

DISTRICT ASSEMBLY REPORTING CHECKLIST

Reports must be submitted by May 31, 2011

The following reports and instructions can be downloaded from the district website www.dallasnaz.org choosing "**District Assembly Forms**" from the main menu. If you have trouble accessing these forms from the internet, please call the District Office at **972-259-0060** as soon as possible and we will mail the forms to you.

Required reports for each Pastor to submit to the District Office:

- Annual Pastor's Report (submit online only)
- Certificate of Election
- Church Directory
- Deceased Church Members (if necessary)

The Annual Pastor's Report form and instructions are **only a worksheet** for you to print and use when submitting your report online. You will want to read the instructions carefully to make sure you are entering the information correctly. To submit your report, you must go to <https://apr.nazarene.org> or <https://secure.nazarene.org/nazid>. To log in you will need to enter your Nazid username (your email address) and password that you created during registration for access to your account. If you have problems, please contact me ASAP so we can get it resolved and not delay you getting your reports submitted on (**or before**) the **May 31st deadline**.

There are tutorials available once you are logged in that will be helpful. Please view them before you contact our office. Headquarters is requesting that you contact us first due to reduced staff at the Global Ministry Center.

Just a reminder, May 31st **is not** the date to begin but the due date. All other reports must be emailed (preferred) or mailed to:

Dallas District Church of the Nazarene

P.O. Box 1099

Rowlett, TX 75030

Phone: 972-259-0060

office@dallasnaz.org