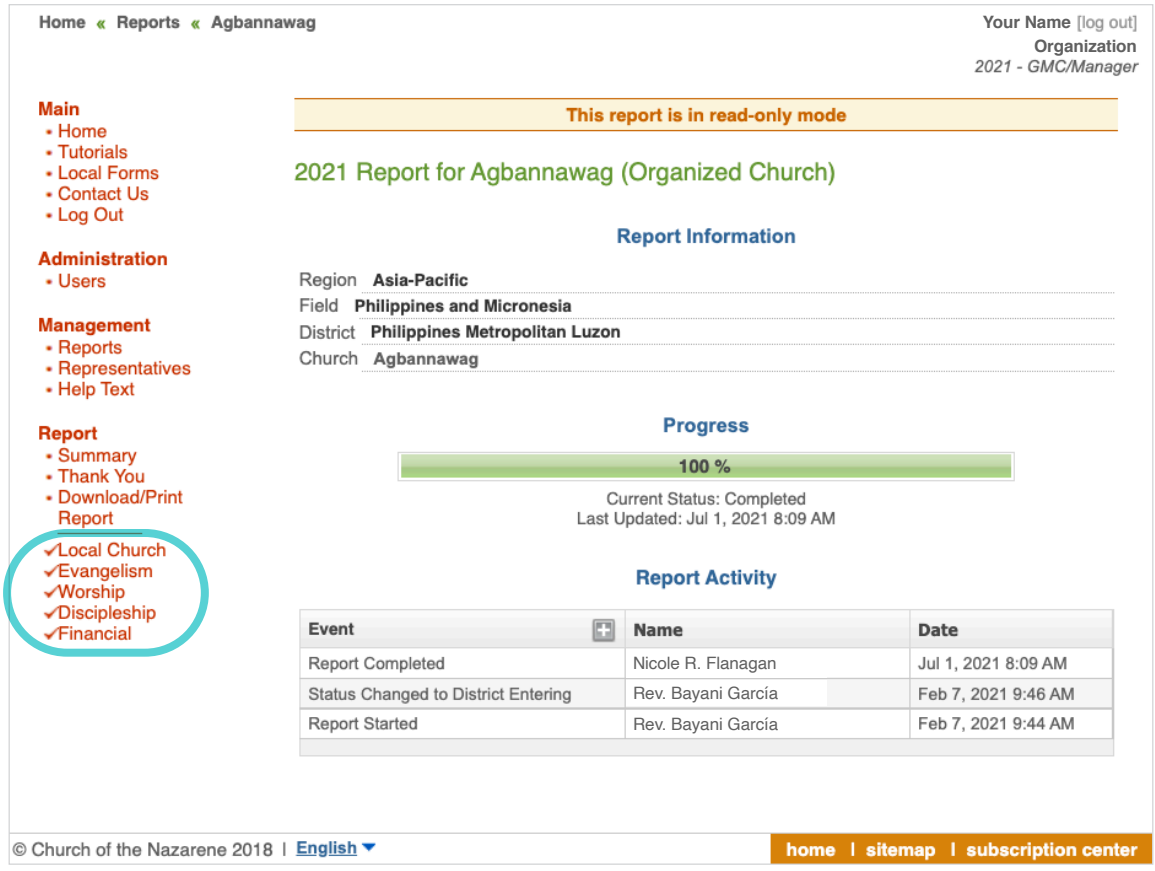
The district reports section has a variety of reports available to you. Please download and maintain copies of the reports the district would like to keep. All historical statistical data is available online at any time for most districts and local churches; out of security concerns, some districts and churches must request their historical data through their regional office. The reports are downloadable as an Excel or PDF file.

- Go to ***nazarene.org/research***.
- Click on "Church and District Statistics (Global)."
- Enter the church or district name in the search field. Click "Search."
- Select the appropriate organization.
- Select the report you wish to see. To see past APR data, select the "Detailed" report.

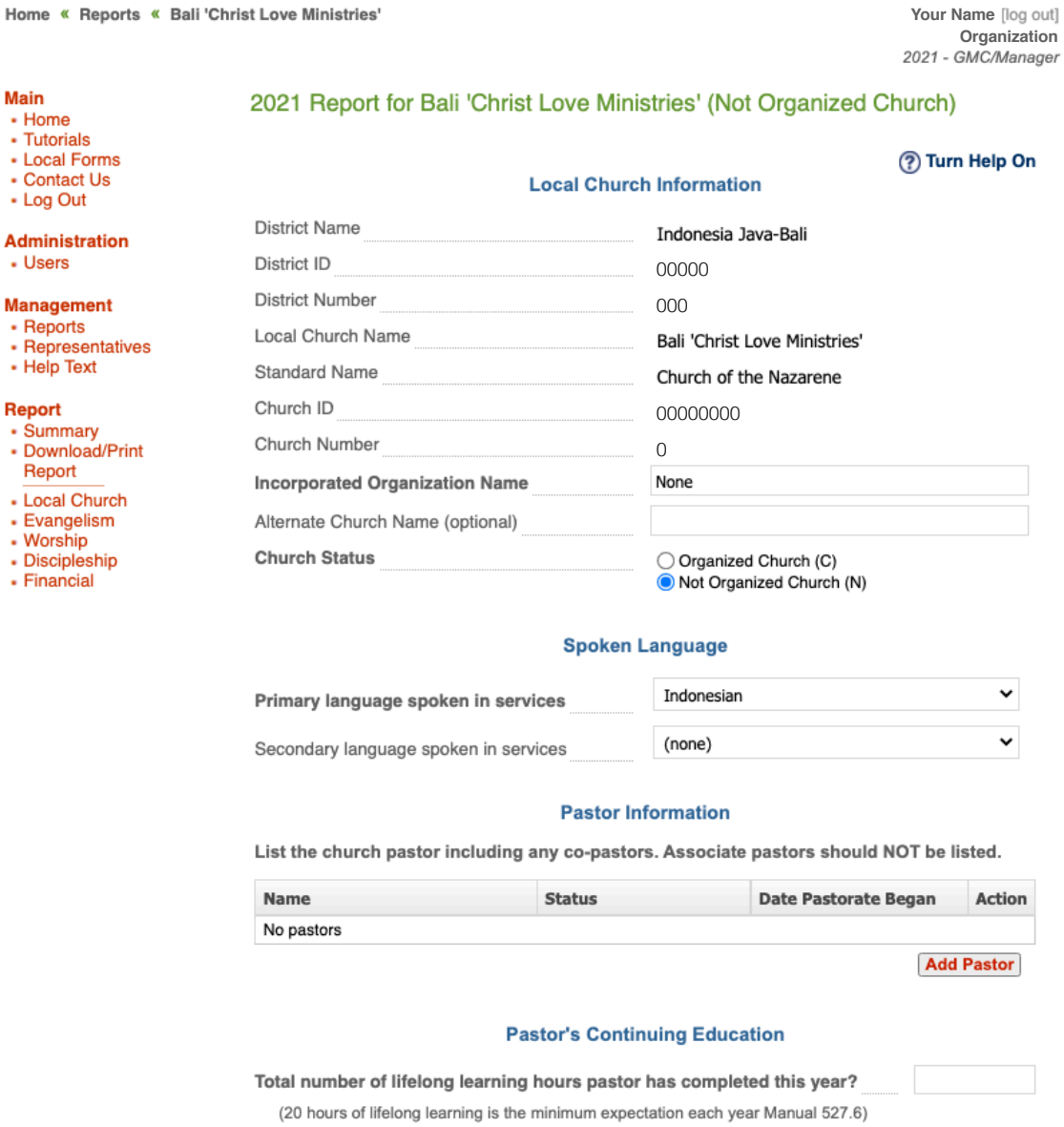
The first screen to open at the local church entry level is the Summary screen.

- This displays the status and progress of this specific church. It will also display who has recently made any changes to the report.
- The tick/check marks next to the report sections indicate they have been marked complete.
- The global sections are highlighted in blue.
- The USA/Canada Region will also have a "Supplemental" section.

Click on the section you wish to enter data—this can be done in any order. For training purposes, we will start with "Local Church."



LOCAL CHURCH



Home « Reports « Bali 'Christ Love Ministries'

Your Name [log out]
Organization
2021 - GMC/Manager

Main
- Home
- Tutorials
- Local Forms
- Contact Us
- Log Out

Administration
- Users

Management
- Reports
- Representatives
- Help Text

Report
- Summary
- Download/Print Report
- Local Church
- Evangelism
- Worship
- Discipleship
- Financial

2021 Report for Bali 'Christ Love Ministries' (Not Organized Church)

Turn Help On

Local Church Information

District Name	Indonesia Java-Bali
District ID	00000
District Number	000
Local Church Name	Bali 'Christ Love Ministries'
Standard Name	Church of the Nazarene
Church ID	00000000
Church Number	0
Incorporated Organization Name	None
Alternate Church Name (optional)	
Church Status	○ Organized Church (C) ◉ Not Organized Church (N)

Spoken Language

Primary language spoken in services	Indonesian
Secondary language spoken in services	(none)

Pastor Information

List the church pastor including any co-pastors. Associate pastors should NOT be listed.

Name	Status	Date Pastorate Began	Action
No pastors			

Add Pastor

Pastor's Continuing Education

Total number of lifelong learning hours pastor has completed this year?

(20 hours of lifelong learning is the minimum expectation each year Manual 527.6)

This screen displays the current information in the global database for this church.

You may update fields with a text box. If the information has not changed, do not change anything in these fields.

LOCAL CHURCH INFORMATION

Incorporated Organization Name
Enter the official name here if the church is registered in an official capacity with the government.

Alternate Church Name (optional)
If the church uses an alternate name for everyday use or business, list that name here.

Church Status
If the church was officially organized this year, provide the date of organization to the field or region (*Manual* 100). Otherwise, make no change to this item. Languages may be chosen from the options in the drop-down menu.

PASTOR INFORMATION

Only list the current lead or senior pastor. This may be edited or deleted.

- This will open another small window. Complete according to the instructions.
- Do not add more than one pastor here (unless they are co-pastors; see *Manual* 121).

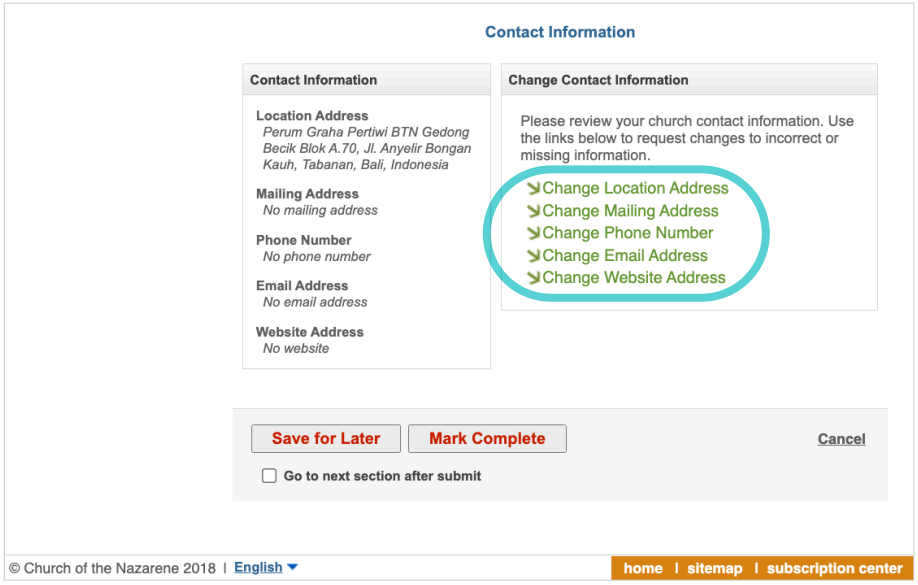
PASTOR'S CONTINUING EDUCATION

It is anticipated that ministers will continue to learn (see *Manual* 515.11). Enter the completed lifelong learning hours here.

- This includes both formal and informal learning (classes and independent study applies).
- If there is more than one minister assigned to the church, report learning hours for only the ordained, senior pastor. (For co-pastors, enter the total hours between the co-pastors.)
- If you do not know the number of lifelong learning hours, enter 0 in this field (*Manual* 515.11).

CONTACT INFORMATION

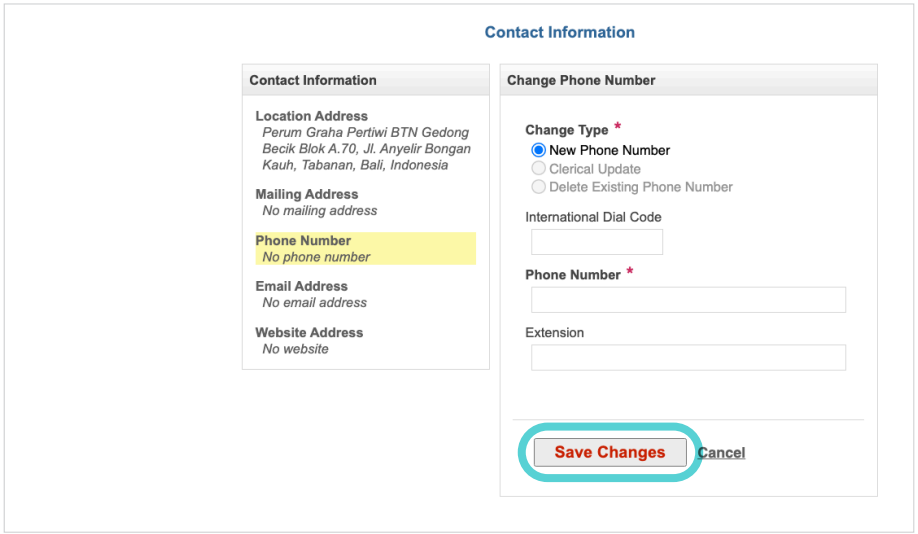
This should be the current information for the church. If it is not accurate or shows no information, please add by clicking on the appropriate item in the box to the right. This will open another window in which you may make changes.



Change Phone Number

In this example, the church has no phone number listed. To add a number, click “Change Phone Number.”

The only option is to add this information as “new” information. Once completed, click “Save Changes.”

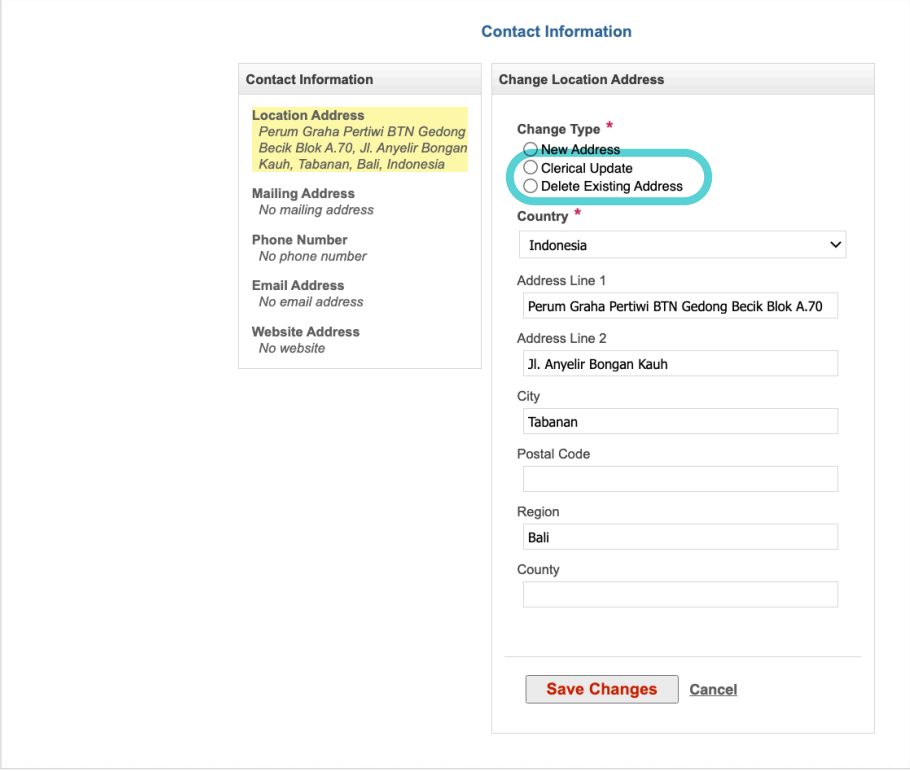


Change Location Address

The next example shows how to update to a different address or delete an address and leave the field empty. This will display the old information with a ~~strikethrough~~.

- Any updated information must be marked as "Clerical Update" and will display in blue font color. If it is in green font color, it is incorrectly marked.

- Deleted information will only display as ~~strikethrough~~ text.



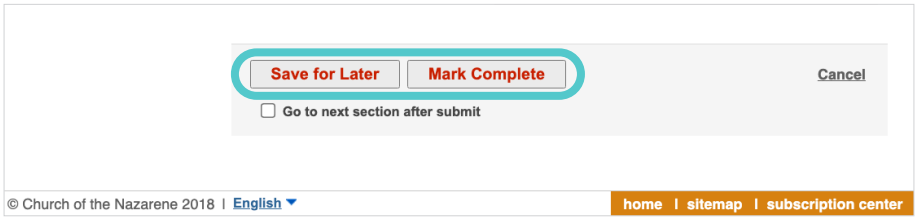
COMPLETE SECTION

Confirm all information is correct and click “Mark Complete.”

- This will indicate a change in the percentage completed.
- You may mark the box “Go to next section after submit” as well. It is not required.

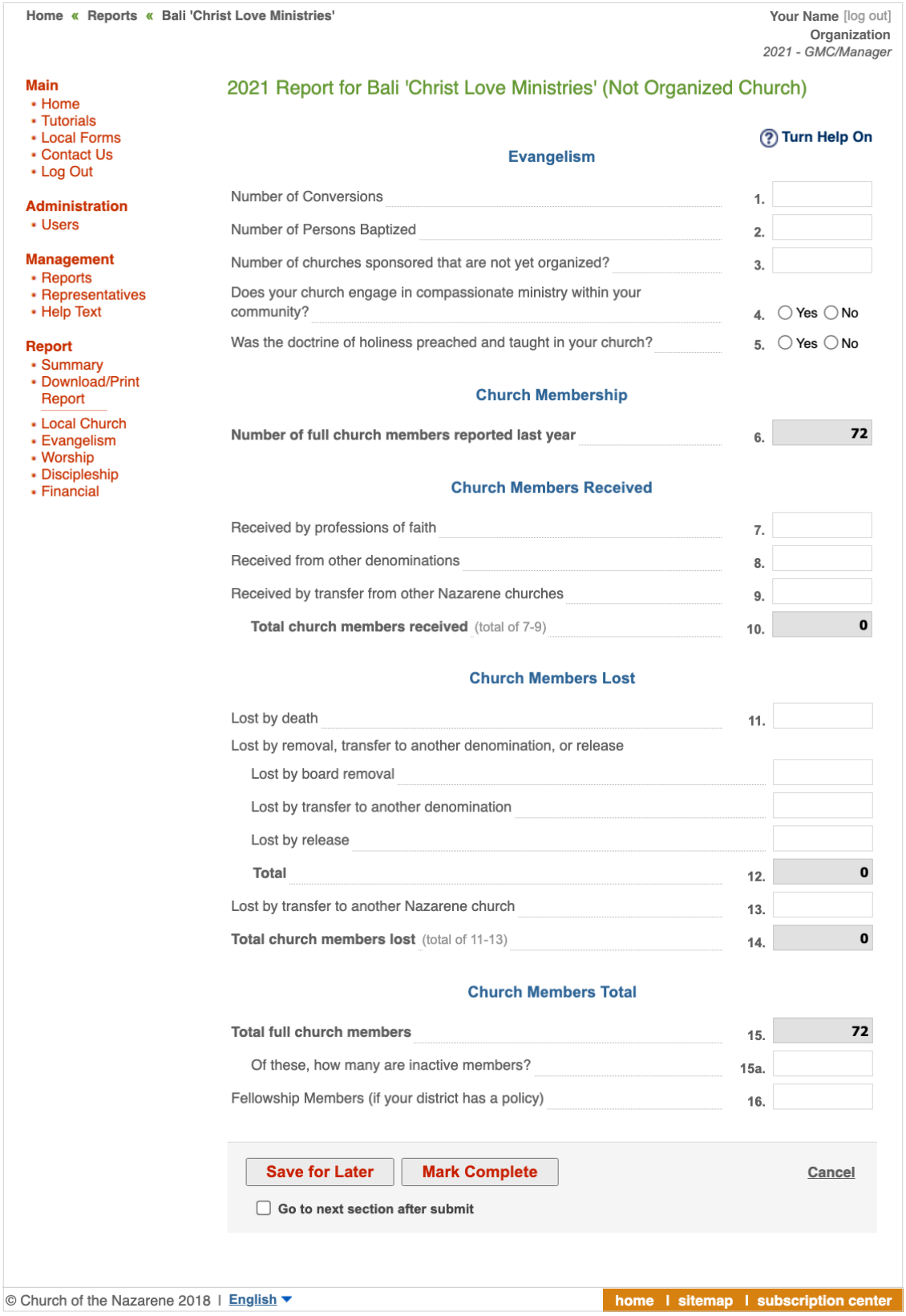
If you need to find additional information, you may click “Save for Later.”

- This keeps any updates/changes made but will not change the percentage completed.



The “Complete Section” steps apply to the Local Church, Evangelism, Worship, Discipleship, and Financial sections.

EVANGELISM



Home « Reports « Bali 'Christ Love Ministries'

Your Name [log out]
Organization
2021 - GMC/Manager

Main
- Home
- Tutorials
- Local Forms
- Contact Us
- Log Out

Administration
- Users

Management
- Reports
- Representatives
- Help Text

Report
- Summary
- Download/Print Report
- Local Church
- Evangelism
- Worship
- Discipleship
- Financial

2021 Report for Bali 'Christ Love Ministries' (Not Organized Church)

Turn Help On

Evangelism

Number of Conversions	1.	
Number of Persons Baptized	2.	
Number of churches sponsored that are not yet organized?	3.	
Does your church engage in compassionate ministry within your community?	4.	○ Yes ○ No
Was the doctrine of holiness preached and taught in your church?	5.	○ Yes ○ No

Church Membership

Number of full church members reported last year	6.	72

Church Members Received

Received by professions of faith	7.	
Received from other denominations	8.	
Received by transfer from other Nazarene churches	9.	
Total church members received (total of 7-9)	10.	0

Church Members Lost

Lost by death	11.	
Lost by removal, transfer to another denomination, or release		
Lost by board removal		
Lost by transfer to another denomination		
Lost by release		
Total	12.	0
Lost by transfer to another Nazarene church	13.	
Total church members lost (total of 11-13)	14.	0

Church Members Total

Total full church members	15.	72
Of these, how many are inactive members?	15a.	
Fellowship Members (if your district has a policy)	16.	

Save for Later | Mark Complete | Cancel

☐ Go to next section after submit

© Church of the Nazarene 2018 | English

home | sitemap | subscription center

The evangelism section of the APR pertains to membership and attendance numbers. All numbers entered should be whole numbers.

In the upper right-hand corner, there is a "Turn Help On" option. When this is clicked, it activates automatic help text to appear for each item in the report. This information will display at the bottom of the screen.

EVANGELISM

1. **Number of Conversions**
   How many people accepted Christ as their Savior as a result of this church's ministry this past statistical year?

2. **Number of Persons Baptized**
   How many people were baptized by this church ministry this year?

3. **Number of churches sponsored that are not yet organized?**
   This should be the number of newly sponsored churches during the past statistical year.

4. **Does your church engage in compassionate ministry within your community?**
   Choose yes or no.

5. **Was the doctrine of holiness preached and taught in your church?**
   Choose yes or no.

CHURCH MEMBERSHIP

6. **Number of full church members reported last year**
   This number is automatically filled from the number of full members reported on the last APR report. You are not able to manually change this number.

CHURCH MEMBERS RECEIVED

This section automatically adjusts the total membership numbers calculated at the end of this section as you complete lines 7-9.

7. **Received by professions of faith**
   New full members who joined the local church during the past year who were not a previous member of another church or denomination.

8. **Received from other denominations**
   New full members who joined the Nazarene church during the past year after having been members of another non-Nazarene church or denomination.

9. **Received by transfer from other Nazarene churches**
   Transfers of membership.

10. **Total members received**
    This will auto-calculate the total. You are not able to manually enter a number.

CHURCH MEMBERS LOST

This section will adjust the total membership numbers calculated at the end of this section.

11. **Lost by death**
    Number of full members who have passed away in the past statistical year.

12. **Lost by removal, transfer to another denomination, or release**

    a. **Lost by board removal**
       Church board took action to remove membership and remove the name from the membership roll (*Manual* 112.3).

    b. **Lost by transfer to another denomination**
       Full members who requested to transfer their membership to another non-Nazarene church or denomination (*Manual* 111.1).

    c. **Lost by release**
       Removal of the name from the membership roll at the individual's request, but not for transfer to another denomination (*Manual* 112.2).

       Total
       This is automatically calculated, you are not able to manually enter a number.

13. **Lost by transfer to another Nazarene church**
    See *Manual* 111 for more information.

14. **Total church members lost**
    A total of items 11-13 is automatically calculated. You are not able to manually enter a number.

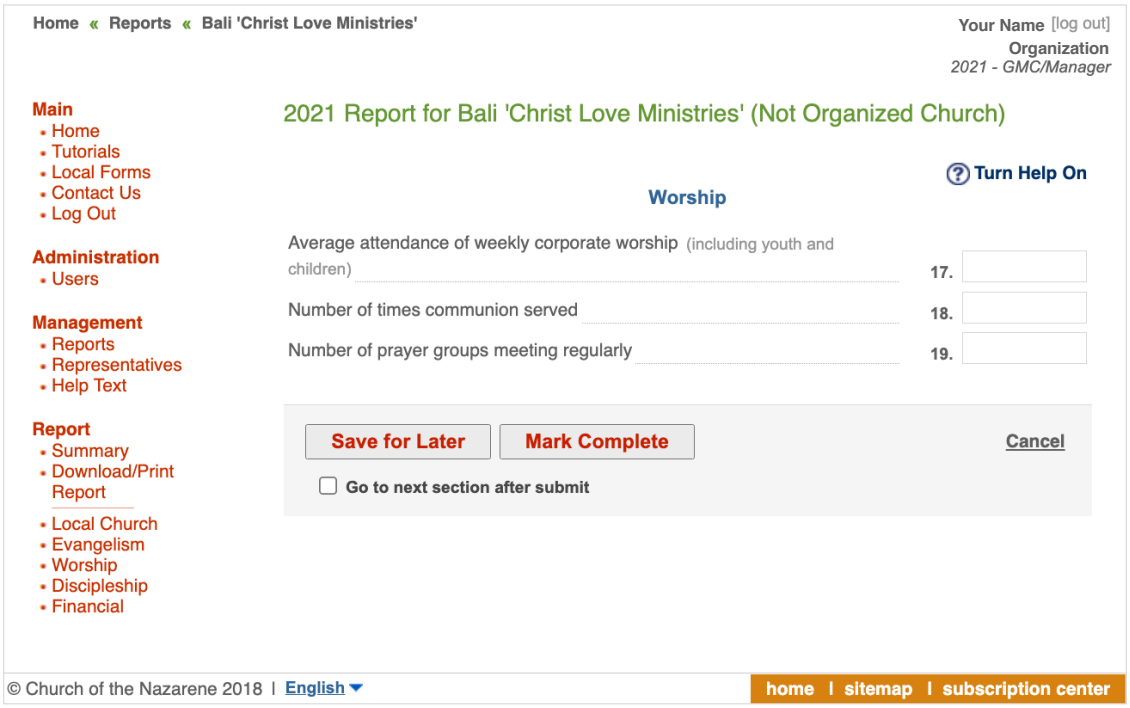
CHURCH MEMBERS TOTAL

15. **Total full church members**
    This is automatically calculated using the totals above. You may not manually enter a number.

    a. **Of these, how many are inactive members?**
    This number will not change the number of total full members.

16. **Fellowship Members**
    If the district does not have a written policy defining a fellowship member, enter zero (0). If the district has a policy according to *Manual* 108, the number of these individuals is entered here and they are not entered above as full or inactive members. Fellowship members were previously termed "Associate members."

WORSHIP

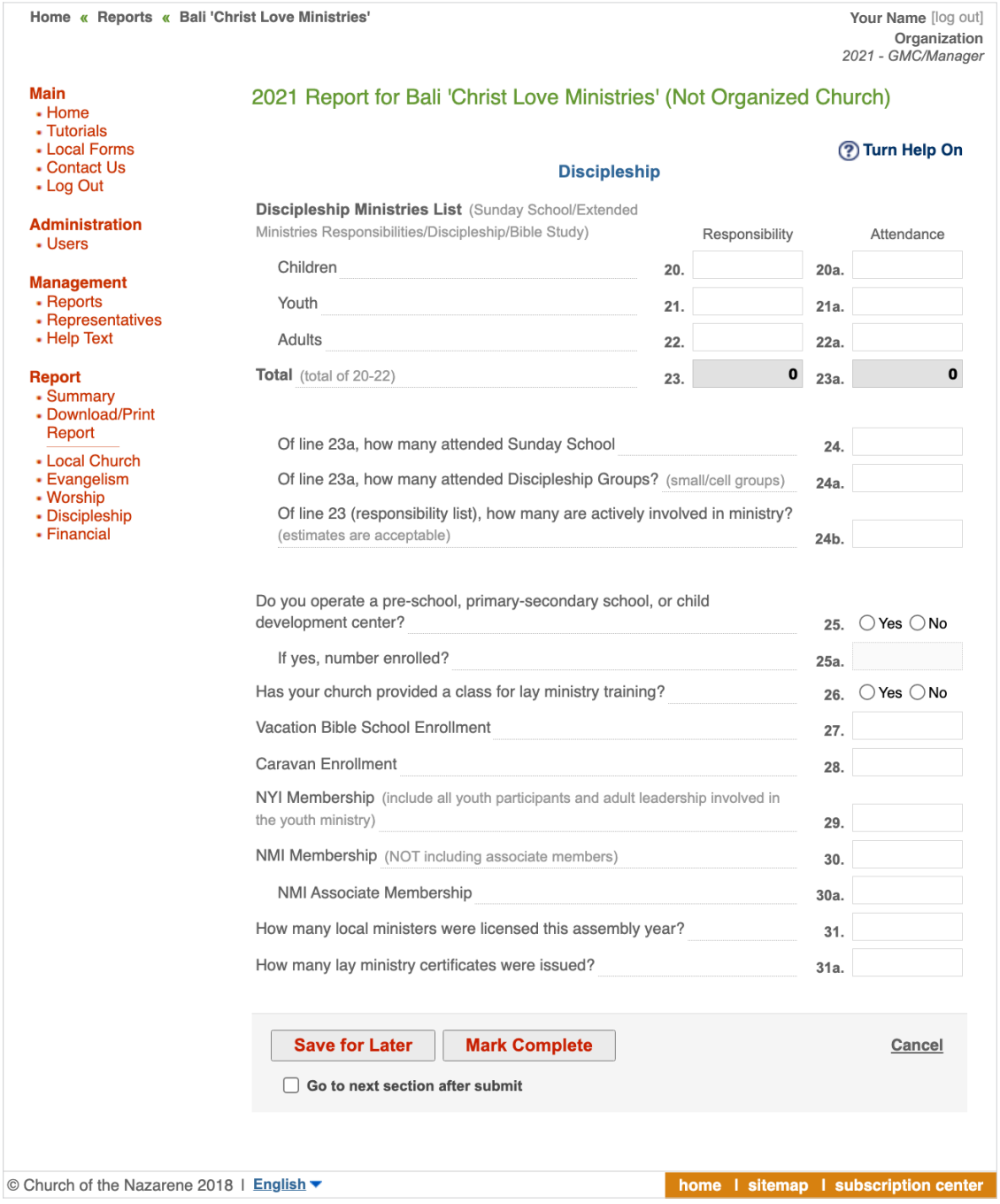


17. **Average attendance of weekly corporate worship**
    Be as accurate as possible to avoid counting people twice. Use a whole number.

18. **Number of times communion served**
    This is a total for the year. Enter the number of occasions, not the number of people served.

19. **Number of prayer groups meeting regularly**
    Enter the number of groups, not the number of people or how many times they met.

DISCIPLESHIP



Home « Reports « Bali 'Christ Love Ministries'

Your Name [log out]
Organization
2021 - GMC/Manager

Main
- Home
- Tutorials
- Local Forms
- Contact Us
- Log Out

Administration
- Users

Management
- Reports
- Representatives
- Help Text

Report
- Summary
- Download/Print Report
- Local Church
- Evangelism
- Worship
- Discipleship
- Financial

2021 Report for Bali 'Christ Love Ministries' (Not Organized Church)

Turn Help On

Discipleship

Discipleship Ministries List (Sunday School/Extended Ministries Responsibilities/Discipleship/Bible Study)		Responsibility		Attendance
Children	20.		20a.	
Youth	21.		21a.	
Adults	22.		22a.	
Total (total of 20-22)	23.	0	23a.	0

Of line 23a, how many attended Sunday School	24.	
Of line 23a, how many attended Discipleship Groups? (small/cell groups)	24a.	
Of line 23 (responsibility list), how many are actively involved in ministry? (estimates are acceptable)	24b.	
Do you operate a pre-school, primary-secondary school, or child development center?	25.	○ Yes ○ No
If yes, number enrolled?	25a.	
Has your church provided a class for lay ministry training?	26.	○ Yes ○ No
Vacation Bible School Enrollment	27.	
Caravan Enrollment	28.	
NYI Membership (include all youth participants and adult leadership involved in the youth ministry)	29.	
NMI Membership (NOT including associate members)	30.	
NMI Associate Membership	30a.	
How many local ministers were licensed this assembly year?	31.	
How many lay ministry certificates were issued?	31a.	

Save for Later | Mark Complete | Cancel

☐ Go to next section after submit

© Church of the Nazarene 2018 | English

20-22. **Discipleship Ministries List**

Report numbers for children, youth, and adults separately as whole numbers.

a. **Responsibility**

Number of people for whom SDMI/church has contact information or a way to contact locally. These may be regular or infrequent attendees. These are people the church is intentionally and actively trying to minister and/or disciple. This number is typically higher than the average attendance number.

b. **Attendance**

Average weekly attendance from the past year of the number of persons present at a weekly event that includes the study of biblical principles and approved curriculum. Count an individual only one time if he/she is involved in multiple groups.

23. **Total**

This will automatically calculate the numbers reported above. You are not able to manually enter a number.

24. **Of line 23a, how many attended Sunday School?**

Of the total attendance number, how many attended a Sunday school type meeting?

a. **Of line 23a, how many attended Discipleship Groups?**

A small group, cell group, or formation group meeting.

NOTE: The total of 24 and 24a may be more than 23a if people are involved in both Sunday school and a discipleship group.

b. **Of line 23 (responsibility list), how many are actively involved in ministry?**

This includes leadership and support roles, inside and outside the local church such as those who lead a small group; those who open their homes for a neighborhood evangelism club, or actively witness in their community regularly. (24b should not be more than the total in 23a.)

25. **Do you operate a pre-school, primary-secondary school, or child development center?**

Choose yes or no.

a. **If yes, number enrolled?**

26. **Has your church provided a class for lay ministry training?**

Choose yes or no. To learn more about courses associated with the certificate of lay ministry, please contact field or regional leadership. USA/Canada Region resources are at ***discipleshipplace.org***.

27. **Vacation Bible School Enrollment**

This is a ministry outreach program designed to engage children and their families. Typically held when school is not in session. Enter the number of people/children who attended.

28. **Caravan Enrollment**
    This is a Nazarene scouting type program. Caravan is a Nazarene children's skill and personal development program. Visit ***thefoundrypublishing.com/caravan-faqs*** for information on materials.

29. **NYI Membership**
    See the NYI Charter (*Manual* 810.105) for guidelines.

30. **NMI Membership**
    This number is equal to the full church membership: adult, youth, and children. Church members that are non-voting members (under age 15) count as full NMI members. The APR NMI membership numbers and the Local NMI form must have matching membership numbers.

    a. **NMI Associate Membership**
    This number includes all non-church members: adult, youth, and children who actively support the NMI ministry.

31. **How many local ministers were licensed this assembly year?**
    Include renewals of local licenses (*Manual* 529). Do not include district licensed ministers.

    a. **How many lay ministry certificates were issued?**
    Not all global areas issue a certificate. Only enter information if the district, field, and region have requirements for this certification.

    If your church board approved a local lay minister certificate or other certification according to *Manual* 503.2-503.5, 503.8 this past year, enter the number of these local lay ministers. This certification is not for a local licensed, district licensed, or ordained minister.

FINANCIAL

Main
- Home
- Tutorials
- Local Forms
- Contact Us
- Log Out

Administration
- Users

Management
- Reports
- Representatives
- Help Text

Report
- Summary
- Download/Print Report
- Local Church
- Evangelism
- Worship
- Discipleship
- Financial

2021 Report for Bali 'Christ Love Ministries' (Not Organized Church)

Turn Help On

Financial Summary

Total Church Income	32.	

Given to Global Mission

Given to World Evangelism Fund	33.	
Given to Approved Mission Specials (Alabaster, Nazarene Compassionate Ministry, Global Mission Broadcast, etc.)	34.	
Given to Other Global Interests	35.	
Total Given to Global Mission (total of 33-35)	36.	0

Pension Fund

Total Given to Pension Fund	37.	

Given to District Mission

Given to District Ministry Funds	38.	
Given to Other District Interests	39.	
Total Given to District Mission (total of 38 and 39)	40.	0

Given to Educational Institutions

Given to assigned Educational Institution fund	41.	
Other contributions given to Nazarene educational institutions	42.	
Total Given to Education Funds (total of 41 and 42)	43.	0

Local Ministry

Buildings, properties, and capital improvements	44.	
Debt Service	45.	
Pastor, associate, and support staff salaries	46.	
Pastor, associate, and support staff benefits (medical, retirement, housing, etc.)	46a.	
Local compassionate ministries	47.	
All other church ministries	48.	
Total Used for Local Mission (total of 44-48)	49.	0

Total Missional Disbursements of the local church (total of 36, 37, 40, 43, and 49)	50.	0

Use local currency for these amounts. If you enter a number with decimal places, the APR will round the number and display a whole number. Enter a zero (0) when there is nothing to report.

FINANCIAL SUMMARY

32. **Total Church Income**
    All charitable funds received by the local church that further its mission. This includes tithes and offerings, Sunday school offerings, Easter and other missions offerings, building funds, revival offerings, fundraising, etc. Do not include money received from a Nazarene entity (not an individual) such as field allocations, Alabaster project funds, NCM Inc., etc.

GIVEN TO GLOBAL MISSION

33. **Given to World Evangelism Fund (WEF)**
    Goal is 5.5% of income. (This contribution can be received through various offerings throughout the year i.e. Easter, Thanksgiving/Harvest, Faith Promise, or other general missions offerings.)

34. **Given to Approved Mission Specials**
    These are specifically approved designated gifts/offerings. Include funds given to Alabaster, deputation offerings, Links, NCM projects, Work & Witness, Nazarene seminaries, etc. Do not include funds given to WEF.

35. **Given to Other Global Interests**
    Funds given to items not listed already. Include funds given for the Global Ministry Center, gifts to non-Links missionaries, duty on Links, etc. Do not include funds given to WEF or Approved Mission Specials.

36. **Total Given to Global Mission**
    This fills automatically—you may not change this field.

PENSION FUND

37. **Total Given to Pension Fund**
    If funds are given to a government plan or other savings plan and designated for use in retirement for ministers, include that amount here. (USA/Canada Region—this field is auto-filled and may not be changed.)

GIVEN TO DISTRICT MISSION

38. **Given to District Ministry Funds**
    Contributions to the support of the district.

39. **Given to Other District Interests**
    Contributions to specific district requests (example: contribution to a district center or special district ministry project, etc.). These funds are given for the district's use and are not part of the district assigned support contributions.

40. **Total Given to District Mission**
    This fills automatically—you may not enter or change this field.

GIVEN TO EDUCATIONAL INSTITUTIONS

41. **Given to assigned Educational Institution fund**
    These are contributions to assigned Nazarene higher education institutions to support the ministry of the institution. This does not include payments on behalf of or by the student.

42. **Other contributions given to Nazarene educational institutions**
    Support given to Nazarene institutions other than your assigned education allocation. (In the USA/Canada Region, NTS & NBC Offerings are reported at ***fundingthemission.org*** or line 34.)

43. **Total Given to Education Funds**
    This fills automatically—you may not change this field.

LOCAL MINISTRY

44. **Buildings, properties, and capital improvements**
    Funds spent to improve/maintain buildings, purchase property, or add to the value of the local church-owned property. This includes purchase or rental of buildings, land, pews, and other major furnishings, large musical instruments (i.e. piano, organ), architectural drawings, and other capital improvements or major repairs that raise the total value of church property. Do not include building maintenance, supplies, or a replacement that is part of an insurance claim reimbursement.

45. **Debt Service**
    The amount paid this statistical year to reduce the amount of debt owed on the property, including principal and interest. It is not the amount of indebtedness. If there is no debt, enter zero (0).

46. **Pastor, associate, and support staff salaries**
    Total paid to all church personnel.

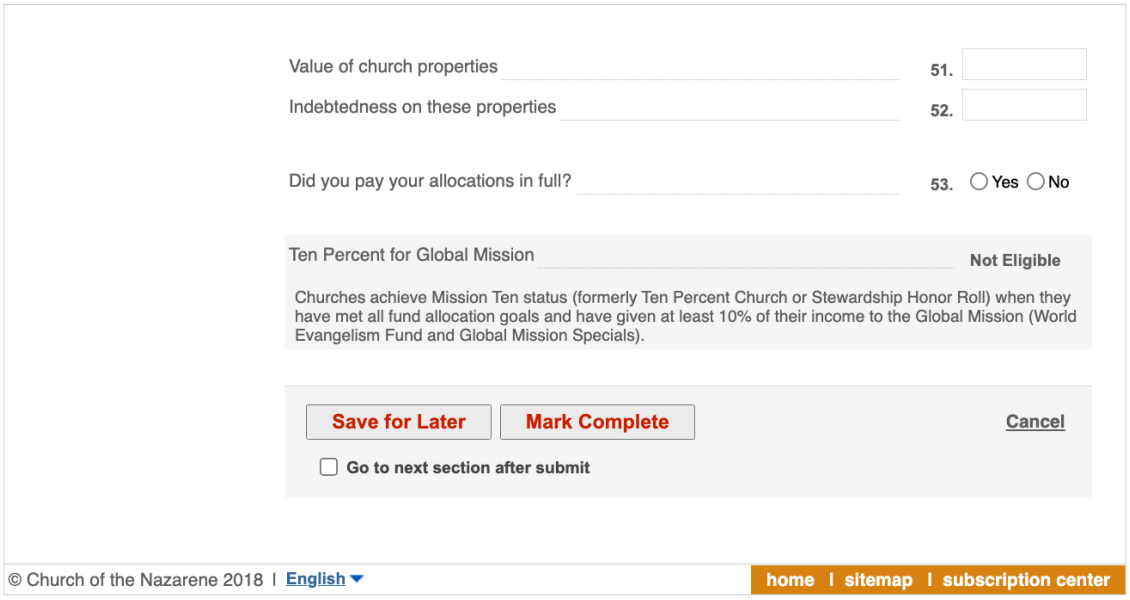
    a. **Pastor, associate, and staff benefits**
       Payments beyond salary to staff—i.e. medical insurance, housing, etc...

47. **Local compassionate ministries**
    Funds used in compassionate ministries based in this local church.

48. **All other church ministries**
    All other funds spent on ministry.

49. **Total Used for Local Mission**
    This fills automatically—you may not enter or change this field.

50. **Total Missional Disbursements of the local church**
    This fills automatically—you may not change this field.



WHERE APPLICABLE

51. **Value of church properties**
    The value of buildings/land owned by the local church and titled in the name of the local church. This does not include properties owned/titled by the district, field, region, NCM, General Board, an individual, etc. This may also include the value of major furnishings, equipment, and musical instruments.

52. **Indebtedness on these properties**
    How much money is owed on the property listed in line 51. If there is no debt on the property, enter zero (0).

53. **Did you pay your allocations in full?**
    Choose yes or no. If the district sets goals for contributions to the district, education institution, World Evangelism Fund, etc. did this church meet these goals in full?

Once all sections are answered as completely as possible and have been "marked complete," you should download the report for your records.

**The USA/Canada Region has an additional Supplemental report within the APR that must be completed.*

APR MANAGEMENT

DISTRICT PERSONNEL OR HIGHER-LEVEL ACCESS

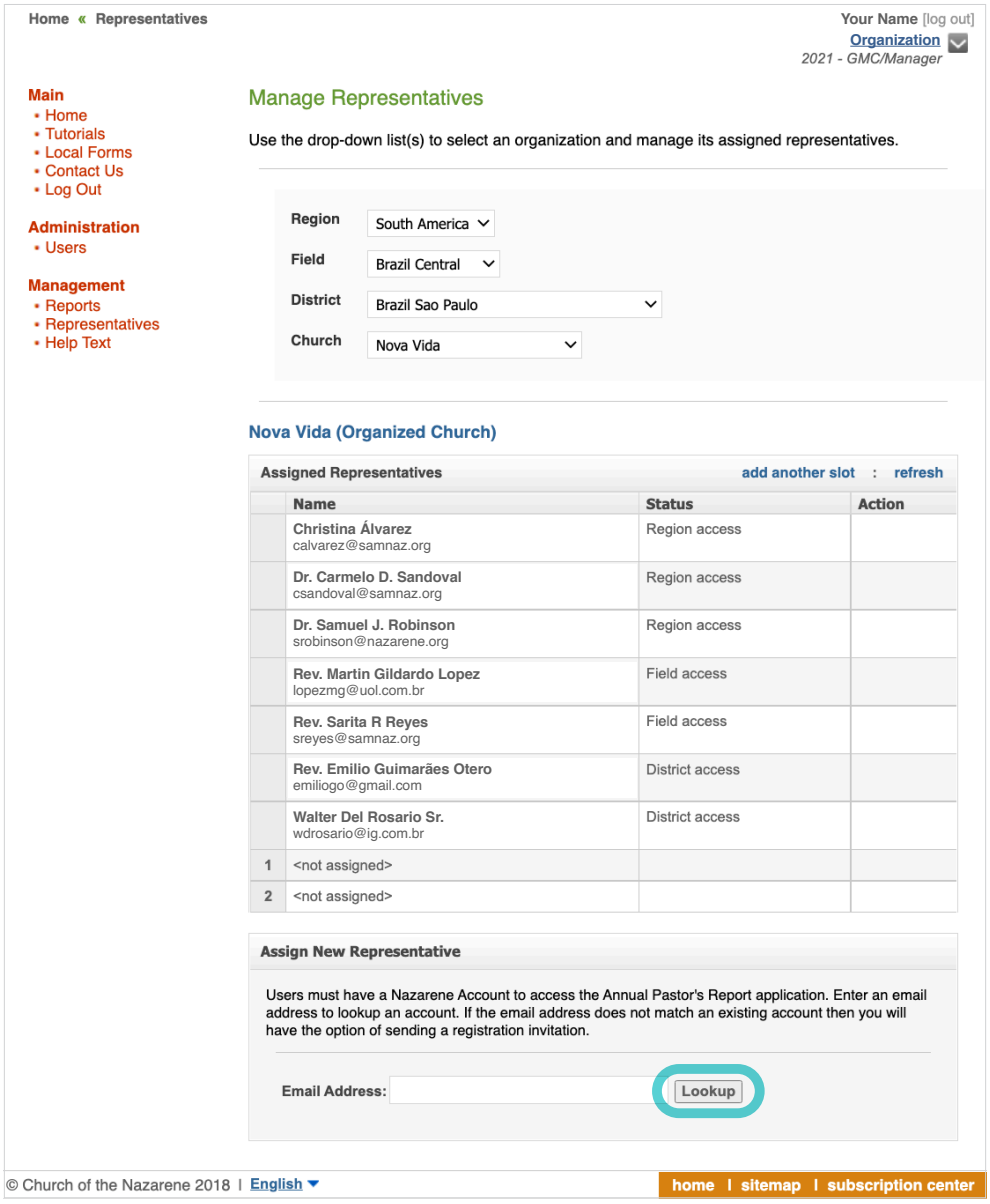
Logging in requires the same steps as local representatives. Someone at a higher level must grant district access. Once logged in you also can grant access to local church users.

- Before granting access or sending an invitation to set up an account, it is good to confirm whether the individual already has an account.
- If the individual has an existing account, use this account. Do not invite them to set up another account.
- If the email needs to be changed, they may do that with the instructions provided in the opening section (see page 7).

GRANT ACCESS

To grant access or invite someone to set up a Nazarene Account, click on “Representatives” in the left column of the home screen. Within the district, you should see a drop-down option for the list of churches. From the list, select the church to which you want to connect the new user.

- This example does not have anyone assigned at the local church level. Enter the email of the new user in the empty field of “Assign New Representative” and click “Lookup.”



- If the user already has an account associated with the email, the system will ask you to link that account to this church as a representative. Simply click “Assign” and they are all set. The next time they log in, they will see the APR for this church.

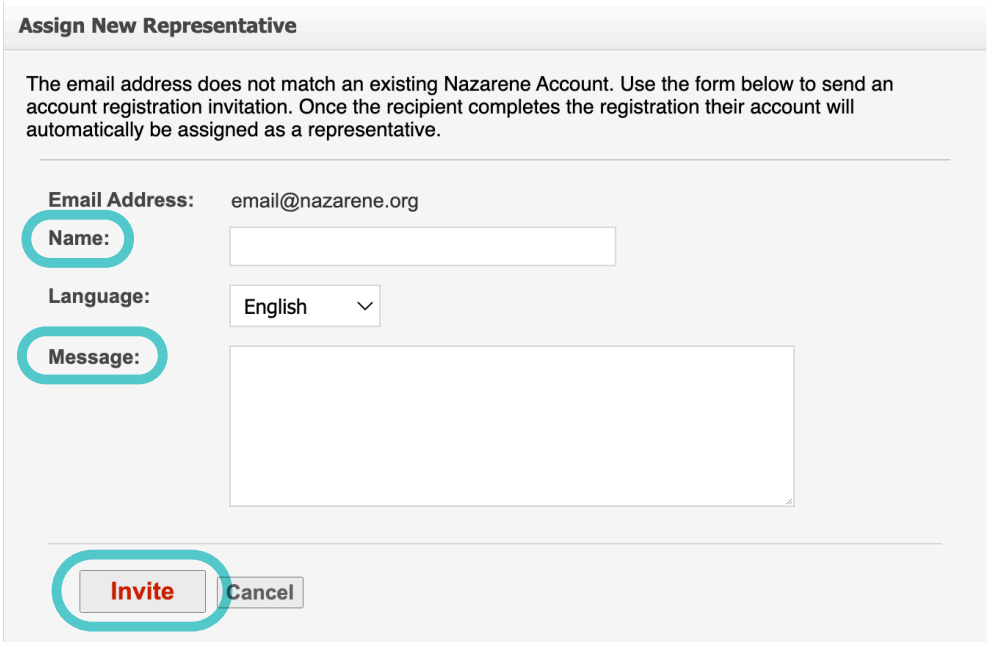
- If the email is not associated with an account, you will see the option below and can then invite the user to set up an account. This invitation is valid for one (1) week. Once it expires, the invitation must be removed and a new invitation must be sent.

- Enter the name of the individual, choose the language, and then enter a short message so the user knows why they are receiving this invitation email.

  Example: Thank you for being the APR data entry person for the Nova Vida church. Please follow the instructions to set up your new Nazarene Account. Once completed, you may log in and begin entering the church statistical information. Blessings, [your name].

- It is recommended to send a separate email to the individual to get them get started.

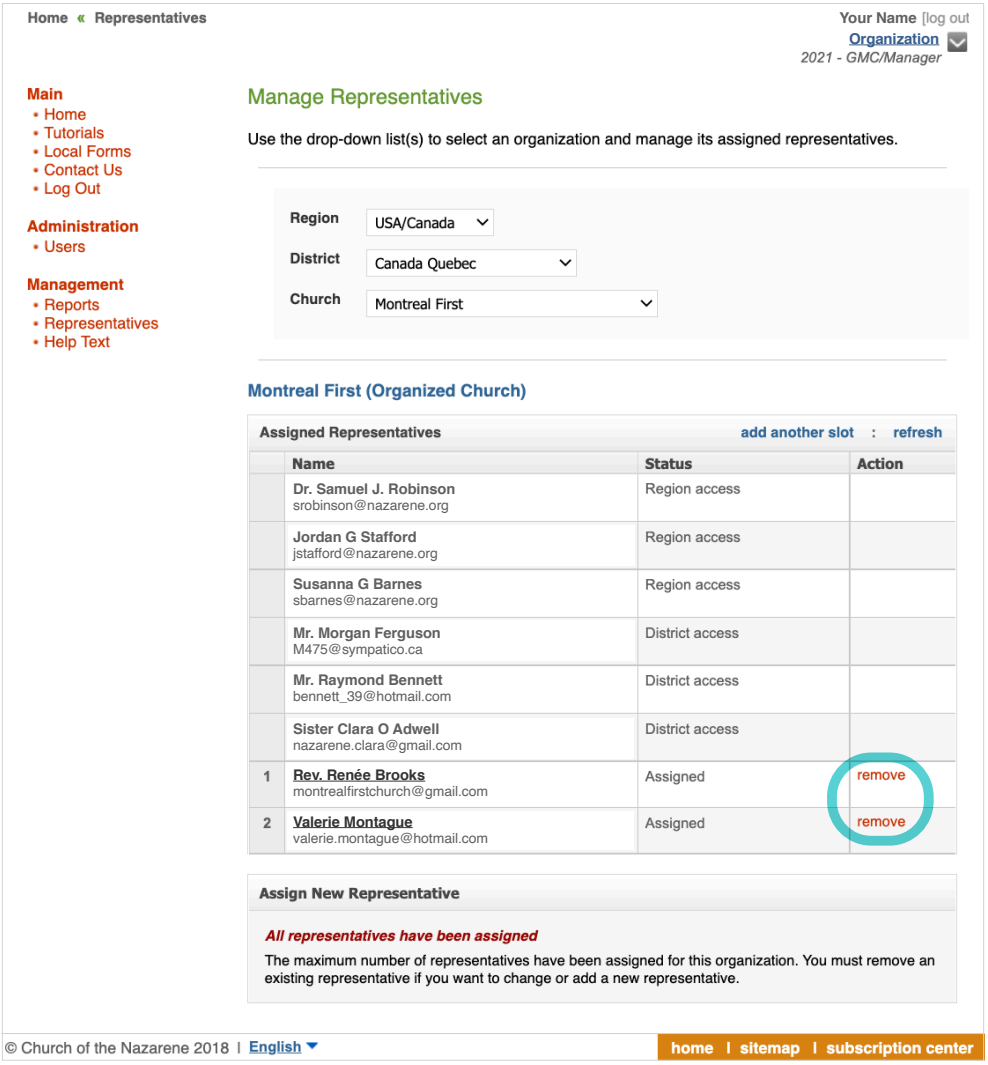
  Example: An invitation email is being sent from *nazid@nazarene.org* inviting you to set up your account and password for accessing the online Annual Pastors Report (APR). After creating your account, log in each time from *apr.nazarene.org*. Bookmark this page for easy future reference. Always remember to log out after using to maintain security. Thank you for your ministry and service.



REMOVE ACCESS

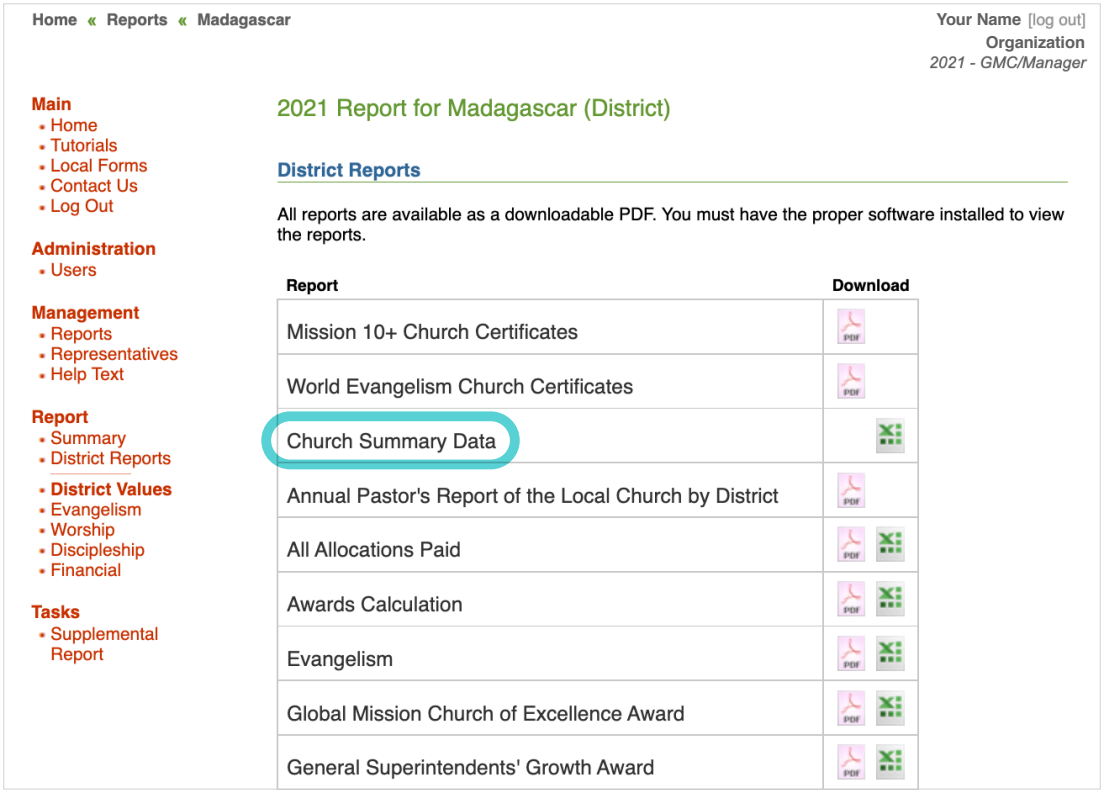
To remove access for a currently assigned representative, click the “remove” option.

You can also remove expired invitations in the same manner.



Before submitting the district APR as completed, you should audit the information for common errors.

- In the left column, click on the "District Reports" option. This will open a list of reports you can download. Choose the Excel report "Church Summary Data." This will show you all the data in one Excel sheet.



- Review this for any numbers that do not belong or are a large change since last year. Check with the local pastor or assigned representative to confirm if a change should be made in the data entered.

  Examples:

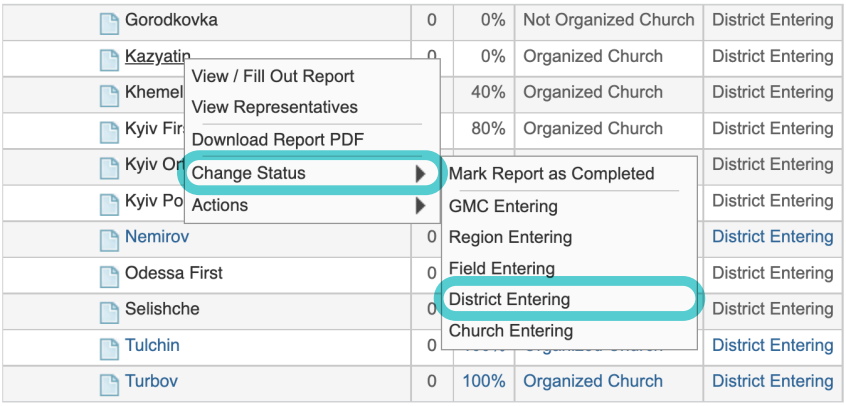
  Line 16—Fellowship members: If the district does not have an approved policy to count fellowship membership and numbers have been entered, you should correct that field in each church to show zero (0) fellowship members.

  Line 33—Given to World Evangelism Fund (WEF): The church has typically given $200 in a local currency, but this time it shows "20000." Check to see if this was entered incorrectly. The APR uses whole numbers only. "200.00" may show as "20000."

CHANGING ENTRY STATUS

In order for someone with district access to make updates to a local church record, the status must be marked as "District Entering." If you happen to be a local church entry person and the district entry person, the district access will override the local access. Use the district access to enter your local information by marking the church status as "District Entering."

- Right-click on the church name and follow the drop-down options. (You may not see all the options shown.)



REVIEW CHURCHES MARKED "*INACTIVE*"

Any church that is marked as "Inactive" may report full membership numbers but must report zero (0) for all other questions. Notify the region or field if an Inactive church has been restarted to remove the marking and/or if an active church has been declared inactive to add the marking.

REVIEW CHURCHES MARKED "*DROPPED/MERGED/DISORGANIZED*"

District action to drop, merge, or disorganize a church should be reported to the field and/or region. This action should also be reported in the District Advisory Board report to the assembly and included in the district journal.

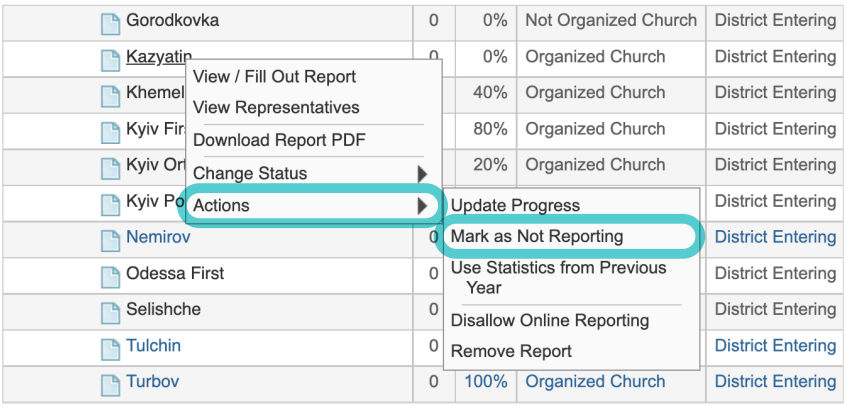
- Any church that has been dropped, merged, or disorganized should have all membership and fields at zero (0). These no longer exist and should not report any numbers in any section of the APR.

  NOTE: Merged churches—All membership in the merged, inactive church must be "lost" using lines 11-13 so that the Total Full Church Member equals zero AND should also show members as "received" in the surviving church using line 9. Make sure the membership does not disappear if some were retained in the merge.

MARK "*NOT REPORTING*"

Churches marked as inactive, dropped, merged, disorganized, or churches that are unable to report for a field- or region-approved circumstance (political upheaval) or that report their numbers with a parent congregation may be marked as "Not Reporting." This will retain the membership numbers (if any), but all other fields will report zero (0). This is a multi-step process.

- Right-click on the church name to be marked as "Not Reporting." This opens another option window.
- Click on "Actions." This opens another option window.
- Click "Mark as Not Reporting."
- Return to the church and open its APR. While it shows 100% completed, you must mark each individual section complete manually.
- Click on "Local Church"—scroll to the bottom of the screen and click "Mark Complete."
- Repeat this step for each section—Evangelism, Worship, Discipleship, and Financial.



MARK "*USE STATISTICS FROM PREVIOUS YEAR*"

Churches and districts that are experiencing political upheaval or are unable to report due to a crisis may also choose to use the previous year's statistics. Please consult with field and regional leadership before utilizing this option. This allows the APR statistics to be "on hold" until the situation has settled and real data is once again available. Ideally, this is not a long-term option used repeatedly for a district or church year after year. The process is similar to "Mark as Not Reporting." In the drop-down menu choose "Use Statistics from Previous Year," then open each section of the APR and click "Mark Complete" for each section.

SYMBOLS AND MEANINGS

The APR will place symbols beside a church's name to indicate a mismatch with existing information.

These alert you to specific details that need to be checked or audited for accuracy and additional reporting.

Two key symbols are the "file" and the "triangle".

- In the example this church displays the file symbol. This indicates that a change was made to the church's contact information. This requires you to open the church record and then open the "Local Church" section of the APR to confirm the information is appropriately marked as either new, clerical update, or delete. See pages 18-19 for complete instructions. Once this is correct, the file symbol will remain as an alert to higher-level managers.

- This church also displays the yellow triangle. This indicates that the database records show this was a "Not Yet Organized" church and is now marked as "Organized." This requires you to confirm the church was officially organized and that the organization date has been reported to the field/region. In the APR, open the "Local Church" section and enter the date the church was organized. (Most commonly this is official at the assembly, so the assembly date can be used here.) Be sure to report the organization to the field and/or regional leadership. If the church did not organize, mark it as "Not Organized Church." This will remove the triangle.

*Anytime you make changes in the sections of a church APR, you **must** scroll to the bottom of that section and click "Mark Complete" for the **changes to be saved**.*