

VIRGINIA DISTRICT COTN Annual Church and Pastor Reports Checklist

The format of the District Assembly and NMI convention is being finalized. Due to COVID we are having to be creative. Thank you for your patience as the District Superintendent, District Advisory Board & the General Superintendent work to finalize this year's plans for our Celebration.

✓	REPORT ITEMS (ALL REQUIRED)	Date Due	Date Completed
	HOLD ANNUAL ELECTIONS after February 15, 2021 and prior to April 1, 2021. Options: Requests for Cancellation or Postponement must be made to the District Superintendent as a Church Board Action Item.	February 15- April 1	
	NAZ ID: Confirm your ability to access your Naz ID (Nazarene account) by logging in at: https://secure.nazarene.org/nazid/	As early as March 1, 2021	
	ANNUAL PASTORS REPORT WORKSHEET: This document is provided to help you prepare to complete the APR online. ***This document is not the official Annual Pastor's Report.***	Available after March 1, 2021	
	APR ONLINE: (use Naz ID to access) https://apr.nazarene.org/apr Completing the APR online is required by every pastor. In addition, you may print & sign a copy and mail or email a copy to Bill Dillon at vadsec115@gmail.com . This step provides additional verification of the completion of the report.	April 12, 2021	
	CERTIFICATE OF ELECTION DELEGATES TO THE DISTRICT ASSEMBLY: Complete online.	April 12, 2021	
	IN MEMORY OF DECEASED CHURCH MEMBERS: Complete online. COMPLETE THE FORM even if you have no names to report.	April 12, 2021	
	<p>NAZARENE SAFE REPORT: Complete and return by the deadline. We need to confirm and certify that all churches (whether organized or not) on the Virginia District are in compliance with the following requirements:</p> <ul style="list-style-type: none"> A written Minor Protection Policy (MPP) has been approved and adopted by your church board. Your church board and lead pastor are actively overseeing the implementation of your MPP. Required training is conducted and renewed in compliance with your MPP. Background checks are conducted/renewed for all people associated with ministries involving minors. <p>Refer to the provided "Frequently Asked Questions" (FAQ) if you need additional information.</p> <p>If you answered "NO" to ANY of the questions on the NazareneSafe 2021 Questionnaire, you are delinquent. Please implement a "Corrective Action Plan" by May 1, 2021. You can contact Pastor Greg Norwood for assistance at greg@connectingpointe.org. For more information, please visit www.vanaz.org/nazarenesafe.</p> <p>Submit your completed NazareneSafe Questionnaire and Corrective Action Plan form by email to Greg Norwood and the DRC at greg@connectingpointe.org & admin@vanaz.org.</p>	April 12, 2021	

<p>DISTRICT JOURNAL UPDATE (CHURCH DIRECTORY): A copy of last year's District Journal will be emailed to you by March 18, 2021 with instructions on how to update. Please update the version provided and keep the same format. Email your update to Bill Dillon at vadsec115@gmail.com.</p>	<p>April 12, 2021</p>	
<p>PASTOR'S ORAL REPORT: Complete online. Every year a highlight of the District Assembly is to hear the oral report of the pastor. The oral report of the pastor for 2021 will be as follows: 1. Our theme this year, CELEBRATE, based on Luke 15:7 "... rejoicing in heaven over one sinner who repents..." 2. We want every pastor to provide a 160-word written (in advance) which you may be asked to share in a one-minute (yes, sixty seconds!) report at the assembly. The report is to be a missional story that focuses on either: (a) a person who has been converted during the last 12 months by accepting Christ as Savior; or (b) tell about a new congregation started through your ministry; or (c) tell about a brand-new outreach ministry you launched during COVID.</p>	<p>April 12, 2021</p>	
<p>DELEGATE HANDBOOK HIGHLIGHT: Complete online. Every pastor of every congregation is asked to provide a different 80-120 word written "Handbook Highlight" (topic is at the discretion of the pastor) which will be included in the delegate handbook under the heading of each church. You are free to highlight any area of Church ministry you prefer in the Handbook Highlight.</p>	<p>April 12, 2021</p>	
<p>NMI REPORT: (by your local NMI President please see that this report is completed in a timely fashion) Please complete and return to Robin Hatcher by email at vanaznmi@gmail.com. Find more info at the VA NMI Yearly Reports webpage.</p>	<p>April 12, 2021</p>	
<p>DELEGATES FOR DISTRICT NMI CONVENTION: (by your local NMI President please see that this report is completed in a timely fashion) Complete online.</p>	<p>April 12, 2021</p>	
<p>NYI DELEGATE REGISTRATION: Check the virginianyi.com webpage for information on convention, convention delegates and other pertinent information.</p>	<p>April 12, 2021</p>	
<p>NOMINATION FOR LAY SERVANT OF THE YEAR: Complete online. Required. COMPLETE THE FORM even if you have no names to report.</p>	<p>April 12, 2021</p>	
<p>AWARD & RECOGNITION WORKSHEET: Complete online to assist you and us in our preparation for awards & recognitions.</p>	<p>April 12, 2021</p>	
<p style="text-align: center;">Many items on this checklist can be completed immediately without needing to wait for the deadline. ONLY when all items above are complete, your annual church reporting is complete. Congratulations!</p> <p style="text-align: center;">We in the District Office want to express our gratitude to you and your church for completing and providing all the requested reporting documentation &/or information.</p>		