

2020 ANNUAL PASTOR'S REPORT

LOCAL CHURCH REPORTING INSTRUCTIONS

Welcome to the Online Annual Local Church Pastor's Report! This tutorial will walk you through the steps of logging on to the application and filling out your report as the local church and the steps for the region or district from sending out your invitations to filling out the reports for those on your region or district without internet access.

You should have already been contacted by your district secretary regarding the information on setting up your NAZ ID account. If not, contact your district secretary immediately.

INSTRUCTIONS FOR COMPLETING YOUR ANNUAL REPORT

The paper form of the APR is for reference only. It can be divided and given to the various departments for their input. The Financial page should be compared with the Treasurer's records and with the information on Funding the Mission.

THE ONLINE ANNUAL PASTOR'S REPORT PROGRAM - EVERYONE IS REQUIRED TO USE THE ONLINE SYSTEM!

The following pages pertain to the **2020 Annual Pastor's Report** program. Using this online program to complete your annual report will make your process much easier.

If you have any questions, please do not hesitate to call me (Steve Egidio at 863-409-3718).

Once you have completed the online report, please print out a hard copy for your files only [no need to send a printed copy to the district office]. **Online Report Submission by March 18, 2020.**

However, send other requested forms in time to be received by the stated deadlines. See Forms to Return Checklist on the last page for specific instructions.

ACCESSING THE ONLINE REPORT SYSTEM

You must have a Nazarene ID Account

EXISTING NAZARENE ACCOUNT

- If you had been a General Assembly/ Convention Delegate, starting in 2009, or have completed an Annual Pastor's Report online prior to this year, then you already have a NAZ ID account. Your log in information should not have changed. However, you may have forgotten your password for the system. Now, if you have changed your email address since the last time you used this system, then you will need to change it on the system. Log in using your old information and then follow the on-screen instructions to update your profile information, with your new email address. And it would be wise to also change your password. Be sure you alter the district secretary about your new email address.
- You will not receive an automatic notification. But you may receive an email generated from the District Secretary reminding you to sign-on to your NAZ ID account so that you may access your Annual Pastor's Report and/ or other reporting features.

CREATING NEW NAZ ID ACCOUNTS

- If you do not have a NAZ ID account yet, you will receive an invitation email from your district secretary. The email will contain an "Invitation Code." You should click on the link in the email, this will take you directly to the Sign-Up form. If you copy and paste the address for the site into your browser, then you must click the "Sign Up Now" link and check the box marked "I am responding to an invitation". That is where you will enter your "Invitation Code" from the email.
- Fill out the signup form, click "Submit Registration", and wait for a confirmation email from nazid@nazarene.org. This email will have your temporary password.
- You can click the link in the email or go to the Nazarene Account login page and type in your email address and the password from the confirmation email. The first time that you log in, you will be asked to create your own password. Should you forget your password at some point, under "Login Help" there is an "I forgot my account password?" option on this page for you to click. This will initiate a password recall function that will send your password to the email address you provided for your Naz ID account.

ACCESSING THE ANNUAL PASTOR'S REPORT

- Login directly to your NAZ ID account. You will see a link to the "Annual Pastor's Report" in the list of programs you may access with your NAZ ID access. Click on this link and it will take you to the Home page of the APR.
- Now you should see a menu to the left of the screen, and a "Welcome" and some important explanation and instruction in the center. In the box to the right of this, you will see links to your Nazarene Account and basic account options.

- In the menu to the left of the screen, you will see an option to “Contact Us”. This will bring up a form to be used in asking APR “help” questions of the GMC personnel.
- If you need assistance, please contact your district secretary -

STEVE EGIDIO, 863-409-3718 OR steve@floridanaz.com

ENTERING INFORMATION IN YOUR ONLINE REPORT

To begin entering your information, click on the menu choice “View/ Fill-out Report.”

CLICK ON ANY LINE ITEM TITLE WHEN YOU SEE “?” TO BRING UP CONTEXT NOTES AND INSTRUCTIONS FOR THAT LINE.

The report opens to the **SUMMARY PAGE**, which tells the region, district, and the official name of the church as it appears in the GMC database. Under that information is a progress bar, which fills according to the progress you have made on this report. Under the progress bar is listed more detail of the report activity. You may return to this page at any time to see the progress that has been made for this church’s report.

In the menu at the left, click on the section of the report, you wish to begin entering. For training purposes, we will go in order, but you may begin with any section you wish. The Local Church page again lists the district and church names as they are registered with the GMC. There is a space to list an alternate church name if this church goes by a name other than their registered or incorporated name. There are two choices for “Church Status”. If the church has been officially organized, select “Organized Church”. If it has not been officially organized yet, select “Not Organized Church”.

“SAVE FOR LATER” OR “MARK AS COMPLETED”

When you have completed your edits or have confirmed that the existing contact information is correct, you are ready to save or mark this section as completed. Click on “Save for Later” or “Mark Complete”. You can always go back and correct any errors, etc. before you submit the full report. With either button, you will notice that a message appears at the top of the screen stating that the data has been saved but only when the “Mark Complete” button is clicked does a checkmark now appear in front of the completed section of the menu at the left of your screen. Also, at the bottom of the screen there is a check box next to “click here to go to next page when complete.”

ENTERING LOCAL CHURCH, AND LOCAL PASTOR INFORMATION

(Please DO NOT add the names of associate pastors here – only senior pastors!)

The information about your local church and its pastor or co-pastors is **prefilled** in this section. Under “**Pastor Information**”, there may already be information filled in. In the “**Action**” column, you have an opportunity to edit or delete this information if it is found to be obsolete or incorrect. Simply click on the word “edit” to correct information or “delete” to delete the entire entry.

When you click “edit” the form will appear with the information that currently appears. Simply make the changes necessary and click the “Update Pastor” button below or “Cancel” if you decide everything is correct after all. You can also add a new senior pastor or a co-pastor by clicking the “Add Pastor” button. This opens a form where you can enter a new pastor or co-pastor’s full name, credential status (if you know it) and the date their pastorate began. There is a calendar to the right of the last field for your convenience. Simply choose the year and month, and then click on the correct day. This will automatically populate the field with that date in the proper format. Then click on the “Add Pastor” button at the bottom. You will now see the name of the new pastor you have added with his or her information. If you make an error, simply edit, or delete the record as we showed you previously. **Please DO NOT add the names of associate pastors here – this is for senior pastors only! Thank you.**

ENTERING LOCAL CHURCH CONTACT INFORMATION

The next section is the contact information for the church. In the left column, you will see the contact information that is currently in Opal for this church, if any. Review this information carefully. If you find there is contact information that is currently missing or that some contact information is incorrect, click on that link in the right column to request the necessary changes. Therefore, if there is no website address available in the left column, but this church now has a web site, you would click on “Change Website Address” in the right column. This will bring up a form for you to enter the correct information. It allows you to choose the type of change you are making: whether it is new information, a clerical update to the existing information or if you are deleting the existing information. The fields that follow will vary according to which information you are editing.

SECTION ENTERING LOCAL CHURCH STATISTICAL DATA

LOCAL CHURCH EVANGELISM

- **Line 1** – is “Number of Conversions
- **Line 2** - is “Number of Baptisms”. Enter the total of ALL baptisms – including infants.
- **Line 3** - is the “Number of churches sponsored that are not yet organized”. This is when a church sponsors a new church work (such as a CTM, Preaching Point or Bible Study with the intent of becoming an organized church). It does not include satellite churches.
- **Line 4** - “Does your church engage in compassionate ministry within your community?” This includes any kind of compassionate ministry in the community. It is not limited to Nazarene Compassionate Ministries. Simply click the radial button for “Yes” or “No” for the answer.

- **Line 5** - is self-explanatory. Simply click the radial button for “Yes” or “No” to answer.

LOCAL CHURCH MEMBERSHIP

- **Line 6 - will be pre-populated.** *You cannot edit this field.* The amount showing is the total full church members at the end of the previous assembly year. If it is incorrect, then contact the District Secretary.

CHURCH MEMBERS RECEIVED/ LOST/ TOTAL

RECEIVING MEMBERS

- **Line 7** - you will enter the number of those who became **members by profession of faith**.
Note: “New Start” & “PAC” Churches” may report new members on line 7, 8 or 9, as applicable.
- **Line 8** - those who became **members from other denominations**.
- **Line 9** - enter the **members received by letter of transfer from another Nazarene church**, per *Manual* Para.111. You will notice that the total on **line 10** automatically updates for each number you enter on lines 7-9.

LOSS OF MEMBERS

- **Line 11** - is self-explanatory.
- **Line 12** – see references below

The next three lines are not numbered, but their total becomes line #12.

“**Removal**” means official local church board action **must** be taken to remove names from the roll. The process is explained in the Nazarene Manual 109 – 109.5.

“**Transfer to another denomination**” means the granting of an official letter of commendation to another denomination.

“**Release**” means removal of the name from the membership roll at the member’s request, not for the transfer to another denomination. See Nazarene Manual 112.2.

You can find references to these in the Nazarene Manual 111.1, 112.2, 112.3.

- **Line 13** - members who transferred to another Nazarene church. *Manual* Para. 111. Lines 11-13 have automatically totaled on line 14 as they were filled.
- **Line 15 is auto-filled** by adding line 10 to line 6 and subtracting line 14. See *Manual* Para. 107 for information regarding membership.
- **Line 15a:** inactive members. Do not enter a number in this space unless you have followed the Manual provisions. You can refer to *Manual* Para. 109 for information regarding inactive membership.
- **Line 16** – Leave Blank (Florida District has **no plan** for associate members)

You are now ready to save the Evangelism section or complete it by clicking the “Save for Later” or “Mark Complete” buttons at the bottom of the page. Once marked as completed, you will see the check mark appear next to this section in the left menu.

LOCAL CHURCH WORSHIP ATTENDANCE

- **Line 17** - asks for the average attendance of weekly corporate worship, including youth and children. **ALL weekly worship attendance should be reported, attempting not to count any person twice. This includes any worship service regardless of the day of the week.** Do not also count a worship service as a discipleship or other small group. It can be one or the other.
- **Line 18** - enter the number of times communion was served in this church during the assembly year just completed.
- **Line 19** - includes any groups of two or more who meet regularly to pray. This is asking for the number of groups, not individuals.

Click on “Save for Later” or “Mark Complete” buttons at the bottom of the page to move on to the next page.

LOCAL CHURCH DISCIPLESHIP

Please notice that the first section of this report is asking for combined statistics for Sunday School, Extended Ministries, Discipleship, and Bible Studies/ Small Groups, etc., attempting not to count any person twice.

SUNDAY SCHOOL ENROLLMENT & ATTENDANCE

- **Line 20** - number of **Children** on the **Responsibility List**

- **Line 20a - weekly average number of children attending.** Add all children together.
- **Line 21 - number of Youth on the Responsibility List**
- **Line 21a - weekly average number of youth attending.** Add together youth involved in Sunday School, Discipleship Groups, etc. (In the US/Canada youth is ages 12-23. Refer to the NYI Charter and your regional NYI President for details.)
- **Line 22 - number of Adults on the Responsibility List**
- **Line 22a - asks for the weekly average number of adults attending.** Add together adults involved in Sunday School, Discipleship Groups, etc.
- **Line 23 - is the total of lines 20, 21, and 22** and is filled automatically. Line 23a is the total of lines 20a, 21a, and 22a and is filled automatically as you fill in each of those fields.
- **Line 24 - enter the number of those on line 23a who attended Sunday School.** Count them on line 24 even if they also attend a Discipleship Group.

SMALL GROUP/ DISCIPLESHIP GROUP ATTENDANCE

- **Line 24a/ 24b - enter the number of those on line 23a who attended a Discipleship Group** such as small groups or cell groups. Count them on line 24a even if they also attended Sunday School. If Small Groups/Discipleship Groups are part of Sunday School leave this line BLANK.
- **Line 24b – enter number of those actively involved in ministry.**

OTHER SDMI, NYI AND NMI ACTIVITIES

- **LINE 24c – Yes or No, implementation of a written sexual abuse policy.**
- **Line 25 – Yes or No if this church operates a pre-school, primary-secondary school, or child development center.**
- **Line 25a - is only filled in if the answer to line 25 was Yes, then enter the total number enrolled in the educational institutions listed in number 25.**
- **Line 26 – Yes or No, provided lay ministry training**
- **Line 27 - VBS enrollment**
- **Line 28 - Caravan enrollment**
- **Line 29 - NYI members** for this church. This includes all the youth participants and adult leadership involved in the youth ministry of this church. Refer to the NYI Charter for further definition of NYI members.
- **Line 30 - NMI members** for this church. Should not simply be the Church membership, but those who are active in the NMI program of the local Church. **Please Do NOT include NMI associate members here.** Record associate members on line 30a.
- **Line 31 – enter number of local licensed ministers from the past year, if any.**

Click on “Save for Later” or “Mark Complete” buttons at the bottom of the page to move on to the next page.

SECTION ENTERING LOCAL CHURCH FINANCIAL DATA

Please note in the instructions for the finance section of the APR that you should round all fractional payments **up** to the next dollar (or local currency). When entering the figures, do not use any commas or decimal points. Some of the fields will pre-populated from the **Funding the Mission** application and cannot be edited or changed. If these field contain incorrect figures, please contact the District Office, and speak to **Mary Egidio (863-644-9331)** about the amounts.

Be aware that if you recently made a payment on allocations to the GMC, District, etc., it usually takes a couple of days for the amounts to show-up on the system. Also, be mindful that on occasion a payment may have been inadvertently posted to the wrong Church year. Before contacting the District Office, check back online in a day or two or go to Funding the Mission first. You may find the error and can get it corrected. If not, then contact the District Office.

LOCAL CHURCH FINANCIALS

LOCAL CHURCH INCOME

- **Line 32 - enter the Church Income for the year.** If you have used **Funding the Mission** to report your Church Income throughout the year, then there will a pre-populated number in line 32. The definition of the term “Church Income” is listed below:

“Church Income includes: a) all donations received by the church to further its mission, both designated and undesignated, such as regular tithes and offerings for the global mission (World Evangelism Fund and all Mission Specials), b) building fund donations, c) capital campaign funds, d) benevolence donations for Compassionate Ministries Centers, e) offerings for SDMI, NYI, etc. Do not include borrowed money, any money received from an insurance claim, rental income (whether a donation or a fixed rate), non-church business income, or monies received for admissions to events that were paid back out for the event.”

[FOR MORE DETAILS ON THESE ITEMS GO TO HTTPS://FUNDINGTHEMISSION.ORG/DISCOVER/WHAT-DOES-IT-MEAN](https://fundingthemission.org/discover/what-does-it-mean)

WORLD EVANGELISM FUND & OTHER GLOBAL MISSION GIVING

- **Line 33** - *for 2018 this line will be pre-populated with the amount of WEF your church has sent to-date. You will NOT be able to edit this line.* Amounts included on this line are World Evangelism Fund offerings from Faith Promise, Easter & Thanksgiving Offerings, etc.
- **Line 34** - Approved Mission Specials (not included in World Evangelism Fund): *for 2018, this line will be pre-populated with the amount your church has sent for Approved Specials to-date. You will NOT be able to edit this line.* You may need to review Funding the Mission or contact the General Treasurer's office at the GMC to verify this amount. Amounts included on this line are World Mission specials such as: Alabaster, deputation offering, LINKS, Missionary Christmas Fund, World Mission Broadcast, Missionary Health Care, Nazarene Compassionate Ministries, Work and Witness, **NTS and NBC offerings*, Point to Point Cash Gifts, etc.
- **Line 35** - is asking for monies given to other global interests. Some examples of this might include any money given for the Global Ministry Center, gifts to non-LINKS missionaries, and duty on LINKS.
- **Line 36** - is the total of lines 33-35 and is filled automatically as you fill in each of those fields.

PENSIONS FUND

- **Line 37** - *for 2018 this line will be pre-populated. You will NOT be able to edit this line. This amount is part of the District 8% Fair Share. This amount should be 2.25% of adjusted church income.* You may need to contact the District Office to verify the amount.

DISTRICT MINISTRY FUND

- **Line 38** - This is the District portion of the District 8% Fair Share, which includes District Departmental Expense (NMI, SDMI and NYI allocations). This amount should be 3.5% of the Adjusted Church Income. You may need to contact the District Office to verify the amount.
- **Line 39** - is asking for monies given to other district interests, including support for projects not included in the "District Ministry Funds", such as New Church Sponsorship, and other benevolences. Again, *if it is an Approved Mission Special, list it on line 32 only for 10% credit.*
- **Line 40** - is the total of lines 38 and 39 and is filled automatically as you fill in each of those fields.

EDUCATIONAL FUND

- **Line 41** - This is the line for the Educational Fund portion of the District 8% Fair Share. This amount should be 2.25% of the Adjusted Church Income. You may need to contact the District Office to verify the amount.
- **Line 42** - is asking for support given by this church to Nazarene institutions other than their assigned education fund. *(**Except NTS & NBC Offerings: these go on line 32)*
- **Line 43** - is the total of lines 41 and 42 and is filled automatically as you fill in each of those fields.

LOCAL CHURCH EXPENSES

- **Line 44** - enter the monies spent by this Church on buildings, properties, and capital improvements. Items for this line are big ticket items. DO NOT include utilities or minor maintenance expenses here. Click on the question mark for specific help info on this question.
- **Line 45** - is asking for the amount paid on principal and interest to reduce the debt on all church properties/ loans, etc. It is not the amount of the indebtedness.
- **Lines 46** – include salaries of all church staff - include the Sr. pastor and all associate pastors and all other paid church staff cash salaries. Anyone you pay, their pay goes here.
- **Line 46a** - include Sr. pastor, Associate pastors' cash housing allowances; health and hospitalization insurance for ALL church staff, and other employee benefits for the Sr. pastor, associate pastors, and all church staff. If you pay/ provide a benefit to staff include it here.
- **Line 47** - enter monies used for helping those in need locally.
- **Line 48** - encompasses all other church ministries. For example, church and parsonage utilities, Sunday School/Discipleship Groups expenses, small equipment purchases, maintenance of properties, reimbursement of professional expenses, revival, and all other expenses involved the operation of the local church.
- **Line 49** - is the total of lines 44 - 48 and is filled automatically.
- **Line 50** - is the total of lines 36, 37, 40, 43 and 49 and is filled automatically.
- **Line 51** - enter one figure for the values of the church's buildings and parsonages. These should include grounds, buildings, and equipment. An official appraisal is preferred, if possible. Include all properties owned by the church. You may use your County's Property Appraiser's figure.
- **Line 52** - give the accurate amount of indebtedness on all "church and parsonage property" combined.

- **Line 53** - is asking if this church paid its allocations in full for the assembly year that just ended. Click the radial button for the “Yes” or “No” response. Only click **Yes** if your church has been designated by the District Resource Center, on the 8% Plus Fair Share Report, as a Fair Share Church.

Notice the section on the online financial page which shows what percentage you paid on WEF, Pensions, Education, and asks you to report whether you paid district allocations in full. The WEF, Pensions and Education information is auto-populated based on the income reported and the target percentages assigned. The percentage of district funds is 3.5% of the income base. The district secretary/ district office will audit this line item based on the information supplied by the District Treasurer. You should confirm your district payments with the District Treasurer BEFORE you report.

Click on “Save for Later” or “Mark Complete” buttons at the bottom of the page to move on to the next page.

USA/ CANADA SUPPLEMENTAL REPORT

The final section of the report is the **USA/ Canada Supplemental Report**. You must complete this section to submit your final report. Please review the questions before you complete this section. For this section, you will need to know the following details....

- Q #1. Of your adult responsibility figure (Line #22), how many are: 34 & younger; 35-54; 55-69; 70 & older;
- Q #6. Senior Pastor’s Yearly Cash Salary (including designated cash housing allowance);
- Q #7. Senior Pastor’s Yearly Employee Benefits (includes cost of insurance, S.S. reimbursement., parsonage fair rental value, 403(b), etc., if not included above in cash salary).

COMPLETING THE ONLINE REPORT FOR SUMISSION

When the five reporting areas and USA/Canada Supplemental Report have been checked as completed, you will notice on the summary page that an additional menu appears at the left headed “**Tasks**”. Under the heading is “**Submit Report**” and a box appears at the bottom of the summary page that has a “**Submit Report**” button. You may click the button in that box or click on “Submit Report” in the Tasks menu to submit this church’s report to the district. Make sure that all information is correct before submitting the report. You can still view the report after submitting, but you will not be allowed to make any further changes. To indicate these facts, after you submit the report, you will see two new messages at the top of the summary page:

“Success. The report data was successfully submitted” and “This report is in read-only mode.”