

Local Church Year End CHECKLIST 2018-19



LETTERS TO THE D.S.

- Local/District Minister Licensees letter
- Permission for staff/employee position letter

PASTORAL ACTION TO TAKE – NOVEMBER, 2018

- Current/updated Membership List (for local church nominating committee)
- Select Nominating Committee (nominate Church board, NMI, NYI, SDMI & Assembly delegates)
 - No less than 3 or more than 7 members of the church including the Pastor
- Date for Nominating Committee to meet (before November Board Mtg.)
 - Letters to nominees
 - Nominees respond by: _____
- Date for Annual Church Meeting
 - Must be done BEFORE end of February. New church board takes office as of March 1st.
- Budget Committee meets and plans for 2018-19 Budget

CHURCH BOARD MEETING – NOVEMBER, 2018

- Approval of District/Local Licensees
- Approval of Nominations

CREDENTIALS TO-DO LIST – DECEMBER, 2018

- Candidate Applications for Local/District License due 12/28/18
- Verification of Credentials Form (1st time licensee's only). Notify District Secretary to have this form processed through the District Office. due 12/28/18
- Pastor recommendation for District license/renewal due 12/28/18
 - Confidential & must come directly from the Pastor – will not be accepted from the candidate
- Church Board Recommendation for District License/renewal due 12/28/18
 - Confidential & must come directly from the Pastor – will not be accepted from the candidate



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ANNUAL MINISTERIAL REPORTS – JANUARY, 2019

- Elders, Licensed Ministers, retired elders Annual Ministerial Report forms Due 1/31/19
<http://nazarene.org/district-forms>
- Check that all budgets will be paid in full
- Remind each auxiliary and committees that annual reports are due 1/31/19
- List of Recommended Church members for District nominations to the DS

ANNUAL CHURCH MEETING – (JANUARY-FEBRUARY) 2019

- Annual Church Meeting
 - Must be done BEFORE end of February. New church board takes office March 1st.
- Announce Meeting 2 Sunday's Prior
- Sample ballot with Nominee names 2 Sunday's Prior. (Photo's optional)
- Ballot with nominee names (Photo's optional)
- Board of Tellers
- Per Manual 2017-2021 paragraph 516.4 Print & Distribute Constitution of the Church of the Nazarene (ref pg. 26-43) & Covenant of Christian conduct (ref pg. 46-61)
- Per Manual 2017-2021 Paragraph 122, Every Pastor and Church Board shall Conduct a planning session to renew the expectations & goals of the Church.
- Submit Certificate of Election to District for Assembly, NMI, SDMI, Delegates, Alternates - Due 2/28/19

APR (ANNUAL PASTOR REPORT) ONLINE – ALL ITEMS BELOW DUE MARCH 15TH, 2019

- Submit your APR online at <https://apr.nazarene.org/apr/report/>
 - Your Login is the same as last year. Email office@adnaz.org if you need help.
- Letter to the G.S. with an overview & highlights of your church year
- Letter with 4-6 bullet point highlights for the Assembly Handbook
- Church Directory
- Church Memorial Roll

ADDITIONAL ITEMS

- _____ Due _____
- _____ Due _____
- _____ Due _____

