

CENTRAL FLORIDA DISTRICT CHURCH OF THE NAZARENE
2010 ANNUAL PASTOR'S REPORT (2010 APR)
INFORMATION & INSTRUCTIONS

Welcome to the **2010 Annual Report** and **2010 District Assembly** season. Please read this entire document before you begin to complete any of the forms. **The Online & paper APR is COMPLETELY NEW this year.** The information you will need to know in order to successfully complete and submit your annual pastor's report for the 2010 District Assembly.

NO PRINTED STATISTICAL & FINANCIAL REPORT REQUIRED THIS YEAR!

Whether you are new to the process (this being your very first Nazarene pastor annual report) or you are a veteran, we hope you will find this information helpful. At all times, please feel free to contact the **District Secretary, Steve Egidio, 863-409-3718**, if you have any questions with the process. Even if you are veteran pastor and have filled out many annual reports, it is very important that you read the information contained in this document.

PURPOSE OF THE PROCESS

This is the report of the local church to the District Assembly and covers the activities of the church and its auxiliary organizations. Your faithful response makes possible the study of the fruits of ministries occurring in Nazarene churches. Data gathered on the Annual Report of the Pastor is important to some agency of the church and is significant to the statistical history of the Church of the Nazarene.

EXPLANATION AND APR INSTRUCTIONS TO THE PASTOR

The **Pastor** is responsible to supervise the preparation of the statistical reports from all departments of the local church. Care should be taken to assure that the statistics reported to auxiliary conventions by the respective leaders in the local church are the same as included in the Pastor's Report to the District Assembly. Read the explanation of items carefully. Completeness and accuracy are necessary. Check through the report step by step before entering the data in the online **Annual Pastors Report** application.

EXPECTATION

You are **expected** to use the **web-based Annual Pastor's Report program**. However, **for the first time ever, you not be required to submit a printed financial and statistical report**. Since this report system is web-based you can use virtually any computer that has access to the Internet to complete your report. If you do not personally have Internet access, find someone in your church or family who does. You can also come to the district resource center in Lakeland and use one of several computers available in the office. Call the office for an appointment to do your annual report. You can also go to the public library. Virtually all public libraries have computers with Internet access. Find out about the library in your area. The online program has been completely redesigned.

NO PRINTED STATISTICAL & FINANCIAL REPORT REQUIRED THIS YEAR!

THE APR DEADLINE

The **deadline** for the Pastor's Report to be online & the required Forms to **arrive** in the mailbox of the district resource center is **Monday, March 15, 2010**, to be considered received on time. All forms requested for return must be sent back by the deadline. So please work diligently and plan ahead. *Missing forms delay processing your report and delays in process could mean you miss awards because we did not have all of your information when needed.*

The following paper forms are included on the district website for download.

- Type in ***http://www.teamcentralnaz.org/2010_apr_forms.html***
- **Download/ Save the forms** to your computer. You will still need to print the completed report sign it and send it back. (We **cannot** accept these forms via email or FAX, they must be mailed).

- **2010 APR Checklist** – for use while completing the reporting process
- **2010 APR Instructions** – for use while completing the reporting process
- **2010 APR Worksheet** – to be used as work-copy only **do not send in**
- **2010 District Assembly Delegate Election Certificate** – three pages (includes place for staff pastors)
- **2010 Deceased Church Members** form – (not the N.M.I. Memorial Roll) (use if applicable)
- **2010 Written Pastor's Report Outline** (to be submitted to the General Superintendent)
- **2010 Fair Share Verification form**
- **2010 Local Church Directory form**

INSTRUCTIONS FOR COMPLETING YOUR ANNUAL REPORT

- Look through your packet once more to be sure you have received all of the forms listed above.
- Give each of your department heads their portion of the Departmental Report Form so they may pull their stats and financial information together. These are critical in assisting you to complete your report.
- Get a copy of your **2009 Pastor's Report**, the **2009 District Journal**, the **2010 Pastor's Report Form** (from your packet), and the **cover letter** in this packet.

THE ONLINE ANNUAL PASTOR'S REPORT PROGRAM

The following pages pertain to the **2010 Annual Pastor's Report** program. Using this online program to complete your annual report will make your process much easier.

EVERYONE IS REQUIRED TO USE THE ONLINE SYSTEM!

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

Once you have completed the report, please print out a hard copy to sign and send back with all of your other forms. Send the completed forms in time to be received by **Monday, March 15, 2010**.

Send the completed report and other requested materials to:

**Rev. Steve Egidio, District Secretary
c/o Central Florida District Resource Center
4720 Cleveland Heights Blvd., Suite 303
Lakeland, FL 33813**

A return address label is provided. Use the provided checklist to be sure you are including all of the requested forms.

2010 DISTRICT ASSEMBLY DELEGATE ELECTIONS CERTIFICATE

(this information applies only to District Assembly, and must be submitted. No delegate form, no delegates.)

- This form is now 3 pages for accuracy of reporting. Please look over the form before you fill it out.
- Use **Chart 1** on the Delegate Election form to determine the number of allowable lay delegates you may elect.
- Elect an equal number of alternates to delegates (if possible).
- Sr. Pastor, Associate Pastors (licensed or ordained, full-time & part-time), newly elected Sunday School Superintendent, newly elected NMI President*, newly elected NYI President are ex-officio delegates to the district assembly. There is space to list these persons on the form.
- **Note:** Unassigned (U) and Retired Unassigned (RU) licensed or ordained ministers in your local church may not be elected as lay delegates, and ARE NOT delegates to the district assembly per the Nazarene Manual. **If an unassigned minister serves as NMI President, that person is NOT an ex-officio delegate to the assembly.*
- The **Pastor** and **Church Board Secretary** must **sign and date** the form **to verify** the **election**. Forms with missing signatures **ARE NOT** valid. Your elected delegates will be denied registration, without a proper form.
- Pastors of "**New Start**" churches may **appoint delegates** according to the above instructions, but must also submit a Delegate Election form signed by the Pastor.

2010 ANNUAL PASTOR'S REPORT

LOCAL CHURCH REPORTING INSTRUCTIONS

Welcome to the **NEW** Global 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.

SETTING UP NAZ ID ACCOUNTS

EXISTING NAZARENE ACCOUNT

- If you were a 2009 General Assembly Delegate, you already have a NAZ ID account.
- You will not receive an automatic notification, but a manual 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.

NEW ACCOUNTS:

- If you do not have a NAZ ID account yet, you will receive an invitation email from your district secretary. If you click on the link in the email then you will be taken directly to the Sign Up form. If you copy and paste the address for the site into your browser, then you will have to 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 (see sample "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 you login, 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 Pastors Report**". Click on this 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.egidio1@verizon.net

ENTERING INFORMATION IN YOUR ONLINE REPORT

To begin entering your information, click on the menu choice **“Report.”**

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. 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.

ENTERING LOCAL CHURCH PASTOR INFORMATION

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

The information about your local church and its pastor are 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 – only senior pastors!

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 particular 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.

ENTERING EVANGELISM INFORMATION

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”. In that field, type in the number of people who were converted in this church 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.

LOCAL CHURCH ACTIVITIES

- **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** 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** you will enter the number of those who became **members by profession of faith**.
- **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.
- **Line 11** is self-explanatory.
- The next three lines are not numbered, but their total becomes line #12.

Note: “**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 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** 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 (Central 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.

ENTERING WORSHIP ATTENDANCE INFORMATION

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.

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.

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.

ENTERING DISCIPLESHIP INFORMATION

Now 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.

SUNDAY SCHOOL ENROLLMENT & ATTENDANCE

- **Line 20**, enter the number of **Children** on the **Responsibility List** for this church.
- **Line 20a** asks for the **weekly average number of children attending**. Add together all children involved in Sunday School, Discipleship Groups, etc.
- **Line 21**, enter the number of **Youth** on the **Responsibility List** for this church.
- **Line 21a** asks for the **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**, enter the number of **Adults** on the **Responsibility List** for this church.
- **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 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.

SMALL GROUP/ DISCIPLESHIP GROUP ATTENDANCE

- **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.

OTHER SDMI, NYI AND NMI ACTIVITIES

- **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 does not.
- **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** is asking for the **VBS enrollment** for this church in the assembly year that just ended.
- **Line 27** is asking for 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. Record associate members on line 29a.

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.

ENTERING FINANCIAL INFORMATION

Now click on “Financial” in the menu to the left. 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.

LOCAL CHURCH INCOME

- **Line 30**, enter the income for this church. 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 ON THESE ITEMS GO TO [HTTP://WWW.FUNDINGTHEMISSION.ORG/CHURCHINCOME](http://www.fundingthemission.org/churchincome).

WORLD EVANGELISM FUND & OTHER GLOBAL MISSION GIVING

- **Line 31**, enter the figure this church gave for **World Evangelism Fund from Faith Promise, Easter & Thanksgiving Offerings**, etc.
- **Line 32** is the 10% Mission Specials Line: Here you should 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.
- **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.

PENSIONS FUND

- **Line 35**, enter the total amount given to the Pension Fund by this church.

DISTRICT MINISTRY FUND

- **Line 36** is asking for the amount this church gave to its District's Ministry Fund. That is the monies paid by the local church on the apportionment for district obligations assigned by the District Assembly.
- **Line 37** is asking for monies given to other district interests, including support for projects not included in the "District Ministry Funds", such as cash investments in New Church Sponsorship, district center support, district departmental expense, and other benevolences. Again, *if it is an Approved Mission Special, list it on line 32 only for 10% credit.*
- **Line 38** is the total of lines 36 and 37 and is filled automatically as you fill in each of those fields.

EDUCATIONAL FUND

- **Line 39** is asking for the amount given to this church's assigned Educational Institution Fund.
- **Line 40** 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 41** is the total of lines 39 and 40 and is filled automatically as you fill in each of those fields.

LOCAL CHURCH EXPENSES

- **Line 42**, enter the monies spent by this church on buildings, properties and capital improvements. Click on the question for specific helps on this question.
- **Line 43** is asking for the amount paid on principal and interest to reduce the debt on all church properties. It is not the amount of the indebtedness.
- **Lines 44 and 44a** are asking for the salaries and benefits of all church staff. On line 44, include pastors' and associate pastors' cash salaries. On line 44a, include pastors' and associate pastors' housing, health and hospitalization insurance for ministerial staff, and pastors' and associate pastors' employee benefits.
- **Line 45**, enter 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 the operation of the local church.
- **Line 47** is the **total of lines 42, 43, 44, 44a, 45 and 46** and is filled automatically.
- **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. These should include grounds, buildings, and equipment. An official appraisal is preferred, if possible. Include all properties owned by the church.
- **Line 50** give the accurate amount of indebtedness on all "church and parsonage property" combined.

- **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.

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.

COMPLETING THE ONLINE REPORT FOR SUBMISSION

When the five reporting 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 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**”.

2010 LOCAL CHURCH DIRECTORY SHEET (USE ONLY IF YOU ARE UPDATING INFORMATION)

The information you report on this directory form will be what appears in the **2010 District Journal**. If you make no changes, we will simply repeat the 2008 information in the 2009 journal. However, if have changes, please be aware that this directory page is the **official list** of your church officers and staff ministers. If you have district licensed or ordained ministers in your church who are staff ministers, whether full-time or part-time, paid or un-paid volunteers, they **must be listed** on this page with a **district approved role title** (see the approved list at the bottom of this page). It is your responsibility to be sure that all of the information is totally accurate, including corrections for misspellings, etc. For changes we will rely on what you report on this **2008** form. So please complete the form accurately. We may contact you if we have questions.

A sample listing format for ministerial staff member.... (format will be re-checked in the district office)

⁽¹⁾Associate Pastor–⁽²⁾ (LM) ⁽³⁾ (FT) ⁽⁴⁾ John Doe, 123 Any Street, Any Town, and FL 11111 ⁽⁵⁾ (email: johndoe@domain.com; 123-456-7890)

This list contains the ONLY approved role titles for **district licensed** (LM) and **ordained ministers** (E or D) who are **staff ministers in local churches** and listed on your local church directory sheet. This is pertinent to the “Roll of Ministers.”

- **Pastor** (Sr. Pastor only)
- **Executive Pastor** (FT) or (PT) (usually an administrative position)
- **Administrative Pastor** (FT) or (PT) (usually an administrative position)
- **Associate Pastor** (FT) or (PT) (a general category)
- **Associate Pastor** of some specific ministry as noted below:
 - **Visitation** (FT) or (PT)
 - **Youth Ministries** (or some variation) (FT) or (PT)
 - **Children’s Ministries** (or some variation) (FT) or (PT)
 - **Christian Education** (FT) or (PT) (not a Day School or Pre-School Director)
 - **Music/ Worship Arts** (or some variation) (FT) or (PT)
 - **Small Groups** (or some variation) (FT) or (PT)
 - **Evangelism** (or some variation) (FT) or (PT)
- **Day School Dir./Prin.** (FT) or (PT) (may also be a Pre-School Director)

The following titles are not applicable for approved ministerial role codes:

Sunday School Superintendent

Sunday School Ministry Directors, such as:

- *Adult Ministries Director*
- *Sr. Adult Ministries/ Prime Time Director (if an Associate Pastor carries this responsibility, that person needs to be listed as an Associate Pastor above)*
- *Men’s Ministries Director*
- *Women’s Ministries Director*

- *Singles Ministry Director*
- *College & Career Director*
- *CLT Director*
- NYI Ministries Dir./President (usually held by a layperson)
- NMI President
- Church Board Secretary and/or Church Treasurer/ Financial Secretary

Also: Ministers serving as Custodians/ Maintenance Personnel or Secretaries **may not** be listed as ministers in your church directory page.

2010 DISTRICT JOURNAL

Starting with the 2010 Church Year, the annual district journal will no longer be printed by Nazarene Publishing House. The General Secretary's office will be preparing a PDF version of the 2010 district journal. The district office will receive a PDF of the district journal once the reports, etc. have been audited by the General Secretary's office. Each church will receive a copy of the PDF via email from the district office when it available.

CHECKLIST FOR FORMS TO RETURN:

RETURN DEADLINE – MONDAY, MARCH 15, 2010

- 2010 District Assembly Delegate Election Certificate** (required)
- 2010 Local Church Directory Sheet_** (if used to update information)
- 2010 Deceased Church Members** form (if applicable)
- 2010 Fair Share Verification Form** (required)
- 2010 Pastor's Written Report** (required)

2010 TEAM CENTRAL CONVENTIONS & DISTRICT ASSEMBLY SCHEDULE
All assembly events being held at Highland Park Church of the Nazarene, Lakeland, FL

Team Central Mosaic* – Saturday, April 24, 2010

Team Central District Assembly – Sunday, April 25 & Monday, April 26, 2010

- ❖ District Assembly Rally – Sunday, April 25 @ 6:00 pm
- ❖ Assembly Business – Monday, April 26 @ 8:30 am to 5:00 pm
- ❖ Ordination Service – Monday, April 26 @ 7:00 pm

***Mosaic: Combined NMI, NYI & Sunday School Conventions**

Contact Information for Pastor's Report information and help....

For Credentials:

Dr. Larry Dennis, District Superintendent; office: (863) 644-9331
email: ldennis@teamcentralnaz.org

For Credentials & Pastor's Annual Report (both paper forms and online program help):

Rev. Steve Egidio, District Secretary; office/cell# (863) 409-3718
email: segidio@teamcentralnaz.org

For Fair Share, and other district financial information:

Mrs. Mary Egidio, District Treasurer; office: (863) 644-9331
email: megidio@teamcentralnaz.org

Thank you for being diligent in getting this very important task completed. We look forward to seeing you at the district assembly, where we can celebrate together what God is doing through you and your church for the sake of His Kingdom.

Serving Christ,

Steve Egidio

**District Secretary
 Central Florida District**