

**PASTORS’ COUNTDOWN TO DISTRICT ASSEMBLY 2024**

*(One Recommended Calendar Scenario; Updated 11/14/2023)*

**JANUARY 2024**

January (2nd or 3rd week) ***IMPORTANT****: The Agenda for this board meeting should include . . .*

* *Approving an updated membership list (Manual 133)*
* *Approving Nominating Committee Members (Manual 113.10)*
* *Appointing a local auditing committee (Manual 129.23)*
* *Review Progress on Apportionments Payments toward goal of 100% (Manual 130)*
* *Decide when to hold the local church annual meeting (in March) and whether it is to be extended over more than one day*

January 11, 18, 25 **1st, 2nd and 3rd Regional Area Lead Pastors Roundtable (Mandatory)**

(Lunch provided for lead pastors meeting, but not those being interviewed in the afternoon)

January 11 (Thursday) **North Regional Pastors RT** @ **Gainesville CityLight Church beginning at 9:00 a.m.**

*Archer, Archer Japanese Community, Gainesville CityLight, Green Cove Springs One Heart, Interlachen Torre de Alabanza, Jacksonville Arabic, Jacksonville Blessing, Jacksonville Central, Jacksonville First, Jacksonville International Bible, Jacksonville Lighthouse, Jacksonville Oak Hill, Jacksonville Revive, Jacksonville University Boulevard, Lake City, Leesburg, Live Oak, Monticello, Monticello Bethel Iglesia, Ocala Comunidad Cristiana Koinonia, Ocala First, Ocala Prince Of Peace, Ocala West, Orange Park, St. Augustine, St. Johns Faith Community, St. Johns Trinitas, Suwannee River, Tallahassee First, Tallahassee New Life, Trenton Community.*

January 18 (Thursday) **East Central Pastors RT** @ **Kissimmee First Church beginning at 9:00 a.m.**

*Apopka Calvary, Apopka Casa del Rey, Apopka First Haitian, Apopka Springhill, Clermont Citrus Heights, Cocoa Launch Pointe (PAC), Deland, Deland Luz Y Verdad, Deltona Life Fellowship, Deltona Nueva Vida, Eustis, Geneva Living Word, Kissimmee Arabic, Kissimmee Casa De Vida, Kissimmee First, Lake Mary GracePointe, Longwood Parkside, Mascotte Casa De Dios, Melbourne Comunidad Cristiana Renacer, Melbourne First, Melbourne Mosaic (PAC), Merritt Island, Oak Hill First, Orlando Bethesda Haitian, Orlando Center Pointe Community, Orlando Ebenezer Haitian, Orlando Grace Tabernacle, Orlando Heart Of Mercy, Orlando Light Of The World (Haitian), Orlando Metro West, Orlando New Life Community, Orlando Renuevo En Plenitud, Orlando Second Haitian, Orlando The Way To Calvary, Orlando Union Park, Orlando United, Orlando Vietnamese, Palm Bay Christian Life, Palm Bay First Haitian, Port Orange, Rockledge Cross Bridge, St. Cloud, St. Cloud Camina (Hispanic), Sebastian Church At The Cross, Tavares All Nations – Tout Nasyon, Tavares One Foundation, Titusville Calvary, Vero Beach, Winter Garden Faith Family Community, Winter Garden Portuguese (PAC).*

January 25 (Thursday) **West Central Pastors RT** @ **Zephyrhills Church beginning at 9:00 a.m.**

*Bartow Oasis De Esperanza, Clearwater First, Clearwater Iglesia, Gulfport El Semrador, Haines City First Haitian, Haines City Renacer Familiar, Hernando Lake Alfred Lugar de Restauracion (PAC), Lake Wales Hispanic, Lakeland Family Church (PAC), Lakeland First Haitian, Lakeland Highland Park, Lakeland Lake Gibson, Lakeland Nuevo Amanecer, Largo First, Largo Living Hope, Mulberry Iglesia Nazareno Familia De Dios, New Port Richey First, Pinellas Vietnamese, Plant City Beraca Family, Plant City Center of Unction, Plant City Community, Port Richey Living Faith, Riverview Gateway, Spring Hill Calvary, St. Petersburg Crossroads, St. Petersburg Lealman, Tampa CrossPointe, Tampa Community, Tampa First Hispanic, Tampa First Vietnamese, Tampa Town ‘N’ Country, Wesley Chapel, Wesley Chapel Fe De Oro, Winter Haven @ Brooksdale, Winter Haven Centro De Adoracion Familiar, Winter Haven First, Winter Haven First Haitian, Zephyrhills.*

January 11, 18, 25 **1st, 2nd and 3rd Regional Area BOM District Licensing Interview Day –**

Beginning at 1:00 p.m.

All North, East Central, and West Central District License Interviews are by Appointment ONLY and should have been scheduled by the Nov. 15, deadline.

\*\*\*Lead Pastors must attend afternoon interviews with any individual being recommended for a 1st District License. \*\*\*

**FEBRUARY 2024**

February (2nd or 3rd week) **Monthly Local Church Board Meeting**

Finish any of the January business that you did not finish, with regards to

* Membership lists
* Nominating Committee and Auditing Committee
* Review your progress toward 100% payment of the apportionments.

February 15 (Thursday) **District Board of Ministry Meeting**

The Board will meet to make credentialing recommendations to the District Assembly.

February 25 (Sunday) Last Sunday of the 2023-24 Church Year

February 25 (Sunday) Announce Local Church Annual Meeting – pulpit & bulletin.

# February 29 (Thursday) End of Fiscal Year 2023-24 for local churches and district;

* Begin gathering statistical information for Annual Pastor’s Report ([**APR**](https://apr.nazarene.org/)).
  + [APR Local Church User Walk Through Video can be found here for additional information](https://resources.nazarene.org/index.php/s/gLxCkkastFTLKAW)
* Begin **draft of Lead Pastor’s Written Report** to the District (online format received from district, using the **(**[**Pastor’s Dashboard**](https://www.floridanaz.com/pastors-dashboard)**)**

https://www.app.floridanaz.com

**MARCH 2024**

March 1(Friday) **New Fiscal Year 2024-25 Begins Today.**

March 3 (Sunday) **Announce Local Church Annual Meeting** -- pulpit & bulletin.

* Nominating Committee should have completed its work.
* Local Treasurer should have completed annual report.

March 4 (Monday) If in doubt, check with local treasurer and the assistant district

treasurer (Mary Egidio, email is [mary@floridanaz.com](mailto:mary@floridanaz.com%20) ) to make

sure, all apportionments are paid for the 2023-24 year **AND** make the first apportionments payment for the new 2024-25 fiscal year.

March 4 (2nd or 3rd week) **Monthly Local Church Board Meeting;**

Agenda should include . . .

* Adopting a budget for the new fiscal year 2024-25, if this has not already been done, and prepare it for distribution at the annual church meeting. This is the last meeting of the 2023-24 local church board.
* Complete the [simple MAP/Written understanding document](https://www.floridanaz.com/mission-action-planning), sign, and send a copy to the District Resource Center.

# March 6 (Wednesday) Local Church Annual Meeting Part 1 – Reports and

**Approval of Ballot.**

* Distribute Printed/Digital Annual Reports to Congregation.
* Review Manual 113.7, 113.9, 113.11 and 113.14 as you prepare for the Annual Meeting.

March 10 (Sunday)Announce Annual Meeting Part 2 – Voting.

**Local Church Annual Meeting Part 2 – Voting, following service.** Have printed reports available for any who were not present on March 6.

March 11-13 (Mon-Wed) Lead Pastors and Ministry Department Leaders . . .

* Prepare district assembly forms and reports based on the Annual Local Church Meeting**;**
* **Complete** [**APR online**](https://apr.nazarene.org/) **this week**, by **Wednesday March 13**, and all other District forms through the Pastors Dashboard.

# March 13 (Wednesday) District Pastors’ Reporting Day (FINAL DEADLINE):

* The **APR (Annual Pastors’ Report)** must be completed online.
* **All DA forms** submitted via the [**Pastor’s Dashboard**](https://www.floridanaz.com/pastors-dashboard).

March 13 (Wednesday) **Lead Pastor’s *Written* Statistical Report (FINAL DEADLINE)** this written report is to be completed online via your [**Pastor’s Dashboard**](https://www.floridanaz.com/pastors-dashboard), (this is submitted to the DS, and is printed in the District Assembly Handbook).

March 17 (Sunday) Report to the local church that the APR has been submitted and . . .

* District Board of Ministry interviews were held
* Begin promoting District Assembly (media information from district).
* Announce results of Local Church Annual Meeting Elections.
* Present your newly elected local church board and commission/pray for them.

March 18 (Monday) **WHERE TO REGISTER**

* Report Delegates to District Advance online through the [Dashboard](https://www.floridanaz.com/pastors-dashboard)
  + Choose “Delegate Certificate of Election” from District Assembly Forms
* Register children for Kids Advance through [Florida District Website](https://www.floridanaz.com/) under the District Advance links.
* Reserve & purchase onsite meals through [Florida District Website](https://www.floridanaz.com/) under the District Advance links.
* Update hotel reservations for delegates
  + Add/edit names for any previously reserved reservation.
  + Cancel any reservations not needed.
  + Communicate confirmation numbers, hotel address, phone numbers to your delegates.

March 24 (Sunday) Palm Sunday

March 27 (Wednesday) Local NMI President’s Report form from Pastor’s Dashboard

March 29 (Friday) Good Friday

March 29 (Friday) **Annual Minister’s Report** (For those **not** serving as Sr. Pastor of a local church)this annual report is to be completed online ([Annual Minister’s Report](https://www.floridanaz.com/annual-ministers-report)) as it is required by the Manual.

March 31 (Sunday) Easter

**APRIL 2024**

April 7 (first Sunday) **Continue promoting District Advance to your congregation.**

April 2 or 4 (Tuesday) Meet with the new local church board for the first time.

April 9 (Tuesday) **DEADLINE for finalizing: (10 days prior to Advance)**

* Delegate Registration ([Pastors Dashboard/online](https://www.floridanaz.com/pastors-dashboard))
* Meal reservations for District Advance delegation, guests and children (<https://www.floridanaz.com/> FL District Website)
* Sign up children for Kids Advance ([FL District Website](https://www.floridanaz.com/))

**April 19-20, 2024**

**District Advance**

**@**

**Highland Park Church**

**4777 Lakeland Highlands Rd.,**

**Lakeland, FL 33813**