



## 2024 Annual Pastor's Report (2024 APR) Information Memo

Welcome to the 2024 District Assembly (District Advance) season and 2024 Annual Pastor's Report. Contained in this document is the information you will need to successfully complete and submit your annual pastor's report for the 2024 District Assembly (District Advance). Please read this entire document before you begin to complete any reports. Line-by-line instructions are contained in a new, separate document.

### **BIG NEWS!!!!**

**"ANNUAL PASTOR'S REPORT" (APR ONLINE)  
REVISED & REFORMATTED FOR THE 2024 ASSEMBLY SEASON**

We are glad to inform you that the online APR is fully functional and accessible for you to use to complete your annual pastor's report. Read below for all of the information you will need to complete it on time. **You may use your previous login information from the 2022 APR.** If you do not have that information, you will need to update your login information on the online APR website. Contact the district secretary if you need assistance.

The district website now contains the updated page for all your annual report information and links to all necessary forms. The link is <https://www.floridanaz.com/2024-apr>. However, read below before going there.

**2024 ONLINE APR REPORTING DEADLINE - NO LATER THAN → WEDNESDAY, MARCH 13, 2024**

### **PURPOSE OF THE PROCESS**

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, mary@floridanaz.com**, if you have any questions about the process. Even if you are veteran pastor and have filled out many annual reports in the past, it is especially important that you read the information contained in this document. It will answer many of your questions. There is also some new information you will need to pay attention to as you report.

The APR is the **official annual statistical and financial report of the local church to the District Assembly**. It 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, and your local congregation.

### **APR EXPLANATION AND 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 systematically before entering the data in the online **Annual Pastors Report** application.

**This is particularly important: The Local NMI President is required to submit an annual report to the district NMI. The financial section of the 2024 NMI President's Report and the 2024 Annual Pastor's Report for NMI finances must match as to the World Evangelism Fund, Mission Specials, and other NMI giving items reported on the Annual Pastor's Report. The NMI President should consult with the Pastor on the amounts BEFORE either report is filed.**

The proper form may be accessed on the [Floridanaz.com](https://www.floridanaz.com) → **APR 2024** webpage.

### **THE ANNUAL PASTOR'S REPORT FORM**

The new online APR program is available for our district's reporting. This link [Floridanaz.com](https://www.floridanaz.com) → **APR 2024**, will take you to the district webpage for the 2024 Annual Pastor's Report information page. There you will find everything you need, including the link to the online 2024 APR, to complete your report on time.

**THE ONLINE APR SUBMISSION DEADLINE NO LATER THAN → WEDNESDAY, MARCH 13, 2024....**

## ACCESSING DISTRICT ADVANCE REPORTS (OTHER THAN THE 2024 APR)

Other District Assembly Reports to be filed by the local Pastor are accessed through the District App. It may be accessed by clicking on [Floridanaz.com Pastor's Dashboard App](#). If you have not already done so, you will need to register for an account. Contact the district office, Mary Egidio, [mary@floridanaz.com](mailto:mary@floridanaz.com), 863-644-9331 if you need assistance.

The “forms” information below is located on the district website: [Floridanaz.com → APR 2024](#)

Download/ Save the following forms to your computer for reference and reporting:

- 2024 APR Memo with checklist, and 2024 Delegate Election reference sheet
- 2024 APR Worksheet with specific line-by-line instructions – to be used as work-copy only [do not mail in]

**The following forms are now found on the Pastor's Dashboard, with links on [Floridanaz.com](#):**

Please refer to the [Pastor's Dashboard](#) page on floridanaz.com for more information.

- 2024 Advance Delegate Election Registration Form (results of delegate election) by **April 9, 2024**
- 2024 Deceased Church Members form – (not the N.M.I. Memorial Roll) submitted online by **March 13, 2024**

Please be sure to also note the following reports and other registrations are also due, and when...

- March 13, 2024 – Lead Pastor's Report from the [Pastor's Dashboard](#)
- March 13, 2024 – **“NEW”** – Written Understandings from the [Pastor's Dashboard](#)

These registration links are found on the [2024 District Advance](#) webpage...

- By April 9, 2024 – Register Children for 2023 Kids District Advance
- By April 9, 2024 – Reserve and purchase onsite meals for the District Advance

### CONTACT INFORMATION:

DISTRICT ASSEMBLY REPORTING – Mary Egidio, District Secretary, [mary@floridanaz.com](mailto:mary@floridanaz.com)

FAIR SHARE QUESTIONS and DELEGATE QUESTIONS, contact:

Mary Egidio, District Secretary, [mary@floridanaz.com](mailto:mary@floridanaz.com), 863-644-9331

### DISTRICT ADVANCE MEALS

Jennifer Mangaoang, [pastor.jennifer1@gmail.com](mailto:pastor.jennifer1@gmail.com), 904-378-6306

### DISTRICT KIDS ADVANCE

Nico Jaimes, [nickjaimes7@gmail.com](mailto:nickjaimes7@gmail.com), 407-443-7176

**DISTRICT ADVANCE HOUSING:** The district does not have reserved hotels rooms. There will be a list of hotels in the area on the District Advance page. Reservations are the delegate's and local churches' responsibility. Please do not contact the district office regarding hotel arrangements.