2024 District Guide to APR and End-of-Year Reporting

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 the District Office if have any questions (214-842-3716 dalnazoffice@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 on two dates:

Tuesday evening April 23, 2024 10:00 AM
 https://us02web.zoom.us/j/82485942451?pwd=OWNSOXVxSjJBeFpLOVlDQjJpWTBjZz09
Meeting ID: 824 8594 2451   Passcode: APR2024

Thursday evening Apr 25, 2024 7:00 PM
https://us02web.zoom.us/j/88294316200?pwd=V2hxZER3b2hqSmFRRFhkN1ZqdlpvUT09
Meeting ID: 882 9431 6200   Passcode: APR2024

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 no later than May 5.
4. Arrange for a financial review committee and schedule their work. *__Info on how to do the financial review__*.   *__Review completion form.__*
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 to test your username and password 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 (call District Office) and confirming that the "Church Income" information is correct. Please keep in mind that some issues may need to be resolved by contacting the District Office or Stewardship Ministries directly.
7. 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   ANNUAL PASTOR'S REPORT
- *NEW!* This year the General Church has provided an online site with helps and resources for preparing the APR. Please visit this site before you begin the APR process.
    English - **https://resources.nazarene.org/index.php/s/gLxCkkastFTLKAW**

Spanish – **https://resources.nazarene.org/index.php/s/M6WFxbdcW4m7zLf**

- Here are the resources available:
  - A PDF help document entitled *Assisting Local Church Users with Accessing the APR*
  - A downloadable and fillable APR worksheet
  - APR Help Text
  - *APR Local Church User Walkthrough* video (currently in English only)
  - A downloadable and fillable USA/Canada Supplemental worksheet (English & Spanish)

- 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 the District Office.
- Any changes regarding the Lead Pastor or office staff who need to be added as users / representatives on both sites: **http://apr.nazarene.org** and **www.fundingthemission.org.** To add a new representative, you must send the District Office the name, phone, and email address of the person
- 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.
- You will be able to **choose a different language** on the first page of the APR, in the upper Right corner: click on your church name, select Spanish, then click on "SUBMIT"
  Notas: Podrá elegir un idioma diferente en la primera página del APR, en la esquina superior derecha: haga clic en el nombre de su iglesia, seleccione español, luego haga clic en "SUBMIT"

- Problems / issues? Please email *aprhelp@nazarene.org* with APR related questions or concerns. Live support hours are Monday through Friday from 8:00am to 4:30pm Central Time. 1-913-577-0600

2. Funding the Mission   F U N D I N G   T H E   M I S S I O N
- 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.
- If asked for an "access code", use **NETXNazPastors**
- The very best way to make sure your church's giving goals are paid accurately is to use the Funding the Mission Calculator (the little calendar" icon) which is accessible after you log in*.
- Enter and update (as needed) the "Church Income" – click on the 'little pencil' icon

- 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 us the name, phone, and email address of the person.

3. End-of-Year Reports
Most report forms are available online at the District Toolbox app *https://app.netxnaz.net/* **All reports are due May 10.**

- ***Once you have logged in:*** Use the drop-down District Assembly menu on the upper left to select the report or form you wish to fill out and submit
  Each form should be filled out all at one time, at one session; it will not save your work if you leave in the middle (Sorry about that- will re-format soon)

  District Assembly Forms

Form	Status	
Lead Pastor Report	Not Started	Get Started
Church Directory Form	Not Started	Get Started
Delegate Certificate of Election	Not Started	Get Started
Annual Report of Ordained/Licensed Minister	Not Started	Get Started
Annual Report of Retired Minister	Not Started	Get Started
NMI President Report	Not Started	Get Started
Memorial Roll	Not Started	Get Started

  - Forms that must be completed by all churches on the Toolbox are:
    - Deceased Members Form (sometimes called Memoirs Form)
    - Pastor's Short Written Report - a short (175 words) report on how your church is currently – or planning – to "bless your community" and interact with your community and neighborhood.
    - DS Approval of Associate Staff - each year, Associate Pastors in local churches must be approved in advance by the District Superintendent
    - *DO NOT use the Toolbox to enter an NMI Presidents Report – the NMI Report fillable form will be sent to you church separately.*
    - Separate instructions on submitting *Certificate of Election* form and Assembly delegate registration information will be issued shortly.

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 Sheri Brown at *SBrown@netxnaz.net*

We must receive your reports in full by May 10.

4. Digital Picture - Due May 10
- Please email (sbrown@netxnaz.net) an ***updated*** digital picture of the Pastor and Spouse/Family to be included on your church's Assembly 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 15

- <u>If sending any money in after April 15 (whether WEF 5.5% or District Tithe 10%) please be sure to include a Memo note indicating the correct church year to be credited</u>.
- The Funding the Mission site will show the funds which have been received by the General Treasurer for WEF and P&B. Note: FTM does NOT reflect Education or District funds received.
- District Treasurer Jennifer Otey will report giving totals on the webpage ***Giving to Others Church Report*** on April 30 and weekly thereafter.
- Your church is certainly encouraged to give after May 10(if needed) to meet your giving goals and the updated totals will be reflected in the District Assembly Handbook and the Official Journal of the District Assembly.

Please contact us at the District Office at (214-842-3716 or ***dalnazoffice@gmail.com*** if you have any other questions.

Blessings,

DS Keven, Montie, & Sheri

Handout Attached

HANDOUT

Testing Your Access to the Systems

Annual Pastor's Report (APR) – go to *https://apr.nazarene.org/* and try to log in. If your username (email) or password do not work, select 'problems logging in? and follow the instructions on the next page. Still have problems? Send an email to *aprhelp@nazarene.org*

District Toolbox – **Go to** *https://app.netxnaz.net* Again, use the same login and password which you used last year.

How to get registered: If you did not use the Toolbox last year (2023)
- On the Toolbox login page, click on "Create Account" and follow the instructions.
- Enter your name, email, and create a password. Select the name of your local church
- The "Access Code" to register is **NETXNazPastors**

Need some help? Submit a Support Ticket at *support.wrendesigned.com*

Funding the Mission (FTM) – go to *ftm.nazarene.org* Your FTM user name and password should be the same as for the APR. Have login problems? Click on "Forgot Login"

Options for Reporting Church Worship Attendance – Here are options to consider:
1. Monthly average attendance for the year, divided by 12
2. Pick the highest attendance week in each of the 12 months, add together, and divide by 12

Options for Reporting Online Worship Participation
1. Enter the average number of tracked or estimated online/virtual participants–Pastors should use good sense and reasonableness in estimating the number of individuals which are reached by streaming or online videos of services and that the person viewed the worship for a significant portion of the length