

ANNUAL CHURCH/PASTORS REPORT CHECKLIST

✓	REPORT ITEM	Date Due	Date Completed
	HOLD ANNUAL ELECTIONS (after February 15, 2018 and prior to March 15, 2018)	February 15- March 15	
	APR (Annual Pastors Report) Worksheet) Sign this copy and mail or scan and email a copy to info@vanaz.org . This verifies completion of the report	April 15, 2018	
	APR ONLINE (use Naz ID to access)	April 15, 2018	
	Certificate of Election of Members and Delegates to the District Assembly. Complete and email to info@vanaz.org	April 15, 2018	
	Deceased Church Members Form – complete and email to info@vanaz.org . SIGN AND RETURN THE FORM even if you have no names to report	April 15, 2018	
	District Journal Church Officers Update. Email to info@vanaz.org	April 15, 2018	
	Oral Report (see separate instructions)	April 15, 2018	
	Handbook Highlight (see separate instructions)	April 15, 2018	
	NMI Report (by your local NMI President please see that this report is completed in a timely fashion)	April 15, 2018	
	NMI Delegates (by your local NMI President please see that this report is completed in a timely fashion)	April 15, 2018	
	NYI Convention Delegates	April 15, 2018	
	Spaur Lay Servant of the Year Nomination SIGN AND RETURN THE FORM even if you have no names to report	April 15, 2018	
	Award & Recognition Worksheet SIGN AND RETURN THE FORM even if you have no awards/recognitions to report	April 15, 2018	
	When all items above have been completed your annual church/pastor's report is complete. Congratulations!		