

Dear Pastor,

We have now approached the end of the 2009-10 church year. This means the time for annual church report from your church is upon us! We have the next several weeks to get reports and data together for the District Assembly.

The assembly will convene on Thursday evening and Friday, April 15-16, at the Emmanuel Church of the Nazarene in Jackson. The Sunday School and World Missions Conventions will be earlier in the week. The Youth Convention convenes in mid-March.

In preparation for the Assembly, I have placed a page on the district website (www.msnaz.org/forms/forms.htm) in which all of the forms and documents can be downloaded. If you will access that information from the Internet, we will save both time and postage (See illustration below for the appearance of this webpage). Please make note of the following items that will need your attention during the next two weeks:

1. **Annual Pastor's Report.** The General Church has moved to "Nazarene Accounts," an Internet-based method of filing the Annual Pastor's Report. We will not be mailing the paper packets out this year as has been the custom in the past. You will need to use the Internet to submit your report.

Here is the information you need:

Web address: <https://secure.nazarene.org/nazid/>

User name: **Your Email Address**

Password (or NazID): **Acquired from the website listed above. Follow the instructions sent by Pam Garner from the District Office on how to get set up with "Nazarene Accounts."**

This information will enable you to open a secure screen into which you can type the data from your church for 2009-10. From the data, we can prepare a composite journal for use during the District Assembly.

I have prepared a document to guide you in getting started with Nazarene Account, once you have obtained your password. The document, "*Using Nazarene Account*," can be downloaded from our district website.

Thanks for giving this your attention. You can begin entering data now. Please have the report completed and submitted by March 10.

The due date for completing your annual report is March 10. This date should give you enough time to get annual figures together. It will then give me time to get everything compiled for the District Assembly.

2. **2009-10 Church Directory.** District Journal publishes the names and contact information of all of the officers in your local church. You should begin collecting the necessary information for each of your officers. The form, "2010 Church Directory" available on the website, will provide you space in which to submit this important information.
3. **Election of Delegates.** Your church is entitled to send delegates to the District Assembly. I need the names of those people in order to prepare for the Assembly. Please download the "Certificate of Election" form from the district website and complete it. When completed, email it back to me.

Previous Forms available at <http://www.msnaz.org/forms/forms.htm> (see illustration below).

Data Forms for the 2010 District Assembly

Form Name	Purpose
Required	
Instruction from District Secretary (Word)	NEW: Open this document for guidelines on what is needed to prepare for posting the Pastor's Annual Report for District Assembly. This document will serve as a check list for you.
Annual Pastor's Report	The Annual Pastor's Report is to be completed through the Internet-based "Nazarene Account" software. The address for the software is https://secure.nazarene.org/nazid/ . You will need to get a User Name and Password in order to log into this site. If you need the login information, please send an email to the District Secretary, Ray Easley at reasley@wbs.edu , or Pam Garner at the District Office, pam@districtoffice.org . <ol style="list-style-type: none"> 1. Worksheets for the Report: Click Here. 2. Instructions for selected lines on the APR: Click Here. 3. "Using Nazarene Accounts," instructions on starting Annual Pastor's Report: Click Here.
Certificate of Election (Word)	Provides the names of Ex Officio and Elected delegates to the District Assembly.
Certificate of Election (PDF)	
2010 Church Directory (Word)	Gives the names and contact information for all of the elected and appointed officers of the local church. This is the important information that will be published in the District Journal.
2010 Church Directory (PDF)	

Additional Information:

- 4. District License Application.** Licensed Ministers must complete the District License Application for renewal of their license. You can get the application from the District website (www.msnaz.org) if you will click on the link at the bottom of the home page to download the application form. If you are a licensed minister or have one in your church, please be sure to get this form completed and sent back to me.
- 5. Recommendation.** If you have any licensed minister in your church and want that person's district licenses renewed, you will need to file out the "Recommendation to the District Assembly" form with the appropriate information and signatures. These recommendation forms must be in my hands by March 1 so I can be ready for a ministry board meeting on March 6.
- 6. Report from Other Ministers.** If you have retired ministers or ordained ministers in your church, would you alert them to the need for completing an annual report. From the website, they can download a copy of the annual report to be submitted.

Thanks so very much for your able assistance with this. Please let me know if you have any questions or need assistance. **Thanks so much for getting all these materials to me by March 10, unless an earlier deadline was listed.**

In Christ,

Ray

Ray Easley

District Secretary

Mississippi District, Church of the Nazarene

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