ANNUAL PASTOR'S REPORT
Help Text

WHAT IS THE APR

The Annual Pastor's Report is the report of the pastor and local church to the District Assembly. It covers the activities of the church and its auxiliary organizations during the district's statistical year. Data gathered through the APR is significant in recording the ministry of the local church, district, and denomination. Completion of the APR is required per *Manual* paragraph 125.5.

CHURCH INFORMATION

Local church name: This should be the name of your church as it is registered with the General Secretary's Office. DO NOT INCLUDE "Church of the Nazarene" as part of the name. NOTE: This should also be the name the church is incorporated under. Contact your district office if it is not.

Church #: Enter the district number and church number separated by a hyphen (123-1234).

Local church name in local language: Enter the official name of the church in the local language.

District name: Enter the full name of your district as registered with the General Secretary's Office. For example, Southwest Native American rather than SW Native Am.

Location address: Enter the physical address location of the church.

Mailing address: Enter the mailing address of the church.

Phone: Enter the church's phone number.

Email: Enter the church's email address.

Website: Enter the church's website address.

Primary language spoken in church services: Enter the primary language used during worship services.

Secondary language: Enter another language used, if any, during worship services.

PASTOR INFORMATION

List all credentialed people assigned to this church: Name, Role: Enter the name of each district licensed or ordained clergy person with an assignment at this local church. Also enter each person's role as defined by the *Manual* (Roles of Ministry, 505-520.

CHURCH MEMBERSHIP (*MANUAL* 109 TO 111.5)

Number of full church members reported last year: Enter the number of full church members as reported on last year's Annual Pastor's Report, or as shown in last year's district journal.

1. **Received by profession of faith:** Number of new full members joining the church for the first time during this statistical year, who did not transfer membership from another church or denomination.
2. **Received from other denominations:** Number of new full members joining the church during this statistical year who transferred their membership from another non-Nazarene church or denomination.
3. **Received by transfer from other Nazarene churches:** Number of full members who transferred their membership to this church during this statistical year from another Nazarene church.

Total members received: The sum of item numbers 1, 2, and 3.

4. **Lost by death:** Number of full members who have passed away during this statistical year.
5. **Lost by removal, transfer to other denominations, or release:** Number of full members fitting the following categories during this statistical year: "Removal" means the official board action to remove the member from the roll. "Transfer to another denomination" means the granting of an official letter of commendation to another denomination. "Release" means removal of the member from the membership roll at their request, and without a request to transfer to another church or denomination. *Manual* Pars. 113.1, 114.2, 114.3.
6. **Lost by transfer to another Nazarene church:** Number of full members who transferred their membership to another Nazarene church during this statistical year.

Total members lost: The sum of item numbers 4, 5, and 6.

Total full church members: The result of "Number of full church members reported last year" plus "Total members received" minus "Total members lost".

7. **Of the total full church members, how many are inactive? (*Manual* 111 to 111.5):** This number will not change the number of full members listed elsewhere. See *Manual* Para. 109 for information regarding membership, and *Manual* Para. 111 for information regarding inactive membership.
8. **Number of Fellowship Members (your district must have a policy to count fellowship members; (*Manual* 110 to 110.1):** Persons may be counted as fellowship members when a district makes provision, according to *Manual* Para. 110. If the district does not have a written policy defining a fellowship member, enter zero (0). These individuals are not included above as full or inactive members. Fellowship members were previously termed "Associate members."

WORSHIP AND DISCIPLESHIP

9. **Estimated number of conversions:** The number of people who accepted Christ as their Savior as a result of this church's ministry during this statistical year. A reasonable estimate is acceptable.
10. **Number of persons baptized:** The number of people who were baptized by this church's ministry during this statistical year.
11. **Estimated number of persons entirely sanctified:** The number of people who were entirely sanctified as a result of this church's ministry during this statistical year. A reasonable estimate is acceptable.

12. **In-person, average weekly worship attendance (include all ages and locations):** The number of people physically present at the location(s) where the worship service(s) were held. Try not to count the same person twice within the week. Report a whole number.

13. **Online, average weekly worship attendance:** The number of people participating in the worship service remotely. Try not to count the same person as both in-person and online. Report a whole number. A reasonable estimate is acceptable.

Total average weekly worship attendance: The sum of item numbers 12 and 13 (in-person and online average weekly worship attendance).

14. **Largest weekly worship attendance this year (include all ages and locations):** The highest number of people participating in weekly worship service(s) during this statistical year. This is typically during Easter week or Christmas, but may be any special worship service. It is not an event separate from worship. Try not to count the same person twice within the week. Report a whole number.

Number of people being discipled (includes Sunday School, small groups, and other discipleship programs/methods)

15. **Children's Ministry**
    a) **Accountability Care List:** Number of children who regularly attend any of this church's NDI ministries, and any children the local church has encountered through outreach ministries or relational discipleship for whom NDI has contact/follow-up information. This number is usually higher than average weekly attendance.
    b) **Average Weekly Attendance (including mid-week services/programs):** Number of children present at a weekly event that includes Bible learning and/or discipleship. Only count an individual one time if he/she is involved in multiple groups.
    c) **Caravan Enrollment:** Number of children and any staff/workers involved with Caravan. See www.thefoundrypublishing.com/caravan-faqs for information.
    d) **Vacation Bible School Enrollment:** Number of children and any staff/workers involved with VBS.

16. **Youth Ministry**
    a) **Accountability Care List:** Number of youth who regularly attend any of this church's NDI ministries, and any youth the local church has encountered through outreach ministries or relational discipleship for whom NDI has contact/follow-up information. This number is usually higher than average weekly attendance.
    b) **Average Weekly Attendance (including mid-week services/programs):** Number of youth present at a weekly event that includes Bible learning and/or discipleship. Only count an individual one time if he/she is involved in multiple groups.
    c) **NYI Membership (include all youth participants and adult leadership involved in the youth ministry):** See the NYI Charter (*Manual* 810) for guidelines.

17. **Adult Ministry**
    a) **Accountability Care List:** Number of adults who regularly attend any of this church's NDI ministries and, any adult the local church has encountered through outreach ministries or relational discipleship for whom NDI has contact/follow-up information. This number is usually higher than average weekly attendance.
    b) **Average Weekly Attendance (including mid-week services/programs):** Number of adults present at a weekly event that includes Bible learning and/or discipleship. Only count an individual one time if he/she is involved in multiple groups.

Total Accountability Care List (15a + 16a + 17a): Report the sum of item numbers 15a, 16a, and 17a.

Total Average Weekly Attendance (15b + 16b + 17b): Report the sum of item numbers 15b, 16b, and 17b.

18. **NMI Membership (NOT including NMI associate members; *Manual* 811, Article IV):** This number is equal to the full church membership: adult, youth, and children. Church members that are non-voting members (under age 15) count as full NMI members. The APR NMI membership number and the Local NMI form must have matching membership figures.

19. **Number of people holding a Local Minister's License issued or renewed by your church (*Manual* 523 to 523.7):** Report both new and renewals of local licenses during this statistical year. Do not include district licensed ministers.

20. **Number of Lay Minister Certificates issued or renewed (*Manual* 503.2):** Report the number of people who received a certificate of lay ministry (new or renewed) according to *Manual* Pars. 503.2-503.5, 503.8 during this statistical year. This certification is different from a local license, district license, or ordination certificate.

21. **Does this church operate any of the following? Check all that apply and report enrollment:**

Enrollment

- ☐ **Pre-school:** ...._____
- ☐ **Primary/Secondary school:** ...._____
- ☐ **Child development center:** ...._____

Check the appropriate box(es) and report the number enrolled for the most recent school period. Skip if none apply.

ESSENTIAL CHARACTERISTICS AND OTHER MINISTRY STATEMENTS
(TO BE ANSWERED ONLY BY THE PASTOR)

Item numbers 22 through 36 should only be completed by the pastor. If the church is currently without a pastor, these statements should be skipped. Most of these statements are based on the essential characteristics of a Nazarene church as described in the document *Nazarene Essentials* (https://nazarene.org/nazarene-essentials). When responding to the statements, try not to overthink your answer. Every church will have people who are distributed over the range of possible responses. Also, someone pastoring a church of 50 will have a different perspective on these statements than someone pastoring a church of 500. The pastor's response to each statement should reflect his/her general perception of how the local church is doing.

Please respond to the following statements using the provided scale:

22. **Meaningful worship is a strength in our congregation**
23. **Our church is theologically aligned with all the Articles of Faith**
24. **Our church is theologically aligned with the Covenant of Christian Conduct and Character**
25. **The people of our church are intentionally inviting others to faith in Christ**
26. **Our church is actively discipling new believers.**
27. **This year our church actively helped to start a new church.**
28. **Christ-like leaders are being developed in our church.**
29. **The people in our church are engaged in compassionate ministries.**
30. **Our church has a passion for believers to be entirely sanctified.**
31. **NMI ministry is a strength of our church**
32. **NYI ministry is a strength of our church**
33. **NDI (formerly SDMI) ministry is a strength of our church**
34. **Our church is spiritually vital and alive**
35. **I feel hopeful about the future of our church**
36. **I am flourishing in ministry**

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CHURCH FINANCES

37. **Income from Tithes and Offerings (all charitable funds including tithes and offerings):** Previously called Total Church Income. This figure *is* the base for calculating goals. It includes all donations received by the church to further its mission, both designated and undesignated, such as regular tithes and offerings, Sunday school offerings, Easter and other missions' offerings, building fund and capital campaign offerings, benevolence, compassionate ministries, NDI, NYI, etc. Do not include borrowed money, money received from an insurance claim, or money received from a Nazarene entity (not an individual) such as field allocations, Alabaster project funds, NCM Inc., etc.

38. **Other Income (rentals, sales, interest income, etc.):** Many churches receive income from sources other than tithes and offerings as described above. This figure *is not* used in calculating goals, but will help us understand the financial viability of the local church. This figure includes property rentals, interest income or endowment income, and sale of property, equipment, or goods and services. Do not include borrowed money, money received from an insurance claim, or money received from a Nazarene entity (not an individual) such as field allocations, Alabaster project funds, NCM Inc., etc.

Total Income: This is the sum of items 37 and 38. This figure *is not* used in calculating goals.

Nazarene Global Missions
39. **Given for World Evangelism (WEF):** Goal is 5.5% of Income from Tithes and Offerings. (This contribution can be received through various offerings throughout the year, i.e. Easter, Thanksgiving/Harvest, Faith Promise, or other general missions' offerings.)

40. **Given by the church for Approved Missions Projects:** Previously called Mission Specials. These are specifically approved designated gifts/offerings. Include funds given to Alabaster, deputation offerings, Links, NCM projects, Work & Witness, Nazarene seminaries, etc. Do not include funds given to WEF.

Total given for Nazarene Global Missions: This is the sum of items 39 and 40.

Pension Fund
41. **Total given for the Pension Fund:** The total given by your church to support your district or national board designated pension plan.

Nazarene District Mission
42. **Total given for District Ministry:** Amount given by the local church on the apportionment for district support assigned by the District Assembly.

43. **Does this amount meet or exceed your District Ministry goal?** ☐ **Yes** ☐ **No:** Check the appropriate box.

Nazarene Educational Institutions
44. **Given for assigned Nazarene Educational Institution:** The amount your church gave toward its assigned educational institution fund. This does not include payments on behalf of or by the student. Nor should it include special offerings for other Nazarene educational institutions, which may be eligible to be included in Approved Missions Projects.

Local Church Mission

45. **Buildings, properties, capital improvements, including payments to service debt:** Funds spent to improve/maintain buildings, purchase property, pay off property debt, or add to the value of the local church-owned property. This includes the purchase or rental of buildings, land, pews, and other furnishings, musical instruments (i.e. piano, organ), architectural drawings, and other capital improvements or repairs. Do not include building repairs or replacements that are part of an insurance claim reimbursement.

46. **All staff salaries and benefits (pastor, associate, and support staff):** Total paid to all church personnel, including pastors', associate pastors' and non-ministerial support staff for salaries and benefits, including health insurance and housing allowances.

47. **All other local church ministries:** All other funds spent on ministry, including professional reimbursements, church utilities, curriculum, local compassionate ministry, convention and assembly expenses, etc.

Total used for Local Mission: The sum of items 45, 46, and 47.

Total Missional Disbursements: The sum of items 39 to 47.

48. **Total current indebtedness:** Enter the amount of all debts owed by the local church, including church and parsonage properties, credit card debt that carries over month-to-month, etc. If there is no debt enter zero (0).

49. **Have the church's finances been audited or reviewed this year (*Manual* 139.23)?** ☐ **Yes** ☐ **No:** This may be a formal audit or simply a review by the church board or someone(s) assigned by the pastor or board.

OPEN-ENDED (OPTIONAL)

50. **Is there anything else you would like to tell us about your ministry or the ministry of your local church?**