

APRIL 2, 2024



# 2023-2024 Year End Instructions

SOUTHWEST INDIANA DISTRICT  
CHURCH OF THE NAZARENE

**Dr. Timothy Crump**  
*District Superintendent*

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**Rev. Nathan Rogers**  
*Assistant District Superintendent*

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**Rev. Patrick Shay**  
*District Secretary*

# YEAR END INSTRUCTIONS



**Photo / Written Report Due: April 15, 2024**

**EMAIL TO [NROGERS@SWIDNAZARENE.ORG](mailto:NROGERS@SWIDNAZARENE.ORG)**

- Written Report for booklet (300 words or less)
- Photos for booklet

**Reports listed below Due: June 3, 2024**

**ONLINE AT [APR.NAZARENE.ORG](http://APR.NAZARENE.ORG)**

- Annual Pastors Report (APR - online)

**EMAIL TO [PASTORPATSHAY@GMAIL.COM](mailto:PASTORPATSHAY@GMAIL.COM)**

- Church Directory
- Deceased Church Members
- General Superintendents' Growth Award (optional)

You can find these forms at  
[www.swidnazarene.org/forms](http://www.swidnazarene.org/forms)

**ONLINE AT [SWIDNAZARENE.ORG/DELEGATES](http://SWIDNAZARENE.ORG/DELEGATES)**

- Certificate of Election/Convention Delegate Forms

**ONLINE AT [FUNDINGTHEMISSION.ORG](http://FUNDINGTHEMISSION.ORG)**

- Funding the Mission - Budget Payments up to date

## Contact Us



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## From Dr. Timothy Crump, District Superintendent

To: SWID Pastors

RE: End of Church Year Instructions

Please read through this booklet for several essential instructions as we near the end of our 2023-2024 church year. You will want to begin planning to attend our annual NYI, NMI, and NDI Conventions, along with the District Assembly and ordination service, led by Dr. Carla Sunberg, our jurisdictional General Superintendent.

Our **District NYI Convention** begins at 6:00 p.m. ET on Sunday, July 7th. The **NMI Convention** will start on Monday, July 8th, at 8:30 a.m., followed by our **NDI Convention**, which will begin at 2 p.m. that afternoon. Our Annual **Vision service** will be at 7 p.m. that evening.

On Tuesday, July 9th, beginning at 8:30 a.m., we will celebrate the work of the Lord and His people in our **76th District Assembly**. We will conduct the business of the Assembly, hear from Dr. Carla Sunberg in the preaching of the Word, elect district leaders, hear the latest updates from our schools and universities, and hear a few reports from our pastors who are leading the way in Blessing their Community.

We will conclude our time together with our Ordination Service, which will begin at 3:30 p.m. Tuesday. All of our events will be held at the Convention Center, 800 Wabash Ave, Terre Haute, Indiana.

### **PASTORS WRITTEN REPORT FOR DISTRICT ASSEMBLY BOOKLET (300 WORDS OR LESS)**

We will again compile financial statistics, baptisms, conversions, and New Nazarenes for a District Assembly Booklet from your Annual Pastor's report. Also, we ask that you submit a written report focusing on how your church blesses your community, brings people to Jesus, and makes Christlike disciples.

You are also asked to submit the following JPEG photo files to be included on your church's page:

- An updated photo of yourself and your family (required)
- An updated picture of the exterior of your church building (required)
- Up to 5 images of various ministries/events from your church this past year (optional)

### **PASTORS REPORT AT THE DISTRICT ASSEMBLY**

This year, we will not have all our pastors sharing a report. Instead, we will select a few pastors and their churches who most effectively blessed their community or experienced a special event in the life of your church.

Thank you for your continued faithfulness and service to your local congregation, mission area, and our district. May God bless you!

## From Rev. Patrick Shay, District Secretary

HELLO PASTOR,

As you are aware, May 31st is the end of the 2023-2024 church year. We appreciate your cooperation in completing your reports. If I can help in any way, please let me know. You can reach me by email or by my cell phone at 812.360.4734.

**The deadline for submitting all annual reports to the District Secretary (pastorpatshay@gmail.com) is June 3, 2024.** Please note this email change from previous years.

Even though the church year still has several weeks left, I would encourage you to begin working on any of these reports before the deadline. It is critical to have reports in on time as they will begin to be audited immediately after June 3. This deadline has been set by the District Advisory Board. A portion of the information in the reports is needed shortly after June 3rd. All necessary forms can be accessed from the District website under Resources > District Assembly Forms or by visiting the following web address [www.swidnazarene.org/forms/](http://www.swidnazarene.org/forms/).

To assist you in making sure everything gets submitted, I have attempted to outline the requirements for our reports as follows:

### 1. ANNUAL PASTOR'S REPORT (APR)

As in previous years, this report is available to be completed online. Although the system has changed, you can use the following link [apr.nazarene.org](http://apr.nazarene.org) to access your church's report.

Since this is a new system that we have not used before, feel free to contact me with any questions.

If you have filled out a report in the past (even on a different district), you should be able to sign in to your Nazarene account with the same email (unless it has changed) and password. **If the system does not recognize your username and password, you will need to go through the process to register or reset your password. We can't do this at the district level, but I will help you work with the general church to get you logged-in.**

### Worship and Discipleship Attendance:

You should report your morning worship and discipleship attendance from June 1, 2023 through May 31, 2024. Please remember that year-end averages are based on the highest 49 Sundays (to account for weather etc...). On-line attendance may also be counted based on the following standards:

1. Devices or individuals remained connected during at least 50% or 30 minutes of the streamed or recorded content.
2. Devices or individuals have engaged by on-line registration or identification and are provided an opportunity for personal participation or communication, and
3. Individuals received weekly personal contact/follow-up by your church.

Please be careful not to count individuals twice for Discipleship Attendance.

A couple of helpful tips:

- Please note that SWID does not have a policy for Fellowship members. Line 8 of the report titled “Fellowship” members, all SWID churches should enter a 0 (zero) on this line.
- The number of church members reported last year MUST agree with the 2023 District Journal. If an error was made last year, then it must be corrected in the Gains and Losses section for this year. Your financial statistics will cover the church year from 6/1/2023 - 5/31/2024.
- Please read the instructions and fully complete each page carefully before submitting. You can save the report as you go along and do not have to complete it all at once.
- On the financial report, please remember to combine monies raised and paid by the various departments as well as the church. Report these totals together. Use ONLY dollars in the financial figures (figure cents to the nearest dollar and DO NOT add zeros for cents).
- If you complete this report online, you do not need to mail me a copy. Please print a hard copy for yourself and your church. I would appreciate it if you would email me when you have completed the report in its entirety, we can then check your church off as complete.

## 2. CERTIFICATE OF ELECTION/CONVENTION DELEGATE FORMS

Please fill out the Certificate of Election AND Convention Delegates Forms online at [swidnazarene.org/delegates](http://swidnazarene.org/delegates). It is very important to submit these forms as we will again be voting electronically. We will use these forms to input eligible names to vote. Without this certificate, your delegates will not be able to vote in our elections. It is also important to include a valid and unique email address for each delegate. The election software will not allow two delegates to use the same email address, and any delegate without an email will be unable to vote.

Below is a copy of the chart on the Certificate of Election form which indicates the number of delegates your church may send to the District Assembly, based on your church membership. Since our district has over 5,000 members, please use the chart below from Manual section 201.2. Churches that have 75 or fewer members may send only one elected delegate and list one elected alternate. Please do not list someone as a delegate who is already a member of the District Assembly by virtue of their office in the local church (such as newly-elected Sunday school superintendent, NMI president, or NYI president).

<b>CHART 1</b> (Manual 201.2)			
Members	Delegates	Members	Delegates
0 - 75	1	326 - 375	7
76 - 125	2	376 - 425	8
126 - 175	3	426 - 475	9
176 - 225	4	476 - 525	10
226 - 275	5	526 - 575	11
276 - 325	6	576 - 625	12

### 3. CHURCH DIRECTORY

I will email you last year's directory sheet for your church. Please look over this page carefully and update it by marking all necessary changes. You can then email me the mark-up copy, and we will make the necessary changes.

\*Please note that email and phone numbers reported in the APR and the Church Directory should match.

### 4. DECEASED CHURCH MEMBERS

Please fill out this form for all church members that have passed in the past church year. We will include this information in our delegate booklet.

### 5. GENERAL SUPERINTENDENTS' GROWTH AWARD

If you believe your church meets the qualifications for the General Superintendents' Growth Award, you may view and fill out the worksheet at the following link:

<https://usacanadaregion.org/bgs-growth-award>

### 6. FUNDING THE MISSION

Please check the Funding the Mission website, <http://fundingthemission.org/> for help with your financial report. You have to be given access to this site for the church you are pastoring.

If you do not have access to this or have any questions on budget payments, you can contact Gary Ritter, District Treasurer, at [swidtreasurer@swidnazarene.org](mailto:swidtreasurer@swidnazarene.org) or (812) 278-4274.

### IMPORTANT NOTE ON BUDGET APPORTIONMENT

To ensure that you receive credit in the 2023-2024 church year, funds must be received no later than June 16, 2024. While we will receive funds after that date, they will not be shown in the District Assembly reports.

Thank you for your attention to these reports. I know that it can be challenging to meet the June 3, 2024 deadline. It would be greatly appreciated to give us the proper time to assemble the information we must forward to the General Church. I understand that these reports can be confusing at times. Please, do not hesitate to contact me if I can assist you in any way.

Blessings and Peace,

Rev. Patrick Shay  
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