



Dear District Secretary,

I understand and appreciate that your work as a District Secretary includes many responsibilities. One part of your important assignment is to keep accurate and current records of the work of the International Church of the Nazarene. Your work contributes information which is essential to our denomination. Complete statistics are incredibly valuable in our relationships with other churches and civil authorities.

The information in this booklet is provided to assist District Secretaries in developing uniform and efficient methods of recording the churches' activities.

The District Secretaries' Handbook is a valuable resource in preparing for your assembly and as a guide for creating the district journal. You may access the handbook at Ministry Intelligence under Shared Resources > Ministry Intelligence > Resources > Other Documents or on the Document Library at http://nazarene.org/Document_Library/. Its title is District Secretary's Handbook 2014. You may find it helpful to print a copy of this handbook for ease of use.

Please direct your questions concerning the district journal and all its intricacies to our District Records Liaison, Diana Favand. Use districtjournals@nazarene.org for journal related questions or dfavand@nazarene.org for any others. You may also reach Diana by phone at 913-577-0611.

Any suggestions for changes in or additions to this handbook are welcomed by the General Secretary's Office. Please feel free to send us an email or call our office. We appreciate the many hours of service you give to the International Church of the Nazarene by partnering with us as District Secretary.

May God Bless You Richly,

Dr. David Wilson

G. DISTRICT SECRETARY TIMELINE

ALL YEAR:

Process transfers in/out – use the latest transfer form available in the Document Library, http://nazarene.org/Document_Library/ and copy in the General Secretary's Office on all emails in the transfer process. Please send these forms to records@nazarene.org. Please also continue to submit any intra-district transfers on an ongoing basis throughout the year, using the District's Report of Ministerial Changes within the District. This form is also available on the Document Library.

Keep the General Secretary's Office apprised of any change in contact information for you. You may make updates to your contact information in the Online Church Directory, accessible through your Nazarene Account. (Most of the correspondence is done via email, so it is vital that you keep a working email address and notify the office immediately of any changes or make them yourself.) When you receive contact information updates for ministers in your district, please send those changes to the records mailbox or make the updates in the Online Church Directory. If the minister has access to the directory, he or she may make the changes him or herself.

JANUARY:

Download District Forms and Applications from the Document Library at http://nazarene.org/Document_Library/.

TWO MONTHS before Ministerial Credentials Board or Board of Ministry Meeting Send out Mailings or Emails to:

All candidates:

Cover letter indicating the need to meet with the Ministerial Credentials Board or Board of Ministry.

Licensed minister serving as senior pastor:

Application for Minister's License form (Recommendation to the District Assembly form must be presented to the District Advisory Board for approval of renewal of minister's license for those serving as senior pastors.)

Licensed minister NOT serving as senior pastor:

Application for Minister's License form
Ordained or Licensed Minister (not serving as pastor or evangelist) report form
Recommendation to District Assembly form (which must be signed by officers of church board)

Registered Evangelist (licensed minister):

Application for Minister's License form
Evangelist's Report form
Recommendation to District Assembly form (which must be signed by officers of church board)

Registered Song Evangelist (layperson):

- Application for Certification of Role of Ministry form
- Evangelist's Report form
- Recommendation to District Assembly form (which must be signed by officers of church board)

Commissioned Minister of Music (layperson):

- Application for Certification of Role of Ministry form
- Layperson's Report form
- Recommendation to District Assembly form (which must be signed by officers of church board)

TWO MONTHS before District Assembly end out forms for reporting to the District Assembly to:

All Senior Pastors:

- Annual Pastor's Report (APR) Program information
- Nazarene Account Invitations for APR access to new pastors since last year on your district
- All other necessary report forms

Elder or Deacon (Not serving as pastor or evangelist):

- Ordained or Licensed Minister (not serving as pastor or evangelist) report form

Elder or Deacon (retired):

- Retired Minister's report form

Elder or Deacon (retired, but also Evangelism Service Retired):

- Retired Minister's report form
- Evangelist's Report form

Elder or Deacon (commissioned or registered evangelist, or commissioned song evangelist):

- Evangelist's Report form

Consecrated Deaconess (layperson, grandfathered prior to 1985):

- Deaconess's Report form

ONE MONTH before District Assembly:

1. Deadline for receiving submission of pastor's reports – audit these online
2. Check with the DS for committee chairpersons' and secretaries' names; then send guidelines for format of committee reports to be returned to district secretary
3. Letter to auxiliary secretaries for president's/chairperson's report (guidelines for format)
4. List from auxiliaries of officer's names, addresses, phone numbers, etc.
5. Give list of ministerial transfers since the previous assembly and recommendations to the District Assembly forms (for licensed ministers serving as senior pastors) to the DS or present to the District Advisory Board meeting. These should be included in their report to the District Assembly.
6. Copy financial pages from last year's journal and give to financial committee secretary
7. Check applications, reports, directory sheets, etc., for address changes
8. Update addresses, role codes, etc. on ministerial rolls
9. Check for signatures and number of delegates on certificate of election forms
10. Reserve copier, computer and other necessary electronic equipment for DA site
11. Line up assistants (refer to previous year's journal for listing)
12. District Nominating Committee meeting; then send letters to nominees
13. Compilation of District Assembly Delegate Handbook/Booklet
14. Submit approval requests for SPC role codes to the Board of General Superintendents. Plan on sending these requests at least two weeks prior to the scheduled BGS meetings in February, May, September, and December.

THE MONTH of District Assembly:

1. Print statistical reports from the APR program for DS and GS (There are 13 reports available from the APR: Church Summary Data, Annual Pastor's Report of the Local Church by District, All Allocations Paid, Awards Calculation, Evangelism, Global Mission Church of Excellence Award, GS Growth Award, NMI Statistics, Quick Report for the District Superintendent, SDMI Achievement Award, 10% Giving, Total Church Income & World Evangelism 5.5% Churches. All except Church Summary Data (Excel only) and Annual Pastor's Report of the Local Church by District (pdf only) can be run in Excel or pdf format.
2. Secure missing information from church directory sheets
3. Purchase necessary supplies (case of copy paper, other office supplies, etc.)

FOLLOWING District Assembly:

1. Finalize district journal and send to districtjournals@nazarene.org within 30 days of the end of your assembly
2. Send remaining district licenses and certificates to ministers/laypersons
3. Send updated list of district leaders to: DS, NMI Pres., NYI Pres., SDMI Chairperson, District Office
4. Send updated list of committees/boards to District Superintendent
5. Send Finance Committee Report (section on ministerial considerations) to local church board secretaries

6. Submit statistical data to the GMC on the APR online application
7. Wait to be contacted by the General Secretary's Office to answer questions from their audit. It is very important that they be able to contact you in a timely manner, so please indicate contact information for the coming month following the submission of your journal materials.
9. **Now, take a WELL-DESERVED vacation!!!**

DURING THE ASSEMBLY

A. ORGANIZE THE ASSEMBLY

1. The secretary has the responsibility of assisting the presiding General Superintendent in organizing the business of the assembly. Suggestions are given in the "Outline of the Assembly" (See "Samples" section.), furnished by the General Secretary's Office each year. It will be necessary to adapt this to the program of your own assembly. At the opening of each meeting, you should furnish the presiding officer with an "Order of Business." This agenda will list all special orders, reports, etc., that have been ordered by the assembly, or which you think should be included in that particular meeting of the assembly. If any are overlooked or crowded out by the lack of time, they should be included in the agenda of a subsequent meeting.
2. The secretary should provide himself or herself with a check chart that will enable him or her to tell when all committees have reported, and when all references to any committee or board have been acted upon. Helpful forms for this are included in the "Outline of the Assembly," which is provided by the General Secretary's Office to each secretary. (See "Samples" section)
3. The secretary needs to sense the proper time for the introduction of items for consideration by the assembly. Business introduced at the wrong time may provoke debate all out of proportion to its importance.
4. The secretary ought to have an almost instinctive "feel" for the needs of the presiding General Superintendent. The secretary should let the general superintendent feel that the secretary is at his or her service, ready and prepared to carry on with steady, uninterrupted progress with the business of the assembly. Delays due to secretarial mental lapses, ignorance, unpreparedness, or lack of equipment or facilities are costly to the body assembled. On the other hand, the secretary must never be "officious," even though he or she is well acquainted with the business at hand. After all, the secretary is not the chairperson.
5. It will serve you well to keep a notebook for all supplemental material picked up during the assembly such as the ordination year or year of the last continuous license for the transferees received, addresses, phone numbers, printer's errors in last year's copy, last year's journal corrections from the General Secretary.

Offer the suggestion to the District Superintendent that all newly elected boards be called to organize before leaving the assembly. In this way you will have the information needed for that portion of the directory.

B. PREPARE RECORDS AND INFORMATION WHICH WILL GO INTO YOUR JOURNAL

1. Official Directory. The directory is a listing of the officers of the district and of the local churches together with the ministers and their standing. This is information for the ensuing year. For example, the name of a person ordained by the assembly in its current session will appear in the directory as an elder or deacon, rather than as a licensed minister. Similarly, names “dropped from the roll” for any reason will **not** appear in the directory, but will be listed on the general information page under an appropriate heading and in one of the reports of the Ministerial Credentials Board or Board of Ministry. This includes **receipted** transfers; however, those still in process of transfer should remain on the roll until their transfer has been receipted. Their role code would be listed as TRF and their name followed by, “In Process of Transfer to (District Name).” Names of persons granted a minister’s license for the first time will appear in the directory.
 - a. District Boards. Addresses and phone numbers should be given in all cases except for some district boards where correspondence with individual members is not anticipated. Zip codes and area codes should be used with addresses and telephone numbers. It may be easier to maintain one alphabetical listing of this information in the Official Directory for all board and committee members. If so, list only the members’ names under each board or committee, then include a note to refer to the separate listing.
 - b. Local Church Directories.
 - i. The directory sheet is to be the source for updating the information for each church in the journal copy. The forms available for download (Document Library) can be filled in on the computer, so everyone should have access to the same template; however, if preferred, your own computer template of this information is acceptable, as long as all data requested on the standard form is provided. **Please audit these very carefully!** If a minister appears in the ministers’ rolls with a role code of PAS or PSV- FT or PSV-PT, he/she MUST be listed on that church directory as such (Church Secretary/Treasurer, NMI President, SDMI Chair, etc. do not qualify one for PSV). Be sure phone numbers and addresses are complete.
 - ii. The general treasurer church account number should be listed following the name of each church in the directory of churches. (See “Samples” section.) Numbers for new churches/works will be assigned by the General Secretary’s office after these have been registered at www.newstartusa.org. Please call 913-577-0500 ext. 2862 if you have inquiries regarding these.

c. Ministers.

- i. Accuracy in including the names of all elders, deacons, and licensed ministers is very important. Failure to include any name might jeopardize an individual's standing, rights, and privileges as a minister.
- ii. The year of the ordination, or the year from which a minister has been **continuously** licensed, is very valuable in constructing the service records of ministers. This information can be quite important in connection with claims for retirement allowance or pension.
- iii. To provide a source for valuable statistical information, identify the assignment of each elder, deacon, and licensed minister by **only** these codes:

CED	Christian Education Minister
CHP	Chaplain
DA	District Assignment
DIA	District Interim Assignment
DS	District Superintendent
EDU	Education
ESR	Evangelism Service, Retired
EVC	Evangelist, Commissioned
EVR	Evangelist, Registered
EVT	Evangelist, Tenured*
GA	General Church Assignment
GA	Missionary**
GS	General Superintendent
PAS	Pastor
PSV - FT	Pastoral Service Full-Time***
PSV - PT	Pastoral Service Part-Time****
RA	Retired, Assigned*****
RU	Retired, Unassigned*****
SEC	Song Evangelist, Commissioned
SER	Song Evangelist, Registered
SPC	Special Service/Interdenominational
STU	Student
TRF	In process of transfer
U	Unassigned

- * Must apply and be approved by the Committee on the Interests of the God-Called Evangelist and the Board of General Superintendents before they may be listed as EVT.
- **Missionaries will be audited and then sometimes removed from your journal prior to publishing for security purposes. Other times, the last name may be deleted in the text of the minutes.
- ***Associate minister who works 30+ hrs/wk & earns 51% of his or her income from church.
- ****Associate minister who works less than 30 hrs/wk & earns less than 51% of his or her income from church.
- *****Assigned at assembly following retirement. (Lifetime role code once granted.)
- *****Unassigned at assembly following retirement. (Lifetime role code once granted.)

ROLE CODES

Please note the special communications for the following role codes:

- ◆ **DIA** was enacted by the 27th General Assembly in 2009. “An elder may be approved by the district assembly as district interim assigned (DIA) by the recommendation of the District Superintendent and the District Advisory Board, and will serve when called upon by the District Superintendent and a local church board.” *Manual* paragraph 524. Please also refer to paragraph 209.1 in the 2013-2017 *Manual* for further details. Please be certain that your DAB and District Assembly deal with the actions necessary to make this role code possible for those who are eligible.
- ◆ **RA/RU** is a permanent status code. Once a minister retires, whether RA or RU, their retirement status code will remain with them the rest of their life. If a minister who retires with an RU status subsequently takes on an assigned role, their role code would then be listed as RU/PAS or RU/PSV-PT, etc. Please mention in the minutes and the General Information section whether the minister was Retired Assigned or Unassigned.
- ◆ For the **EDU** code, *Manual* 508 indicates when an “...elder, deacon, or licensed minister is employed to serve on the administrative staff or faculty of one of the educational institutions of the Church of the Nazarene...” the minister is considered assigned. This code should not be used for a minister who is serving in a primary or secondary school connected with a local church (use **CED** for them), or with another denomination.
- ◆ All evangelists with role codes **EVR, EVC, ESR, SER** and **SEC** *must* be granted such every year if they wish to continue with these assigned ministry role designations, and this action *must* appear in the Ministerial Credentials Board Report. Also, if you have evangelists who have more than one role code, please list **ALL** their role codes on the ministers’ rolls. For instance, someone who is a registered evangelist and a registered song evangelist should be listed with **EVR/SER** as their role codes and should appear under “Registered Evangelists” as well as “Registered Song Evangelists.”

- ◆ **GA for Missionaries:** Please list all missionaries in the rolls of ministers using GA as their role code instead of MIS. *Manual* 512 indicates that a person is considered a missionary if he or she "...has been appointed by the General Board to minister for the church..." When this person holds a ministerial credential, then the minister is considered assigned. If someone is currently on a leave of absence from missionary service, or has been terminated, their role code should be adjusted to reflect their present activity. If a minister is serving in a Mission Corps (formerly NIVS) assignment for a year or longer, their code may now be listed as GA. ***This is now an exception.*** Please continue to list missionaries on the rolls in what is submitted to the GMC so that we may make updates for these personnel. Please do not make any mention of missionaries' names or place of service elsewhere in the journal. We suggest that you mention that "a missionary came to speak" in your NMI minutes, as opposed to showing the missionary's name. We will not be removing most missionaries' names from the rolls, only from the minutes if they happen to be named there. If, however, a missionary's name should not be published in any format, the name will also be removed from the rolls.
 - iv. Make sure that the name of each minister, ordained or licensed, is entered the same way each time from year to year. **It is best to use the full name of the minister, rather than initials.** For example, if a man is listed once as John W. Jones, he should always be listed that same way and not as John Jones, J. W. Jones or J. William Jones. In case it does become desirable to change the name, indicate the desired form and then use the former designation in parenthesis only in the year the change is made. A listing of minister name changes in the General Information section is also a helpful reference when researching. (This may also apply when a woman changes her marital status, and chooses to change her last name.)
- 2. General Information Page. This is provided as a convenient checklist of information most commonly needed by those referring to the journal. Include all items applicable to your assembly. (Any change in status for ministers or churches **MUST** appear here.)
- 3. Plan of Examination. List the names and full addresses of all examiners. Any instructions adopted by the Ministerial Studies Board or Board of Ministry should be given. Indicate the examiners in all studies of a validated Course of Study listed in the current *Sourcebook on Ordination*, available at <http://usacanadaregion.org/clergy-education>. Click on "USA Sourcebook" under Preparation for Ordination. You may also find Local Minister's License forms in this same location.
- 4. Daily Proceedings. Directions for the preparation of the district assembly journal are given in *Manual* 205 -205.6. Note that this is an official record of proceedings, and not a reporter's rite-up for a newspaper, etc.

- a. Familiarize yourself with the proper use of the words, “meetings” and “sessions.” (See Robert’s Rules of Order–Newly Revised.) Say, “Tuesday afternoon meeting,” not “session”; but “the ninth session,” meaning from the opening to the final adjournment.
 - b. Make sure there is an entry by name for each minister reporting in person or by letter. Also list by name each minister who does not report. (Please DO NOT list the names of any missionaries in your journal – other than the ministers’ rolls. Their information will be audited and then sometimes removed. This is for their security and protection.)
 - c. Make sure that the proper names of individuals who are ordained to the ministry, or whose credentials from other denominations are recognized, appear in the journal record of the ordination service.
 - d. The name of the church making the recommendations should be recorded in the action of reference to a board or committee.
 - e. In recording elections indicate the total number of votes cast as well as the number of votes necessary for an election.
 - f. Work for concise, but yet complete and accurate minutes. In routine meetings, the simple facts and actions should be recorded. For anniversaries and special services, more detail may have historical value. (Districts may design special covers for anniversary editions of your journal. [i.e., 25th, 50th, 75th, 100th] Contact the General Secretary’s Office for examples, if desired.)
5. Reports. Reports of all officers, boards and standing committees should be included in the minutes.
- a. Advisory Board should include these items from the year’s minutes: (1) churches officially disorganized according to Manual 106.1; (2) churches officially merged according to **Manual 105**; (3) new churches organized according to Manual 100; (4) changes of church name according to Manual 101.1; (5) churches declared inactive (Manual 106); (6) duplicate credentials authorized (insert wording recommended in the General Secretary’s letter of notification); (7) interim transfers of ministers to/from other districts; (8) recommendation of the renewal of license for those Licensed Ministers serving as pastor on your district; (9) recommendations of those receiving the SPC role code; (10) recommendation concerning Pensions and Benefits Services support, and such other business that may be of interest to the assembly.
 - b. Ministerial Studies Board shall report the progress of each person in a validated Course of Study for the particular area of Christian Service.

- c. Ministerial Credentials Board should include: (1) persons recommended for ordination, recognition or restoration/return of credentials; (2) those granted licenses, certificates or annual commissions; (3) any who may be removed from the ministerial rolls along with reason (elders, deacons, or licensed ministers—include those not renewed or deceased); (4) those granted retired relationship; (5) those transferred and receipted or received on transfer (be certain you have returned a receipt of transfer to the transferring district); (6) any and all information important to the credentials of the ministers on that district. No minister shall be added to/removed from the Roll of Elders, Deacons, or Licensed Ministers without a record of the action in the report of this board.
 - d. Other assembly committee reports are to be arranged in alphabetical order and the name of the chairperson and the secretary of the committee should appear at the end of the report.
 - e. The portion of the report of the nominating committee relating to district officers and boards should be included along with the other reports of the committee.
6. Other Conventions. This is a DISTRICT ASSEMBLY JOURNAL, and it is suggested that the journals of the conventions (NMI, NYI, SDMI) not be included in it. However, many districts do include a digest of these conventions.
7. Statistical Reports. The growth of our church has increased the demand for accurate and factual global statistics. The online global statistical program (Annual Pastor's Report – APR) has been carefully developed to meet this global need. Once again, please give careful attention to the audit of each report and the data entry of the same. See the online program for detailed instructions and help text or contact the General Secretary's office.
- a. Cooperation of the pastors in entering/submitting their reports early will enable you to audit and print out the statistical reports before the assembly begins. Note the provision of *Manual* 114.1 for the closing of the statistical year prior to the convening of the assembly.
 - b. Funding the Mission (FTM): On the new funding plan the goals for WEF, P&B and EDU allocations are now percentages rather than accepted allocations. Therefore, there is no need to submit a budget allocation spreadsheet as in prior years. By decision of the USA National Board, the percentages for P&B and EDU have been adjusted to 2.25% each, effective for the 2012-2013 and subsequent assembly years. Churches will be in full support if their WEF is 5.5%, P&B is 2.25% and EDU is 2.25% of their adjusted income (below line 30) less amounts given to WEF (line 31) and Mission Specials (line 32). There is no longer any allocation CAP as it is irrelevant in the Funding the Mission plan. For complete information regarding the funding plan, approved unanimously by the 2010 General Board and USA National Board, visit fundingthemission.org. District users should have access to the general website, to the income, and their progress towards allocations.

The first time you open the 2013 APR line, 32 (Total Church Income) is pre-populated with the most recently reported value on FundingTheMission.org. If the pre-populated value is incorrect, it can be edited by church or district. It is important to remind churches that even though WEF and Mission Specials giving is deducted from church income before percentages are calculated, churches still need to report their full income – including WEF and Mission Specials giving. The system will apply deductions based on totals in lines 33 and 34, and calculate the yes/no answers on line 53 (“Did you pay your allocations in full?”). Below line 32 (Total Church Income), you will see the amount “Received by General Treasurer from Individuals”. This number represents contributions given for Ten Percent Mission Specials from individuals who identified the church that should receive Ten Percent credit for their gift. (A common example of this is Child Sponsorship contributions.) This amount is being added to the Adjusted Income because it is also included in the Approved Mission Specials (above line 34). Since these funds are included in the “Given to Approved Mission Specials” total on line 34(also pre-populated), they have no effect on budget allocations. Again, they are added to Adjusted Church Income, but deducted as a Mission Special contribution before percentages are applied. Those funds simply help churches reach their Ten Percent goals (indicated below line 53).

Those fields that are pre-populated and cannot be changed by the church representative will continue to update until the General Secretary’s office marks the report as completed. The church can request to be notified by e-mail if values are automatically updated (this option is shown at the bottom of the report’s financial section). Updates will be sent when churches remit mission funds or adjust a gift by contacting Donor Services (donorservices@nazarene.org).

If the values on lines 33 (WEF) and 37 (Pension Fund) do not match the church’s records and a payment has recently been made to the GMC, please allow 4-5 business days from the date of receipt for this amount to appear on the Funding the Mission (FTM) website and the APR. To see a record of transactions, the church can log into www.fundingthemission.org and click “Transaction History.” From there they can see detail for every transaction that is included in line 33 (World Evangelism Fund), line 37 (Pension and Benefits), and line 34 (Approved Mission Specials). By clicking on a line item, they can see the posting date, check number (if it was a check), and amount. The new or adjusted transactions will not be reflected on the APR or the FTM website until the morning after its posting date (still within the “4 to 5 days after receipt” range). An electronic transaction appears much more rapidly than a paper check. An electronic transaction will appear as a “pending” transaction on FTM even before it posts, and once processed, (typically no more than 48 hours later), it will appear on the APR. If adequate time has been allowed for a new or adjusted transaction to process and the figures still do not match church records, please check your church “Transaction History” on the FTM website to see if there is any need for additional change. If so, contact the Donor Services office at donorservices@nazarene.org or 1-866-624-3092.

“Approved Point-to-Point Balance” (above line 32) only affects churches that have taken a W&W trip or made contributions directly to an Approved Mission Special and submitted a request for Ten Percent credit through the FTM application. Approved Point-to-Point gifts are also included on the “Given to Approved Mission Specials” total on line 34. “Rare Circumstance Adjustment” (RCA) only appears if needed and indicates the amount of any RCA or Phase-in that has been granted to the local church. For more information regarding RCA requests, click [here](#).

You’ll notice four questions prior to Line 53. Answers to the first two questions (WEF, P&B) and the fourth one (Educational Fund) are automatically answered “yes” or “no” since this information is calculable based on information reported. The pastor will need to answer the third yes-or-no question regarding district allocations. If all four answers are “yes”, then line 53 (“Did you pay your allocations in full?”) will automatically say “yes”. If any one of the answers is “no”, line 53 will adjust accordingly.

A recent feature impacts Not Yet Organized churches. Now, rather than seeing the regular Yes/No questions preceding and including line 53, Not Yet Organized churches will be able to check yes or no in response to one question: “Did you meet the giving goals set forth by your district?”

For organized churches, the system will provide the amount still needed to giving goals for each line above line 53 except the “District Fund goals met?” line. If applicable, the additional amount needed will show within parentheses. For WEF goals we will also provide the “Amount needed to reach the next level of recognition.” For more information regarding recognition levels, please visit www.fundingthemission.org and click on “Connect”. Please keep in mind that any adjustments made to WEF and Mission Specials totals affect the P&B, EDU, and district goals. We caution changing your contribution totals without consulting the Planning Calculator on the FTM application or contacting Stewardship Ministries by e-mail at stewardship@nazarene.org.

The “Ten Percent for Global Mission” line will show “No” or “Not Eligible” unless the answer to line 53 is “yes”. If it is, the Ten Percent answer will be “Yes” for a Ten Percent percentage. The report will also display the percentage contributed so far to Mission Specials and WEF (between parentheses).

For your awareness, the following resolution was passed by the 2005 General Assembly: “To publish in the district journal the method used and the percentages applied to determine the budget base for all accepted budgets.” This paragraph (235.3) was added to the 2005-2009 *Manual of the Church of the Nazarene*. For continuity, we suggest that this information be included in the “Reports” section of each journal, contained in the report of the Finance (or similarly named) Committee.

The following sample text is sufficient: “Funding the Mission allocation goals are 5.5% of adjusted income for the World Evangelism Fund, 2.25% for Pensions and Benefits USA, 2.25% for Education. These percentages are calculated using the local church’s Adjusted Church Income (under line 32) less amounts given for WEF (line 33) and Mission Specials (line 34).”

Should you have any questions regarding the Financial Section of the Annual Pastor’s Report, or how giving goals are calculated, please feel free to contact the Stewardship Ministries department by e-mail at stewardship@nazarene.org or by calling, toll-free, at 1-800-544-8413. There is no need to send statistical reports to the General Secretary’s Office, but please save an electronic set or print out a set for your own records and make any necessary corrections to it following the audit.

c. If a Church Doesn’t Report. Effort should be made to get a full report from each church. In case it is not possible to get a report from any church, delete— use the report of the previous year taken from the assembly journal (You may right-click on a church name and select “Actions>Use Statistics from Previous Year” and the application will automatically fill the fields with stats from the year before – Note: you may need to change some things such as membership gains/losses. You will need to complete each section of the report, but the questions will be filled when you mark the church as using the previous year’s statistics or if they are marked as not reporting. Also print a hard copy of the pastor’s report for your district archives. Every church that is registered with the GMC must submit a report. This includes church-type missions which are reporting separately from their parent church and also “inactive churches.” If a church appears in the list for your district, the GMC is showing it as registered (that does not mean “organized,” just that it has been registered with us as an active work).

C. PREPARE CERTIFICATES AND LICENSES

1. Certificate and license templates are available on Ministry Intelligence in English, Spanish, Portuguese and French. You may fill them out on the computer and print them on special stock paper to make a nice certificate for presentation. If these are prepared and presented before the assembly closes, it will save the necessity of sending them through the mail. Care should be taken that only persons properly approved by the assembly receive them.
2. The District Secretary assumes responsibility for preparing credential orders for each person who will receive an ordination or recognition certificate. These orders must be emailed ***no later than 8 weeks in advance of your district assembly*** to the General Secretary at credentials@nazarene.org. This lead time is necessary for our office to process the order, have any necessary translations cared for and to do the printing, numbering and embossing of the certificates. We will try to have them returned to you no later than two weeks before your assembly.

Keep a copy of the file on your computer for your records. Order forms are available in Document Media Library (under District Forms) or on Ministry Intelligence under **Resources>Other Documents**. Fill in all the information requested. Each field calls for an item necessary for a complete record and for the preparation of the permanent certificate. It is very important to signify gender since the narrative on the credential uses gender.

Recognition temporary bond certificates will be sent to you for those being recognized by your assembly from another denomination. Once the confirmation of recognition is received (see the bottom of the order form), the permanent recognition certificate will be ordered and can be claimed by the minister by the surrender of their temporary bond certificate. (Please make them aware that a permanent copy will be provided by distributing the "For Your Information Memo" included with each envelope of certificates.) When permanent certificates have been prepared by the General Secretary's Office, these steps for distribution will be followed:

- a. The General Secretary's Office will then notify the minister that the permanent certificate is ready.
- b. Upon receipt of the minister's temporary bond certificate, the General Secretary will mail the minister the permanent certificate.

Please remember that if a minister from another denomination wishes to join with the Church of the Nazarene, but has previously held an ordination credential with our denomination, said minister should not be recognized as an elder or deacon, but *restored*. The actual recognition of elder's/deacon's orders should be used only for one who has **never** been a minister in our denomination. Please contact the General Secretary's office if you are in doubt as this can be a complicated and embarrassing situation to "fix" if it is handled incorrectly.

Please help us with the Recognition Certificate information by adhering to the guidelines in *Manual 533.2*. The reverse side of the ordination certificate from the other denomination should be inscribed by the district secretary and signed by the necessary General Superintendent and district officers at your assembly, and returned to the minister at the time of recognition. It is not necessary to send the certificate from the other denomination to the General Secretary's Office.

It *is* necessary that the information from the previous denominational credentialing be included on the back of the certificate presented to the minister at the district assembly, as well as on the certificate order form. This information is used by the General Secretary's Office, so completion and accuracy are essential.

The orders for recognition certificates will be filled in the same way they always have: You will receive a temporary bond certificate to present to the candidate; please be certain that you complete the portion on the back. They will be notified when their permanent certificate is ready. At that time they will return the temporary bond and, upon receipt of it, our office will mail their permanent certificate.

Any unused or defaced temporary bond certificates are to be returned following the district assembly **to the General Secretary**. This also applies to any permanent credentials that were not used for some reason (i.e., illness). The confirmation of ordination/recognition is required, along with any corrections to the order form following your assembly (see the bottom of the order form). Email this to credentials@nazarene.org.

3. When inscribing recognition certificates and filling out the order forms for permanent credentials, use the **full name** of the candidate. Example: Franklin William Smith, not Frank W. Smith or F. W. Smith. The names of women should also be written in full. Example: Alice Bertha Jones, not Mrs. John D. Jones or Mrs. Alice B. Jones. *Be careful to spell all names correctly*. These names will be entered into the permanent credential record in the General Secretary's office.
4. The General Secretary should also receive the signed "questionnaire" for all individuals ordained or recognized by the assembly and applications for all **newly** licensed ministers.
5. **Duplicate Credentials:** When a district issues a duplicate credential to a minister, please include that action in the General Information section as well as in the minutes of the District Advisory Board or Ministerial Credentials Board.
6. **District License Certificates:** Please be sure you are using the license certificate with your current General Superintendent's signature. If you need a copy, please contact Jolyn Stark at jstark@nazarene.org.
7. **Ministry Certificates:** Electronic templates for all of the lay ministry and evangelist certificates are available in English, Spanish, French and Portuguese through the Ministry Intelligence website under Shared Resources > Ministry Intelligence > Resources > Other Documents. Like the minister's license certificate, we no longer offer these documents in hard copy. We hope that this move will be a tremendous help to you and your district in your preparation for district assemblies.
8. **Transfer and Ministerial Change Forms:** These have been updated. (They are available to you through Ministry Intelligence under Shared Resources > Ministry Intelligence > Resources > Other Documents, and they are also posted in the Document Library.) Please use the District Ministerial Transfer form only when a minister changes districts. The Ministerial Change form is for use when a minister changes churches within your district. When submitting these forms to the records@nazarene.org email, **please use the minister's first and last name in the subject line**.
9. **Transfer of Jurisdiction:** If, for any reason, the name of an elder/deacon has been removed from a district roll, that elder/deacon may not be recognized by any other district without **written** consent by the district from whose roll the name was removed. There are two exceptions possible:

- ◆ Districts may transfer such jurisdiction upon request, provided the request is initiated in writing by a district assembly (District Advisory Board) to the district having jurisdiction. The transfer may be given if the district assembly (District Advisory Board), of the district where the minister lost or gave up the ministerial standing, responds affirmatively. (*Manual 538.1*) A district is not required to transfer the jurisdiction. A district which does receive a transfer of jurisdiction is also not required to grant restoration to the minister, but may consider either approving or denying it.
 - ◆ A minister who has been denied restoration twice may personally issue a request to the Board of General Superintendents for consideration and transfer of responsibility to another district, under the provisions and conditions set forth in *Manual 538*.
 - ◆ Also remember the recent ruling approved by the Board of General Superintendents regarding a clarification for the transfer of jurisdiction process:
 - ◆ A minister who resigns his or her credential while under discipline is not eligible for a transfer of jurisdiction (*Manual 538, 538.1*), since the individual automatically becomes a layperson once the resigned credential status is approved by a District Advisory Board of the district where the minister formerly held membership. Neither the Board of General Superintendents nor a district advisory board would have transfer of jurisdiction authority over a resigned credential, since the individual is a layperson and is no longer a district credentialed minister. When a transfer of jurisdiction matter is being considered, contact should first be made with the General Secretary's Office to verify the actual credential status that may have been assigned for a minister's credential before additional actions are taken.
10. Credential Presentation Folders: These attractive, vinyl folders are made especially for the presentation of the ordination/recognition certificates at the district assembly. This is an NPH sales item (#S-25), priced at \$8.50 each, and is available by contacting NPH directly at 1-800-877-0700. You may also place your order by email, orders@nph.com.
11. Do Not Send Items with the General Superintendent: Please DO NOT send items such as ordination/recognition questionnaires or licensed minister applications with your jurisdictional General Superintendent (JGS). They have very busy travel schedules, so it may be weeks before they physically return to the GMC. Their minds and priorities are on other things and it is difficult for them to get things back to the GMC in a timely manner. Please keep the originals for your office and email scanned signed copies directly to the General Secretary's Office. (DistrictJournals@nazarene.org).

III. AFTER THE ASSEMBLY

- A. WHAT TO RETURN TO THE GENERAL SECRETARY**—Within 10 working days after the close of the district assembly:
1. Submit the district's statistics to the GMC online via the APR website.
 2. Complete the bottom ("Following the assembly") portion of the credential order form(s) and email them back to credentials@nazarene.org to confirm the ordination(s) took place.
 3. Mail any unused permanent or temporary bond certificates to the attention of "Credentials Desk," 17001 Prairie Star Pkwy., Lenexa, KS 66220.
 4. The signed ordination/recognition questionnaires and applications for all newly licensed ministers (even if they have been licensed ministers before, but have allowed their license to lapse). If you receive a hard copy, email a scanned electronic copy of the signed originals to DistrictJournals@nazarene.org (this is preferable). The forms now allow the ordinand or licensee to type his or her name in the signature block.
 5. Electronic journal. This must be in ONE document (file). We will not accept multiple files!

B. PREPARE JOURNAL

You may view and download all the posted journals, both from USA/Canada and some World Regions at http://nazarene.org/Document_Library/.

1. The journal is the official record of the proceedings of the assembly. Extreme care should be taken to make this an accurate and complete record of all actions of the assembly.
2. The following items will serve as a checklist guide to acceptable copy:
 - a. Please use MS Word or a software program that is compatible with Microsoft Office products. Use a standard font (Times New Roman, Arial, Courier New, etc.). Please be sure the font is large enough to be read on screen in PDF format.
 - b. Single-spaced, portrait and booklet format are acceptable (some pages such as the history page may be landscaped). **All formatting of the journal is the district's responsibility** The format in which your journal is received will be the format in which the final journal is produced.

- c. **DS and GS Photos:** Please be sure to insert appropriate photos of your District Superintendent and Jurisdictional General Superintendent on the title page of your journal if you wish to have them. You may access approved photos of the General Superintendents by clicking here: <http://nazarene.org/ministries/superintendents/bios/individual/display.html>. We will no longer be inserting these photos for you, so please be certain that you have cared for this step in proofing your journal.
 - d. For the Church Directory, please highly recommend to your pastors that they include the email address and fax numbers for their churches, as well as the address and telephone numbers.
 - e. Make sure your document is correct grammatically and typographically. Especially check the spelling of the names of persons. Make sure names of persons are used in the same form each time. This should apply not only to the directory, but to the proceedings as well.
 - f. In alphabetical lists of names, do not run columns from one page to another and back again. Make lists alphabetical within each page before continuing on to the next page.
 - g. Make the journal concise, yet complete. Use complete sentences.
3. **Journal Submission:** Please submit your journal materials and any journal/district assembly related questions to: districtjournals@nazarene.org. This is the best way to obtain a timely response to your questions. You may need to compress the journal to send it by email or if it is still too large to send as an attachment, please submit it via CD or memory stick through the postal service. **When you send your journal, please make sure you have saved all of your tracked changes.**
 4. **Using Last Year's Journal:** Since we send you a corrected copy of your journal in Word at the end of our audit, you should begin with that document this year, as it will have all the revisions from the previous year. This continues to be important so you can see any changes or additions made to your journal.

C. TABLE OF CONTENTS

Manual 205.5 provides that, "The journal shall be arranged as far as possible according to the table of contents prepared by the general secretary in consultation with the Board of General Superintendents." The following table of contents is presented for your use. Note the cross references in parenthesis – these are provided as an aid to journal preparation for your convenience. Use categories that apply to your district; others should be deleted rather than left blank.

DISTRICT ASSEMBLY JOURNALTABLE OF CONTENTS
(Check List)**I. OFFICIAL DIRECTORY**

- _____ A. District Officers
- _____ B. District Boards and Standing Committees
- _____ C. District Organizations
- _____ D. District Zones
- _____ E. District Church Directory
- _____ F. Ordained Elders (Newly ordained must also appear in Ministerial Credentials and General Information. Ministers assigned to churches must appear in the Church Directory as staff church treasurer and SDMI Supt. are NOT staff!)
- _____ G. Ordained Deacons (Newly ordained must also appear in Ministerial Credentials and General Information. Ministers assigned to churches must appear in the Church Directory as staff - church treasurer and SDMI Supt. are NOT staff!)
- _____ H. Licensed Ministers (Newly licensed must also appear in Ministerial Credentials and General Information. Ministers assigned to churches must appear in the Church Directory as staff - church treasurer and SDMI Supt. are NOT staff!)
- _____ I. Tenured Evangelists (Must appear in Ministerial Credentials as recommended, apply and be approved by the Committee on the Interests of the God-Called Evangelist and the Board of General Superintendents before they may be listed as EVT.)
- _____ J. Commissioned Evangelists (Must also appear in Ministerial Credentials)
- _____ K. Registered Evangelists (Must also appear in Ministerial Credentials)
- _____ L. Evangelism Service, Retired (Must also appear in Ministerial Credentials)
- _____ M. Registered Song Evangelists (list the first year granted; must also appear in Ministerial Credentials)
- _____ N. Commissioned Song Evangelist (list the first year granted; must also appear in Ministerial Credentials)
- _____ O. Retired Song Evangelists, Non-Credentialed
- _____ P. Consecrated Deaconesses (grandfathered only)
- _____ Q. Licensed Deaconesses (Renewals only)
- _____ R. Commissioned Ministers of Christian Education
- _____ S. Licensed Directors of Christian Education
- _____ T. Ministers and Laypersons Serving Connectional Interests (Missionaries listed will be removed for their safety & security.)
- _____ U. Commissioned Ministers of Music (list first year granted; if listed as MUS (lay only), must be listed on Church Directory as music staff)

II. GENERAL INFORMATION

- _____ A. Received and Receipted on Transfer – If you haven't sent a receipt of transfer to the sending district, please do so before listing the minister here. (Must also be listed in Ministerial Credentials)
1. Elders
 2. Deacons
 3. Licensed Ministers
 4. Other (Minister Christian Ed., Director Christian Ed., Deaconess, Minister of Music, etc.)
- _____ B. Granted Transfer and Receipted – (Report only completed transfers since last assembly. If you have not received a receipt of transfer from the receiving district you cannot list the minister as transferred. See Manual 535.2. Must also be listed in Ministerial Credentials)
1. Elders
 2. Deacons
 3. Licensed Ministers
 4. Other (Minister Christian Ed., Director Christian Ed., Deaconess, Minister of Music, etc.)
- _____ C. Elected to Elder's Orders (Must also be listed in Ministerial Credentials)
- _____ D. Elected to Deacon's Orders (Must also be listed in Ministerial Credentials)
- _____ E. Granted Recognition of Elder's Orders (Must also be listed in Ministerial Credentials)
- _____ F. Granted Recognition of Deacon's Orders (Must also be listed in Ministerial Credentials)
- _____ G. Granted Restoration/Return of Ministerial Credentials (Must also be listed in Ministerial Credentials. Also, Restoration/Return form must be sent to General Secretary.)
- _____ H. Dropped from the Ministerial Roll (Must also be listed in Ministerial Credentials)
1. Elders
 2. Deacons
- _____ I. Deceased (Must also be listed in Ministerial Credentials and removed from the roll[s] of ministers)
1. Elders
 2. Deacons
 3. Licensed Ministers
- _____ J. Granted Retired Relationship (Must also be listed in Ministerial Credentials)
1. Elders
 2. Deacons
 3. Licensed Ministers

- _____ K. Granted Minister's License (Must also be listed in Ministerial Credentials)
- _____ L. Minister's License Not Renewed (Must also be listed in Ministerial Credentials)
- _____ M. New Churches Organized (Must also be listed in District Advisory)
- _____ N. Churches Disorganized (by permission of General Superintendent in jurisdiction)
(Must also be listed in District Advisory)
- _____ O. Churches Merged (by permission of General Superintendent in jurisdiction)
(Must also be listed in District Advisory)
- _____ P. Churches Inactive
(Newly inactive must also be listed in District Advisory)
- _____ Q. Church Names Changed (Must also be listed in District Advisory)
- _____ R. Extension or Satellite Sunday Schools or Church-type Missions
- _____ S. Journal Corrections
- _____ T. Where to Send Monies

III. PLAN OF EXAMINATION

- _____ A. Members of Ministerial Studies Board
- _____ B. Instructions to Students

IV. DAILY PROCEEDINGS

V. REPORTS

- _____ A. District Officers
 1. District Superintendent
 2. Other District Officers
- _____ B. District Boards and Standing Committees
 1. Advisory Board
 2. Ministerial Credentials Board or Board of Ministry
 3. Ministerial Studies Board (if separate)
- _____ C. Assembly Committees
 1. Assembly Finance (**Must include percentages for WEF, P&B and Education.**)
 2. Auditing
 3. Daily Journal
 4. Nominations
 5. Memoirs
 6. Other

VI. MINUTES OF THE CONVENTIONS (NMI, NYI, SDMI)**VII. FINANCIAL AND STATISTICAL**

- _____ A. District Treasurer's Report
- _____ B. Other District Treasuries, SDMI Min., NMI, NYI, Camp Meeting, etc.
- _____ C. Statistical Charts

VIII. SOME QUESTIONS ANSWERED

What are the duties of a District Secretary? (216-218)

To whom should a transfer be sent? (535-535.2) What is the life of a transfer? (535.2)

What does the *Manual* say regarding notification of receipt of transfer? (535.2)

What documents must accompany the transfer of a licensed minister to make it valid? (535.1)

What is proper procedure when a minister's credential has been lost, mutilated or destroyed? (536.7)

What is proper procedure when a minister wishes to file, remove, resign, or surrender his or her credential? (537-537.9)

Under what conditions may an ordained minister's name be dropped from the assembly roll? (537-537.9)

Is a licensed minister a member of the assembly in which he or she is first granted a district minister's license? No. The license is from the close of that assembly until the close of the next. (530.3)

How many copies of the printed journal should be furnished the General Secretary's Office? You do not need to send any printed copies of the journals. They are available in the Document Library, to which all employees have access. (217.6)

Does your journal copy follow prescribed procedure when a minister joins another denomination? (536.10) (The credential will be classified as "removed.")

What is proper procedure when the orders of an elder or deacon from another denomination are recognized? (533-533.2)

How long should a district keep ministers' records, etc.? <http://www.nazarene.org/ministries/administration/archives/local/district/display.html>. The District Archivist site contains important information that might help you with decisions about what to eliminate and what to keep. It is written from the standpoint of maintaining a historical archive for a district. The policy is not mandatory, but there are several districts that requested these guidelines and now follow them.

How are journals preserved over time? There has been a significant change in the methods we use to preserve the journals. **We are no longer requiring that the journals be bound for each quadrennial.** *Manual 205.4* states that "the full official journal for each quadrennium be preserved and filed with the district and the General Assembly files." We are now preserving the full official journals in electronic form on a CD. A number of districts continue to print their journals. You may want to visit with other districts to see what works well for them.

What is the General Superintendent's Growth Award? You may access the General Superintendent Growth Award forms/information in Document Library. Any questions concerning this award or the forms related to it should be addressed to the **USA/Canada Regional Office** at GSGrowthAward@nazarene.org.

IX. MISCELLANEOUS INFORMATION

- A. JOURNALS TO BE PERMANENTLY PRESERVED—*Manual 205.4* provides that district assembly journals should be preserved for the quadrennium and filed by the General Secretary for historical purposes.
- B. "FILED," "REMOVED," "RESIGNED," "SURRENDERED" CREDENTIALS—When a minister returns his or her credential to a district official, it should be forwarded immediately to the General Secretary. Credentials will be stored in a fireproof vault subject to any future action that may be taken by the district assembly. Pertinent information or correspondence should be submitted with the credential so that it will be available should the case be reviewed.
- C. APPLICATION FOR MINISTER'S LICENSE—When an applicant for license comes before the district assembly with a recommendation from the local church, the *Manual* provides that he or she shall also present the "Application for Minister's License" properly filled out and signed. The same applies each time the minister seeks renewal of the license. (The only exception to this pertains to retired licensed ministers who meet requirements defined in *Manual 530.3*.) The applications for **newly** licensed ministers should be sent electronically to the General Secretary's office to become a part of the minister's record. Original hard copies will not be returned to the district; however, if the district secretary wishes to keep a copy of these applications, he or she may do so. (Scanned copies will be accepted by the General Secretary's office as long as the minister's signature appears in the proper place.)

D. **ORDINATION AND RECOGNITION QUESTIONNAIRE**—When a licensed minister is to be considered for ordination, he or she should fill out and sign the “Ordination/Recognition Questionnaire.” Similarly, an elder or deacon from another denomination applying for recognition of elder’s/deacon’s orders by the Church of the Nazarene is to present the same questionnaire properly filled out and signed. (If the minister has, at any time, been an ordained minister in the Nazarene denomination, he or she would apply for return of the ministerial credential or restoration to the roll of ministers, rather than recognition of elder’s/deacon’s orders.) When the ordination/recognition questionnaire is approved, the signed “Questionnaire” should be sent electronically to the General Secretary’s Office. These questionnaires become a part of the minister’s permanent record. (Scanned copies will be accepted by the General Secretary’s office as long as the minister’s signature appears in the proper place.)

The District Secretary should:

1. Make the information in these questionnaires available to the general superintendent jurisdiction at the assembly.
2. Be certain that the general superintendent has all the data necessary for the report on those receiving recognition of elder’s or deacon’s orders (from other denominations).
3. Have the credential from the other denomination in his or her possession at the time consideration is given to their recognition of elder’s or deacon’s orders.
4. After the recognition of elder’s/deacon’s orders has been approved, endorse the credential from the other denomination according to *Manual 533.2*. Once endorsed, the credential from the other denomination may then be returned to the minister or to the other denomination if requested.
5. Electronically send all ordination and recognition questionnaires to the General Secretary’s Office. (Scanned copies will be accepted by the General Secretary’s Office as long as the minister’s signature appears in the proper place.)

E. **TRANSFER RECORDS TO SUCCESSOR**—In the natural course of events the time will come when you will turn over to someone else the responsibilities of your office. You should consider it a fitting culmination of your service to the district to turn over to the new secretary promptly all the records of the district. It will be gracious of you to assist this individual in every way possible in becoming acquainted with the responsibilities of the office.

F. **KEEP CONTACT WITH THE GENERAL SECRETARY**—The General Secretary and the entire office staff are anxious to be of assistance. This handbook is one such service and it is furnished to you in the hope it may make your work more effective. Requests for services or information concerning your work will always receive prompt attention. Likewise, your suggestions for the improvement of services will be welcomed. Please do not hesitate to contact the office at any time.

DISTRICT ASSEMBLY JOURNAL INFORMATION FORMAT GUIDELINES FOR CHAIRPERSONS AND SECRETARIES

Please follow these instructions in preparing material (reports, proceedings, lists, etc.) for the District Assembly:

1. **WORD PROCESSING:** Use Microsoft Word or compatible software. Send the report in electronic form.
2. **PAGE SET-UP:**
 - a. **MARGINS-** Set 1 inch margins on all sides (top, bottom, left, right).
 - b. **ORIENTATION-** All pages should be 'portrait' format with the exception of history pages, ordination photo/caption and tables/charts.
 - c. **FONT-** Choose the font and size you wish for your journal
 - d. **SINGLE-SPACED COPY-**Single-space ALL copy and **INDENT** the first sentence of each paragraph by five spaces.
3. **GRAMMAR-** Use standard, concise English and punctuation (the trend is to use less punctuation); however, make sure sentences are complete and make sense. The final copy needs to be edited **before** the material is sent to the District Secretary.
4. **SPELLING-** Use standard spellings. Use spell check and grammar check if available.
5. **TITLE-** Title the report as it is in the previous year's district journal.
6. **ALPHABETIZATION-** All names in listings within the copy should be alphabetized.
7. **NAMES-** When using ministers' names, please refer to the roll of ministers in the previous year's district journal for proper spellings and the preferred listing of the minister's name, e.g., Timothy L. Cole rather than Tim Cole. This keeps names consistent throughout the district journal. Do not use titles unless you are referring to the General Superintendent, District Superintendent, college/university president, etc. Italicize the names of publications-*Manual*, *Holiness Today*, *Sourcebook on Ordination*, etc.
8. **DEADLINE-** Please meet the assigned deadline for your meeting/board/ committee/convention, so the district may publish the annual district assembly handbook in time, as well as submit the material to the General Secretary's office in a timely manner.
9. **CLOSING A REPORT-** Close the report in the following manner, with applicable officer names:

Respectfully submitted,

Jane A. Doe, Secretary

John B. Hancock, Chairperson

GUIDELINES FOR THE JOURNAL SECRETARY

These guidelines for writing the journal copy are given in the hope you may find them helpful in preparing the record of the proceedings of the assembly.

1. Present your copy in electronic form (email is preferred). A margin of at least one-inch should be left on all four sides of each page. Be sure to include the history page(s) and the table of contents also in electronic form. The Supplemental Statistical Report and charts may be run from the APR and will be inserted by our office at the end of your published journal.
2. "Session" and "Meeting": the entire assembly is a "session" within which there are several "meetings."
3. Observe carefully common usage of good English, such as: Make complete sentences; report each action as a separate sentence, even though it may be short; avoid change of sentence structure; make sure names are spelled correctly and the correct initials used.
4. When recording pastor's reports, identify each pastor by name and church. The presiding general superintendent (Chairman) may request pastors to report alphabetically by church name or by credential groupings (elders, licensed ministers, etc.). The Chairman receives the pastor's report. When recording other minister's reports, list in separate categories the names of all that reported orally to the assembly and those who sent written reports. Also, list the names of all that did not send in reports, but were received by the assembly.
5. Reports "Received" "Adopted", or "Referred." A report of actions is received. A report making recommendations is adopted. A treasurer's report is referred to an auditing committee.
6. Partial Reports. If a committee report is given in parts, identify those parts in both proceedings and in the report itself. For example, "Partial Report No. 1 of Committee was read and adopted (see reports)." In case of the Nominating Committee, make sure to record the action. If this report is for the nomination of standing board or assembly committees, the minutes should show that "the report was adopted and those nominated declared elected."
7. Recording Elections. Read the teller's report, after having a copy prepared for the Chair, showing clearly marked those who were elected. Following the reading, the Chair will declare the elections. Your record should show the fact that an election was declared.
8. Report of the District Superintendent. The District Superintendent's report is received by vote of the assembly. If he/she has been elected to a term of years and no vote is to be taken this year, it is helpful if that fact is recorded.
9. The use of the "Reverend" title and listing of names when a title is used, Rev. John Smith, Rev. J. K. Smith, or Rev. Mr. Smith are all acceptable forms. In listing several names, if Rev. is used for one, courtesy demands it be used in all cases where applicable. Remember to be consistent in the listing of names throughout the copy. If you first use Rev. John Smith, avoid changing it to Rev. J. K. Smith later on in the same report/proceedings or anywhere else in the journal.
10. Always keep in mind that you are recording actions not only for those who are present, but also for those who will refer to your record 25, 50, or even more years from now.

VI. SAMPLES

A DISTRICT SECRETARY'S CHECK LIST OF ASSEMBLY DUTIES

The outline of the Secretary's Check List of Assembly Duties provides a guide for items of business and convenient check charts for your use in planning the procedure and checking the progress of the business of the Assembly.

BEFORE ASSEMBLY

1. _____ Order Assembly Materials
2. _____ Mail Letters and Forms to
 - A. _____ Pastors
 - B. _____ Evangelists & Song Evangelists
 - C. _____ Chaplains
 - D. _____ Other Elders/Deacons – Whatever their Role (Including Retired Ministers)
 - E. _____ Licensed Ministers
 - F. _____ Christian Education Ministers & Directors (Commissioned & Licensed)
 - G. _____ Ministers of Music
 - H. _____ Deaconesses (Consecrated & Licensed)
3. _____ Notify Officers of Need for Copy for District Journal and deadlines for this copy.
 - A. _____ New Officers
 - B. _____ Officers' Reports
 - C. _____ Financial Reports
4. _____ Letter to District Superintendent requesting organizing of Councils and Boards before leaving Assembly so officers may be included in Directory.
5. _____ Choose Assistants (as needed).
 - A. _____ Journal Secretary
 - B. _____ Enrollment Secretary
 - C. _____ Statistical Secretary
 - D. _____ Elections Secretary
 - E. _____ Typists/Computer Operators
6. _____ Is Equipment Ready?
 - A. _____ Tables, Chairs
 - B. _____ Comfortable chair for Chairman
 - C. _____ Committee Rooms
 - D. _____ Computers, Typewriters, Calculators
 - E. _____ Paper and such supplies
 - F. _____ Ballots
 - G. _____ Nominating Committees

7. ____ References to Ministerial Credentials Board
 - A. ____ COMPLETED Transfers IN-OUT
 - B. ____ Recommendations for Licenses and Commissions for:
 - (a) Evangelists; (b) Song Evangelists; (c) Minister of Music;
 - (d) Christian Education Directors; (e) Deaconess; (f) Not Renewed
 - C. ____ Ordination or Recognition Questionnaires
 - D. ____ Requests for Retired Relationship
 - E. ____ Ministers Deceased
8. ____ References to Advisory Board
 - A. ____ New, Newly Inactive and Disorganized Church Official Authorizations
 - B. ____ Church Mergers or Church Name Changes
9. ____ Memoirs Committee
 - A. ____ Lists of Deceased Members from Churches
10. ____ The Assembly Roll Prepared from the Certificates of Election of Delegates
11. ____ Marked Copy of Assembly Journal for General Superintendent
12. ____ Confer with General Superintendent
13. ____ Preparation of Statistics via the APR (Annual Pastor's Report Online Application)
14. ____ Complete orders for permanent credentials eight weeks prior to assembly and email to credentials@nazarene.org.
15. ____ Preparation of Licenses and Commissions
16. ____ Preparation of Church Directories

DURING THE ASSEMBLY

1. ____ Agenda for each Meeting
2. ____ Preparation of Proceedings
3. ____ Preparation of Committee Reports
4. ____ Get Organization and Assignments of Ministerial Studies Board
5. ____ Get Treasurer's Reports in hand from all District Treasurers
6. ____ Get Organization Assignments from SDMI Board, NMI and NYI Councils

AFTER THE ASSEMBLY

1. _____ Check Ordination/Recognition Questionnaires
2. _____ Check all items for Journal Table of Contents (see separate checklist)
3. _____ Final Preparation and send electronic copy for District Assembly Journal (Formatted for conversion to PDF following audit)
 - A. _____ Submit Statistical Data to the GMC online via Annual Pastor's Report Application (APR)
 - B. _____ Include Applications for Newly Licensed Ministers only
 - C. _____ Include Ordination/Recognition Questionnaires for those Ordained/Recognized
 - D. _____ Include Unused Permanent Credentials

DISTRICT ASSEMBLY ORDER OF BUSINESS

The Order of Business will vary according to the plans and wishes of the General Superintendent. Naturally, it will be necessary for you to adapt the daily agenda to the needs of the Assembly. Consult the presiding General Superintendent in these matters and try to prepare the agenda for each meeting accordingly.

USUAL FIRST MORNING BUSINESS

1. Organization of the Assembly:
 - (a) Election of assistant secretaries
 - (b) Election of Assembly assistants (pages, treasurer, secretaries, reporters, etc.)
 - (c) Fixing the time of meetings
 - (d) Fixing the bar of the Assembly
 - (e) Seating alternates
 - (f) Ordering standing committees (if any)
 - (g) Ordering special committees (if any)
 - (h) _____
2. Fixing Special Orders
 - (a) Report of the District Superintendent (Date and Time)
 - (b) Election of District Superintendent (Date and Time)
 - (c) Election of boards and officers (Date and Time)
 - (d) Anniversaries (Date and Time)
3. Introduction of Visitors
4. Greetings Authorized to be sent
5. Reports of Pastors (as time permits)
6. Report of Nominating committee
7. References to Committees
8. Announcements and Committee Calls

USUAL FIRST AFTERNOON BUSINESS

And on Succeeding Days until This Business Is Concluded

1. Special orders or Anniversaries (if any)
2. Reports: (as time permits)
 - (a) Pastors
 - (b) Evangelists
 - (c) Other elders
 - (d) Other licensed ministers
 - (e) Deacons
 - (f) Deaconesses
 - (g) Others

3. New Business

4. References to Committees

5. Announcements and Committee Calls

EVENINGS

Program by order of the District Assembly

OTHER BUSINESS

1. Report of Ministerial Credentials Board Relating to Transfers (be ready first day)
2. Special orders: time set by Assembly in consultation with the chair
 - (a) Report of district superintendent
 - (b) Election of district superintendent
3. Other Elections
4. Reports of Boards and officers:
 - (a) Advisory Board
 - (b) Ministerial Credentials Board
 - (c) Ministerial Studies Board
 - (d) SDMI Superintendent
 - (e) NYI President (not always read)
 - (f) NMI President (not always read)
5. Reports of Tellers on Elections
6. Special Orders and Anniversaries (if any)
7. Reports of Standing Committees (if any)
8. Reports of Assembly Committees

ITEMS OF REFERENCE TO MINISTERIAL CREDENTIALS BOARD

The chart Items of Reference to Ministerial Credentials Board is both the most complex and the most important of the charts. It is intended to assist you in making sure all references to this important board are acted upon. Note the code at the bottom of the chart and the suggestion to group similar references together. The sample shows the progress of John Jones' name from his recommendation by Troy church for Renewal of Minister's License to the presentation of his license to him. You may wish to use a double check in this last column--one to indicate you have prepared the license and one to indicate it has been presented to or mailed to the minister. Make extra copies of this chart as needed so you will have space to record all the references.

Name	*	Received	Referred	Reported	Action	Certified
John Jones (sample)	2	Troy	6/25	6/26	OK	6/27

- 1. Minister's License 2. Renewal Minister's License 3. Renewal Deaconess License
- 4. Evangelist's Commission or Registration 5. Song Evangelist's Commission or Registration
- 6. Transfer in 7. Transfer Out 8. Minister of Christian Education (Commissioned)
- 9. Renewal Director of Christian Education 10. Minister of music
- 11. Renewal Consecration (Deaconesses) 12. Special (Specify nature)

For convenience, group same type recommendation together.
Get these recommendations from District Superintendent or District Advisory Board.

LOCAL CHURCH DIRECTORY

NOTE: Type Church Name in ALL caps. Give telephone number including area code and complete address for church and each person, even if it is the same as the previous year's journal. Fax numbers and E-mail addresses may be included with the telephone number information, but these listings should precede the church telephone number listing. For the pastor line, if applicable, please list spouse's name in parenthesis after pastor's name. (Show start date and spouses name, if applicable, for any other pastoral staff listing.) Delete categories which do not apply to your church or add/change others that do apply. You must unlock the form in order to do this: View>Toolbars>Check Forms>Click on little padlock icon. FOR WORD 2010, use: REVIEW TAB>RESTRICT EDITING>STOP PROTECTION. This allows you to add/delete, but to use the tab key to move from one field to the next, you must click on "Yes, Start Enforcing Protection." You can leave the password area blank.

CHURCH NAME (Organized Year) (Church No. 000-0001)

Mail: Mailing address if different from Location (Do not include city, state & zip if same for both)

Location:

Web Address:

Email:

Fax: ; Phone:

Pastor: (Start Date) Name, (Spouse), Address, Email, Home Phone

Review Date: () (Initial review date is two years following start date [*Manual 123*].)

New Church-Type Mission Sponsorship This Year: Yes No

Office Secretary -

Assoc. Pastor –

Music Dir. –

Vis. Min. –

Chr. Ed. (Dir/Min) –

SDMI Supt. –

Childcare/School

(Dir./Principal) –

Children's Min. Dir. –

NYI Pres. –

Youth Pastor –

Adult Min. Dir. –

Prime Time Dir. –

Single Adult Min. Dir. –

Men's Min. Dir. –

Women's Min. Dir. –

NMI Pres. –

Work & Witness Coord. –

CLT Dir. –

Church Board Sec. –

Church Treas. –

**SAMPLE FORM LETTER FOR
COURSE OF STUDY PROGRESS**

DATE:

TO: The District Ministerial Credentials Board

FROM: The District Ministerial Studies Board

_____, a candidate for district license, has been enrolled in the course of study for _____ year(s), and since _____, and is (year) currently placed in the _____ year. The candidate has/has not been making satisfactory progress in the course of study, and has/has not met the *Manual* requirements for district license this year.

Comments: _____

Signed _____
Secretary, District Ministerial Studies Board

PASTOR'S ANNUAL REPORT CHECKLIST

The following checklist has been prepared to aid you in compiling your annual reports to send to the District Secretary in preparation for the District Assembly.

I. CERTIFICATE OF ELECTION

- ___ Elect delegates to the district assembly to conform to *Manual* paragraphs 201.1 or 201.2, according to the total district membership. (See Certificate of Election form for break down.)
- ___ Delegates must be elected at an annual meeting in accordance with *Manual* paragraph 113.14; non-elected delegates may not be certified.
- ___ List only church delegates in the delegate section of the form. The top portion of the form is for other members of the assembly, such as SDMI Supt., NMI Pres., NYI Pres.
- ___ Send the original only to the district secretary, and keep a copy for your file.

II. CHURCH DIRECTORY SHEET

A template of the church directory page can be downloaded at the Document Library. Please fill it out, save to your hard drive and email to the District Secretary. As a standard, the information should include the following:

- ___ List the month/day/year you accepted your present pastoral assignment in parentheses, at the beginning of the pastor line preceding your name: (8/01/04) John A. Doe (Jane). If applicable, list your spouse's name following your last name.
- ___ List your church's General Treasurer Account Number as recorded in your church listing in last year's district journal using the following format: (000-0001).

III. RECOMMENDATIONS

- ___ Forward a recommendation form from the church board for renewal of district license for each licensed minister in your church, *not serving as a pastor*. Licensed ministers serving as senior pastors will need their recommendation for renewal of district license directly from the district advisory board.

____ Complete a recommendation form for any other person seeking a district license, other than a licensed minister serving as a senior pastor, who is a member of your church. (The recommendation form for those requesting renewal of their district minister's license was emailed directly to the applicant; however, if you need to access this form, go online to Document Library.)

____ All recommendation forms are to be forwarded to the District Secretary no later than _____.

IV. DECEASED CHURCH MEMBER FORM

____ On the Deceased Church Member form, list the names of those members of your local church who have died since the previous year's assembly. These names will be included in the memorial service at the district assembly. In order to meet assembly handbook/booklet printing deadline, mail this form to the district secretary no later than _____.

V. GENERAL SUPERINTENDENTS' GROWTH AWARD

____ Use the General Superintendents' Growth Award Worksheet to determine if your church has qualified for this award. If so, contact the district secretary immediately with this information, since these awards must be ordered by the district secretary a month in advance of the district assembly.

VI. PASTOR'S ANNUAL STATISTICAL REPORT

____ Use a printed pastor's report form (This can be downloaded from the church's APR) as a worksheet to compile your statistical figures prior to completing the final report online and submitting it to the district. Follow all online directions and instructions from your District Secretary or District Office carefully.

____ Submit the online report to the district no later than _____. No changes will be made on the statistical records after _____.

VII. FINAL CHECK

Mail/Email the following items to the District Secretary:

____ Deceased church Members Form

____ Pastor's Annual Report (submitted online)

____ Certificate of Election Form (original – must have an actual signature, so this will need to be mailed hard copy or scanned)

____ Church Directory Sheet (updated)

____ Recommendation forms for any member of your local church, who is requesting to be granted district minister's license, unless the applicant has already mailed it to the District Secretary

____ General Superintendents' Growth Award Documentation (if applicable)

____ **Mail/Email these materials no later than _____.**

If you have any questions about the information in the packet, or are missing any materials, please contact the District Secretary at:

(Phone and/or fax numbers, Email address, mailing address, etc.)

**SAMPLE FORM LETTER FOR PASTORS
TO USE IN NOTIFICATION TO "INACTIVE"CHURCH MEMBERS**

DATE

First Church of the Nazarene
17001 Prairie Star Parkway
Lenexa, KS 66220

Dear Brother/Sister _____:

Your home church cherishes you as a member of this fellowship. We have sought to mediate the privileges and blessings which we have in association together in the Church of Jesus Christ. The hallowed fellowship, the helpfulness, the watch care and counsel are very sacred and precious.

However, according to our records, you have been absent from religious services for at least six successive months, and have not responded to the encouragement to be active when possible. Therefore, the church board has placed your name on the roll of inactive membership on _____ (date)

This action does not remove you from our prayers and concern. Any time you call we will seek to minister to you faithfully as the church has done in the past. Inactive members are not eligible to vote in church meetings or to hold church office, but we encourage you not to lose touch with the fellowship.

We believe things will change for you and you will be interested in becoming active in your church again. When that happens you may request to be returned to the active roll, and upon reaffirmation of the vows of membership and renewed participation in the worship activities of this local church, this may be done. The church board will respond to such a request within 60 days.

May you feel God's grace and love and the love of your church family, too.

Sincerely,

PASTOR