

**ANNUAL PASTOR'S REPORT**  
Of the Local Church

**EXPLANATION & INSTRUCTIONS\***

9. Members received by letter of transfer from another Nazarene church, per *Manual* Para. 111.
12. 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. *Manual* Pars. 111.1, 112.2, 112.3.
13. Members to whom a transfer to another Nazarene church has been issued. *Manual* Para. 111.
15. See *Manual* Para. 107 for information regarding membership, and *Manual* Para. 109 for information regarding inactive membership.
- 15a. See *Manual* Para. 107 for information regarding membership, and *Manual* Para. 109 for information regarding inactive membership.
16. Persons may be counted as associate members when a district makes provision, according to *Manual* Paragraph 108. Enter data in this field only when you are certain the district has an established policy for this membership; otherwise enter 0 in the field.
17. All weekly worship attendance should be reported, attempting not to count any person twice.
19. Any groups of two or more who meet regularly to pray. Give the number of groups, not the number of people.
- 20, 21, 22. Every person for whom SDMI has contact information should be listed on the local responsibility list.
- 20a. Attempt not to count any person twice. Add together children involved in Sunday School, Discipleship, etc.
- 21a. Attempt not to count any person twice. Add together youth involved in Sunday School, Discipleship, etc. (US/Canada: ages 12-23)
- 22a. Attempt not to count any person twice. Add together adults involved in Sunday School, Discipleship, etc.
24. Count here even if they also attend a Discipleship Group.
- 24a. Count here even if they also attend Sunday School.

- 24b. Actively involved in ministry includes leadership and support roles, inside and outside the local church. Some examples: those who lead a small group; those who open their homes for a neighborhood evangelism club; those who regularly witness to others about the transforming power of Jesus in their lives.
- 26. Count all children and any staff/workers for VBS.
- 28. Refer to the NYI Charter for further definition.

**FINANCIAL SUMMARY:** Please round all fractional payments **up** to the next dollar.

- 30. Definition of Income for APR 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, see [www.FundingTheMission.org/ChurchIncome](http://www.FundingTheMission.org/ChurchIncome). (USA/Canada) This field will automatically be filled from the most recently reported value at FundingTheMission.org.

(USA/Canada) Received by General Treasurer from Individuals

An individual(s) has donated to the World Evangelism Fund or Ten Percent Mission Special and requested that your church receive credit. This amount is being added to Total Church Income and is either included in Line 31 or included in the suggested value for line 32. It does NOT affect budget allocations but helps the church achieve Ten Percent goals.

- 31. Faith Promise, Easter, Thanksgiving, etc. **(USA/Canada -** This field will automatically be filled from information provided from the General Treasurer's records. It will continue to update until the General Secretary's Office finalizes the District Report after the District Journal is received.)
- 32. Sum of Approved Mission Specials and Other Approved Mission Specials (if applicable). This amount is used to calculate Ten Percent status. Approved Mission Specials (not included in World Evangelism Fund) include 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. For Point to Point calculator, see [www.FundingTheMission.org](http://www.FundingTheMission.org).
- 33. Examples include any money given for the Global Ministry Center, gifts to non-LINKS missionaries, duty on LINKS, etc.
- 35. The total given by your church to whatever pension fund your district participates in. **(USA/Canada -** This field will automatically be filled from information provided from the General Treasurer's records. It will continue to update until the General Secretary's Office

finalizes the District Report after the District Journal is received.)

36. Amount paid by the local church on the apportionment for district obligations assigned by the District Assembly.
37. 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.
40. Support given to Nazarene institutions other than your assigned education allocation. (Except NTS & NBC Offerings: these go on line 32 for 10% credit.)
42. Include rental of a leased building, amounts paid for pews, large musical instruments (i.e., piano), church furnishings, capital improvements and major repairs which raise the total valuation of the church property. Do not include building maintenance and supplies, replacement of items when part of an insurance claim reimbursement, or borrowed money you spent. Monies used for expenditures such as architectural drawings from designated funds for a future building project should be recorded on this line as a Capital Expenditure.
43. This is the amount paid on principal and interest to reduce the debt on all church properties. It is not the amount of the indebtedness.
44. Including pastors’ actual cash housing, cash salary, and employee benefits; associate pastors’ cash salaries, and employee benefits; salaries and benefits for non-ministerial support staff; and health and hospitalization insurance for ministerial and non-ministerial staff.  
  
Line 44 - including pastors’, associate pastors’, and non-ministerial support staff cash salaries.  
  
Line 44a - including pastors’, associate pastors’, and non-ministerial support staff’s employee benefits including health & hospitalization costs.
45. Monies used for helping those in need, including non-Nazarene global missions.
46. Including gifts to members, professional books and magazines, as well as dues, convention and assembly expenses, and continuing education, maintenance of properties, church and parsonage utilities, smaller equipment purchases, etc.
49. The values given to “Church Buildings” and “Parsonages” should include grounds, buildings, and equipment. Where possible, get an official appraisal. Include all properties owned by the church.
50. Give accurate amount of indebtedness on all “church and parsonage property” combined.

**For USA/Canada:**

World Evangelism Fund goal of 5.5% met? This Field will automatically display “Yes” when line 31, Given to World Evangelism Fund, is 5.5% of Adjusted Church Income minus line 31 and 32.

P&B Fund goal of 2.0% met? This Field will automatically display “Yes” when line 35, Total Given to Pension Fund, is 2.0% of Adjusted Church Income minus line 31 and 32.

District Fund goals met? Based on total Given to District Ministry Funds (line 36) and the district goal. If goal is met, please mark “Yes”. If goal has not been met, mark “No”.

Educational Fund goal of 2.5% met? This field will automatically display "Yes" when line 39, Given to assigned Educational Institution fund, is at least 2.5% of Adjusted Church Income minus line 31 and 32.

51. “Allocations” include all denominational allocations such as the World Evangelism Fund and district funds. Mark “yes” only when all allocations goals have been met. **(USA/Canada - This field will automatically provide a Yes or No answer, based on the answers to the four questions above: WEF goal of 5.5% met, P&B Fund goal of 2.0% met, District Fund goals met, and Educational Fund goal of 2.5% met.)**

Ten Percent for Global Mission: This field will automatically provide a Yes or No answer, based on the information supplied.

\* Regions may adapt these pages according to regional needs.