

ANNUAL PASTOR'S REPORT (APR) DETAILED INSTRUCTIONS

INSTRUCTIONS

NOTE: In the instructions that follow, the line items appearing in GRAY represent items that are either filled in on your report already or that show the totals for other line items in which you make entries.

The first section is **CONTACT INFORMATION** for the church. In the left column you will see the contact information that is currently on record 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 particular link in the right column to request the necessary changes. So, if there is no website address available in the left column, but this church now has a website, 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.

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. *If you have not completed every section of this portion and you want to save the work you have done and come back to it later, click the “Save for Later” button.* This will save your work, but will not check off this section in the left menu. If you are ready to complete this section, simply click on the “Mark Complete” button at the bottom of the page. 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 “Local Church” portion of the menu at the left of your screen.

The next section is **EVANGELISM**. Click on it in the left menu. This takes you to a page with that heading and begins with line #1, “Number of Conversions”.

Line 1 is “Number of Conversions”. Enter the number of people who were converted in your church during the assembly year just completed. Beginning in this section of the APR, if you click on a question, the help text for that particular question will come up.

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 multiple worship services or multiple worship venues (satellite churches).*

Line 4 is “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 pretty self-explanatory. Simply click the radial button for “Yes” or “No” to answer.

Line 6 is grayed out and will be pre-filled. Please note that this field cannot be manipulated. If the total is not correct, you will have to contact the GMC. This was the total full church members at the end of the previous assembly year.

Line 7. Enter the number of those who became members by profession of faith.

Line 8, Enter the number of those who became members from other denominations.

Line 9, Enter the number of those received into membership by letter of transfer from another Nazarene church, per *Manual* Para.111.

Line 10. You will notice that the total on line 10 automatically updates for each number you enter on lines 7-9.

Line 11 is self-explanatory. The next three blank lines are not numbered, but their total becomes Line 12. “Removal” means the official board action to remove the name from the roll. “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 their request, not for the transfer to another denomination. You can find references to these in the *Manual* Pars. 111.1, 112.2, 112.3.

Line 13. Enter the number of members who transferred to another Nazarene church. Reference the *Manual* Para. 111. Lines 11-13 have automatically totaled on line 14 as they were filled.

Line 15 is auto-filled adding line 10 to line 6 and subtracting line 14. See *Manual* Para. 107 for information regarding membership.

Line 15a. Enter how many of the number of members shown on line 15 are inactive members. You can refer to *Manual* Para. 109 for information regarding inactive membership.

Line 16. Enter the number of associate members this church has. See *Manual* Para. 108 for information regarding associate membership.

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.

If you go back to the summary page at this time, you will see the progress bar indicates you have completed 40% of the report for this church.

Now you are ready to move to the **WORSHIP** section. Click on this section in the menu at the left of your screen and it will appear.

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 what is the attendance to the groups*.

You are now ready to save the Worship 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.

Now you are ready to move to the **DISCIPLESHIP** section. Click on “Discipleship” in the menu to the left. Please notice that the first section of this report is asking for combined statistics for Sunday School, Extended Ministries, Discipleship and Bible Studies, *attempting not to count any person twice.*

Line 20. Enter the number of children on the responsibility list for this church (On the Intermountain District, this is the total number of children ages 0-12 or through grade 6).

Line 20a asks for the weekly average number of children attending. Add together all children involved in Sunday School, Discipleship Groups, etc. *attempting not to count any person twice.*

Line 21. Enter the number of youth on the responsibility list for this church. (On the Intermountain District, this is the total number of youth ages 13-18).

Line 21a asks for the weekly average number of youth attending. Add together youth involved in Sunday School, Discipleship Groups, etc. *attempting not to count any person twice.*

Line 22. Enter the number of adults on the responsibility list for this church. (On the Intermountain District, this is the total number of adults ages 19 and above).

Line 22a asks for the weekly average number of adults attending. Add together adults involved in Sunday School, Discipleship Groups, etc. *attempting not to count any person twice.*

Line 23 is the total of lines 20, 21, and 22 and is filled automatically as you fill in each of those fields.

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 attended a Discipleship Group.*

Line 24a. 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.*

Line 25 asks if this church operates a pre-school, primary-secondary school or child development center. Click the radial button next to “Yes” if it does or the one next to “No” if it doesn’t.

Line 25a is only filled in if the answer to line 25 was yes. If so, enter the total number enrolled in the educational institutions listed in number 25.

Line 26. Enter the VBS enrollment for this church in the assembly year that just ended.

Line 27. Enter the Caravan enrollment for this church in the assembly year that just ended.

Line 28. Enter the number of 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 29. Enter the number of NMI members for this church. Do NOT include NMI associate members here.

Line 29a. Enter the total number of NMI associate members.

You are now ready to save the Discipleship 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.

If you go back to the summary page at this time, you will see the progress bar indicates you have completed 80% of the report for this church.

Now you are ready to move to the final section of the report, the **FINANCIAL** section. Click on “Financial” in the menu to the left. Please note that all figures entered are automatically rounded to the nearest dollar.

Line 30. Enter the total income received during the Assembly year just ended.

Church Income is all offerings received by the local church. It includes 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), building fund, capital campaign, benevolence, Compassionate Ministries Centers, SDMI, NYI, etc. Do not include borrowed money or any money received from an insurance claim. [For more details, go to *www.FundingTheMission.org/ChurchIncome*.](http://www.FundingTheMission.org/ChurchIncome)

Line 31. Enter the figure given for the World Evangelism Fund from Faith Promise, Easter & Thanksgiving Offerings, etc.

Line 32. Enter all Ten Percent giving. Include Approved Mission Specials (not included in World Evangelism Fund), World Mission specials, 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.

POINT-TO-POINT GIVING is a method of recording Ten Percent recognition for cash gifts and non-cash gifts that are not funneled through Global Treasury Services. This method should be used for special circumstances in which a local church sends a gift directly to a Mission Special. For example, a church that operates a Compassionate Ministry Center can receive recognition for the funds it provides without the need to send the funds through Global Treasury Services.

For a listing of qualifying Ten Percent projects, see the Ten Percent category listings in the links appearing under the heading “Ten Percent Mission Specials” at the following link:

<http://www.nazarene.org/ministries/NFS/stewardship/offering/tenpercent/display.aspx>

Line 33 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 34 is the total of lines 31, 32, and 33 and is filled automatically as you fill in each of those fields.

Line 35. Enter the total amount given to the Pension Fund by this church.

Line 36. Enter the amount given to District Ministries (that is, the monies paid by the local church on the apportionment for district obligations assigned by the District Assembly), including what is given to District NMI..

Line 37. Enter to amount given to other district interests, such support for projects not included in the “District Ministry Funds”. **NOTE:** If it is an Approved Mission Special, list it on line 32 only.

Line 38 is the total of lines 36 and 37 and is filled automatically as you fill in each of those fields.

Line 39. Enter the amount given toward payment of your NNU (Education Fund) budget.

Line 40. Enter the amount given to Nazarene institutions other than their assigned education fund. (Except NTS & NBC Offerings which are included *only* on Line 32)

Line 41 is the total of lines 39 and 40 and is filled automatically as you fill in each of those fields.

Line 42. Enter the monies spent on buildings, properties and capital improvements. This includes amounts paid for leasing of facilities or equipment, purchase of furnishings or larger pieces of equipment (like the \$14,000 piano, not the \$20 Mr. Coffee!), and capital improvements and repairs *which raise the total valuation of the church property*. Do not include amounts paid for building maintenance and supplies, replacement of items when part of an insurance claim settlement, borrowed money you spent, or amounts of principal and interest paid on loans. Click on the question for specific helps on this question or see the written instructions for the Global APR available through the General Secretary’s web site. <http://www.nazarene.org/ministries/gensec/localforms/display.aspx>.

Line 43. Enter the amount paid during the Assembly year just completed on principal and interest to reduce the debt on all church properties. *Do not enter the balance still owing*.

Line 44. Enter the total amount paid in cash salaries/wages for all church employees (pastoral staff, office staff, custodial staff, etc.).

Line 44a. Enter amounts paid in housing allowances (qualifying ministerial staff only), health and hospitalization insurance, and other employee benefits (group health and disability, retirement contributions, etc.).

Line 45. Enter total monies used for helping those in need locally.

Line 46 encompasses all other church ministries. For example, church and parsonage utilities, Sunday School/Discipleship Groups, smaller equipment purchases, maintenance of properties, reimbursement of professional expenses, revival, non-ministerial staff salaries and all other expenses involved in the operation of the local church.

Line 47 is the total of lines 42, 43, 44, 44a, 45 and 46 and is filled automatically as you fill in each of those fields.

Line 48 is the total of lines 34, 35, 38, 41 and 47 and is filled automatically as you fill in each of those fields.

Line 49. Enter one figure for the values of the church's buildings and parsonages. This valuation should include grounds, buildings, and equipment. An official appraisal is preferred, if possible. Include all properties owned by the church.

Line 50. Enter the actual amount of indebtedness on all church-owned property for which the church is responsible (as of March 31, the end of the Assembly year just ended).

Line 51 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. See "The Annual Pastor's Report to the District Assembly" available from the District Office or online at

<http://www.intermountaindistrict.org/DistrictAssembly.htm>

You are now ready to save the Financial 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.

SUBMITTING YOUR REPORT

As a local church reporting, when the five areas 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 this, 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").