Pastor,

A website has been developed to simplify submitting all year end reports to the District.
http://report.illinoisnaz.org/
This letter will provide step by step instructions to assist you.

Step One: Log in

Welcome

Please Select Your Church Name

District Office ▼

Password vwft2012

Submit

I Forgot My Password

Go to the District website and click on the reporting link provided. This will take you to the log in screen.

1

2

Choose your church name from the list (#1)
Enter your password in the box provided (#2)
If you forgot your password click on I Forgot My Password and it will send your password to you via email.

This will take you to the main menu screen. From here all the elements of your reports to the district are available:

Welcome District Office

Annual Pastor's Report

Verify Church Information

Verify Pastor Information

Directory

Page 1
(Associate Ministers, Visitation Minister, Christian Education Minister)

Page 2
(Music Director, SS Superintendent, Child Care Director / School Principal, Children's Ministry Director)

Page 3
(NYI President, Adult Ministries Director, Prime Time Director, Single Adult Ministries Director)

Page 4
(Men's Ministry Director, Women's Ministry Director, NMI President, W&W Coordinator)

Page 5
(CLT Director, Church Board Secretary, Church Treasurer)

Submit Directory

General Superintendent's Growth Award: Instructions & Worksheet
New Church Sponsorship: Instructions & Worksheet
Pastor's Oral Assembly Report: Instructions

Memorial Roll

Assembly Handbook Page

Delegates

Church Delegate Form

N.M.I. Delegate Form

N.Y.I. Delegate Form

S.D.M.I. Delegate Form

It is suggested that you start at the top and work your way down through the list. Please note: once a step is completed that information is saved and will not need to be re-entered. To save you from having to retype the same information repeatedly on different forms the website will, when possible, automatically enter it for you! This also means your reports do not have to be finished in one session. Once you complete and submit a form you can exit the website and the information will be saved.

Ok, let's get started. Click on:

Annual Pastor's Report

This will take you to the Annual Pastor's Report Page on the General Church's website.
For abbreviated instructions see the Annual Pastor's Report Instructions:
http://www.newweb2011.illinoisnaz.org/Global_APR_Instructions.pdf
Completing this report should be your first step.

Verify Church Information

This will take you to a page where the information from last year's journal concerning your church is displayed. Make any changes necessary by entering it in the boxes provided. Clicking on the submit button will save the changes and take you back to the main menu. If no changes are necessary you can return to the main menu by clicking on the submit button.

Next, click on:

Verify Pastor Information

This will take you to a page where the information concerning the lead / senior pastor for your church is displayed. Again, make any changes necessary by entering it in the boxes provided. Clicking on the submit button will save the changes and take you back to the main menu. If no changes are necessary you can return to the main menu by clicking on the submit button.
Please note: this page is not to be used to record a change in pastoral leadership. If such a change has taken place at your church and the old pastor is still displayed please contact Doug Haynes.

Ok, now on to the directory page section. The next five pages are essentially the same.

They allow you to edit the information that will show up on the directory page of the journal.
Page 1 includes: Associate Ministers, Visitation Minister, Christian Education Minister.
Page 2: Music Director, Sunday School Superintendent, Child Care Director / School Principal, Children's Ministry Director.
Page 3: NYI President, Adult Ministries Director, Prime Time Director, Single Adult Ministries Director.
Page 4: Men's Ministry Director, Women's Ministry Director, NMI President, W&W Coordinator.
Page 5: CLT Director, Church Board Secretary, Church Treasurer.

Though each page displays different information the way you deal with that information is the same on all five pages.

Ok let's get started by clicking on   Page 1

The information for each position from last year's journal should be entered for you and displayed in a grid that looks like this:

Visitation Minister

	FIRST	LAST	ADDRESS	CITY	STATE	ZIP	EMAIL	HOME PHONE	CELL PHONE
Edit	Nice	Pastor	123 Happy St.	Mindlessjoy	IL	61859	silly@clown.com	217-888-8888	618-888-8888

If the information displayed on the page is correct you can click to [Return to Main Menu] return to the main menu or to go [Next Page] on to check the next page.

If you need to change any of the information click [Edit]

This will open the grid and allow you to make changes. Make sure you click [Update] to save your changes. It is very important that you enter phone numbers as numbers and dashes with no extra characters. For example (217) 555-5555 **_MUST_** be entered as 217-555-5555.

Once the information displayed on the page is correct you can click [Return to Main Menu] to return to the main menu or to go on to [Next Page] check the next page.

Once you have verified and/or corrected the information on all five pages you are ready to submit your directory page! You do this by clicking on:

[Submit Directory]

This will take all the information, format it correctly, and prepare it for submission. You will be presented with the information to check one last time on a form that looks like this:

```
Ogden      (Organized 1932)    (021-0730)
Location , Ogden    , 61859  ) 206 N. Market St., Ogden, IL 61859
        (E-mail: revjong@comcast.net; Web Address: www.ogdennazarene.org; 217-582-2200)

Pastor - (6/13/2002) Jonathan Garlock (Delphine) , P.O. Box 161, 117 N. Lynn, Ogden, IL, 61858
        (E-mail: revjong@comcast.net; 217-621-6199,  )
Assoc. Pastor - Dennis Anglin, , P. O. Box 102, Fithian, IL, 61844
        (E-mail: dennisanglin@comcast.net; 217-548-2002)
Assoc. Pastor - Don Johnson, (Sharon), , 61841, Fairmount, IL, 61841
        (E-mail: TheRev63@aol.com; 217-582-2200)

Music Director -  Ruth  Bensyl,  102 E. Kyle St.,  Ogden, IL 61859

Sunday School Superintendent -  Kathy Crowell,  123 South Street, St. Joseph, IL
        (E-mail:  ; 217-840-8201)

Children's Ministry Director -  Tracy Maxwell, 612 Compton Ave, Champaign , IL 61822
        (E-mail: tracmaxwell@comcast.net; )

NYI President -  Raina Bensyl, 102 E. Kyle St, Ogden, IL 61859
        (E-mail: raina.bensyl@gmail.com; )

NMI President  -  Lori Walle, 2128 County Rd. 1950 N, St. Joseph, IL 61872
        (217-840-3357)

Church Board Secretary   -  Lori Walle, 2128 County Rd. 1950 N, St. Joseph, IL 61849
        (E-mail: llwalle@yahoo.com; 217-840-9623)

Church Treasurer   -  Sharon Johnson, Fairmont, IL
        (217-733-2639)
```

[Submit] [Cancel]

If the information is correct, click the submit. If not, click the cancel button to return to the main menu. From there you can choose the page that allows you to correct the error you found. For example; to edit SS Superintendent I would choose page two, Treasurer I would choose page 5, etc.

Now on to:

General Superintendent's Growth Award

Instructions & Worksheet: http://www.newweb2011.illinoisnaz.org/GS_Growth_Award_FormInst.pdf
See the instructions on the worksheet. Complete the form and if you qualify, save it and email it to me at revdehaynes@sbcglobal.net as an attachment by May 16, 2012.

New Church Sponsorship Worksheet

Instructions & Worksheet: http://www.newweb2011.illinoisnaz.org/NewChurchSponsorship2012.pdf
See the instructions on the worksheet. Complete the form and if you qualify, save it and email it to me at revdehaynes@sbcglobal.net as an attachment by May 16, 2012.

Pastor's Oral Assembly Report

Your Pastor's oral assembly report is to be submitted in writing via email as an attachment. It should be formatted for a letter-sized page (8 1/2" X 11"), ¾" margins, double-spaced, typewritten 10pt. or 12pt. type. Summarize the year just completed—highlights and victories. It will be printed in the assembly book. Space is limited and reports will be reduced to fit the assembly book format. Please do not use a smaller size type because the type you use will be reduced. Please E-mail it to me at revdehaynes@sbcglobal.net. It is due in my office by May 16, 2012. The General Superintendent does read these reports.

Now on to the Memorial Roll. This page is rather straight forward.

Reporting Church
District Office

Name : _____   [Add to List]
(ex. John Smith)

[Submit] [Cancel]

Enter the names in the box provided: first name, last name and click add to list. After adding all of your names to the list click on submit to send the report.

This brings us to the Assembly Handbook Page:

Church Name: District Office
Pastor's Name:
Spouse's Name:

Membership & Attendance 2010-2011
APR # refers to the line on the Annual Pastor's Report

Church Membership (APR #15): 45
New Nazarenes (APR #7 + #8):
Average Weekly Corporate Worship (APR #17):
Sunday School Average (APR #24):
Discipleship Ministries Responsibility (APR #23):

Fund Payments 2010-2011

WEF (APR #31) $
P&B (APR #35) $
ONU (APR #39) $
District (APR #36) $
Total Church Income (APR #30) $

[Submit] [Cancel]

The information available will be filled out for you. It will help you to have a copy of your Annual Pastor's Report available. Where information for your Assembly Handbook Page is found on you Annual Pastor's Report the line numbers are provided. Clicking submit sends your report.

We are almost done! On to the delegates. The church delegate form is "automated" this year. It will verify church membership then present you with a form for you to complete that looks like:

Church Name: Ogden   Pastor: Jonathan Garlock
Email Address: webmaster@ogdennaz.
Church Membership: 73

[Submit]   [Cancel]

Delegates

Delegate Name   Delegate Email
Delegate Name   Delegate Email

Alternate Delegates

Delegate Name   Delegate Email
Delegate Name   Delegate Email

Simply fill in the information and click the submit button!

The remaining auxiliary delegate forms are "automated" this year. This means you continue on through the remaining auxiliary delegate forms and you are done!