

District Assembly Preparation Timeline for Pastors

Northwestern Indiana District Church of the Nazarene

Assembly Dates: May 8-9, 2018

Convention Dates: April 28, 2018

Relative to Assembly Date	2018 Date	Event/Activity	Notes
4-12 months prior to DA	During 2017	Establish date for 2018 Annual Meeting of Local Church-- Between February 12 - March 1	Manual 113.7 Also see notes below relative to Annual Meeting
150 days prior to DA	October and November local board meeting date	Board Recommends District Licenses. (Local Licenses can be granted all year long)	By December 1st the church board interviews and recommends for ordination candidates and notifies the district of anyone wanting to be ordained. Also, in December have church board interview and approve local license applicants and recommend for district licenses. <ul style="list-style-type: none"> Inform District Office of new/local license recipients.
90 days prior to DA	November Board Meeting	By January 1, send district license recommendation form to District Secretary Jim Ballenger. <ul style="list-style-type: none"> Inform District Office of new local license recipients. 	District office/ District Secretary needs this paperwork to be able to schedule a district Board of Ministry interview for the candidate on January 14th.
120 days prior to DA	November or December 2017	Have the church board establish a Nominating Committee	Manual 113.10. Pastor nominates committee, board approves
90-120 days prior to DA; And 30-60 days prior to end of fiscal year	December --January	Local Nominating Committee to Meet and create a ballot	Manual 113.10. 3-7 church members, including pastor. Pastor serves as chairperson. As per Manual 113.11, some churches elect only every two years.
90-120 days prior to DA and	December --January	Nominating Committee vets' nominees	As per Manual 113.10 and 39
60-72 days prior to end of fiscal year	January 13th	Board of Ministry Day Interview for District Licenses/Divorce Barrier	District Board of Ministry interviews dist. license candidates @ Ft. Wayne Trinity
60-72 days prior to end of the fiscal year	January 27	Board of Ministry Day Interview for Ordination Candidates	District Board of Ministry interview for elder or deacon credential and recognition of credentials @ Dist. Office

Within 90 days prior to District Assembly. Set by DAB	February 28, 2018 March 1, 2018	End of Fiscal/Statistical Year Starts New Statistical Year	Always the last day of February each year. Always the first day of March each year.
Within 90 days prior to District Assembly	Anytime following February 11, but by March 1st. Newly elected officers take office on March 1st,	Annual Meeting of the Local Church, for elections and reports, (and perhaps vision-casting if the church does not have another vision-casting day on the calendar).	Could be held prior to or shortly after the end of the fiscal year. Reports (Manual 113.9) and elections (Manual 113.11 are to be part of the annual meeting. A meeting can be conducted on more than one day. This serves especially churches with multiple services. Also, some churches have one day to approve the ballot (so changes can be made if necessary), and another day for elections.
30-40 days prior to DA	March 1, 2016	Pastor collects information for Annual Pastors Report (APR) and can begin entering information online into the APR system.	Please give this high priority. Plan for it. Communicate clearly with your local leaders the need to have their reports on time, perhaps by March 10th.
30-40 days prior to DA	March 15th or earlier	Pastors Reports DUE!! This is the pastor's report and the pastor is responsible for all the information submitted!	When it comes to the annual report, " The Buck Stops with the Pastor ". Pastor, please be sure you collect from your leaders everything you need PRIOR to this date. This is the date the reports must be finalized, not started.
	April 28 (Saturday)	District TEAM Convention	Shiloh Park
	May 8-9 (TUES/WED)	District Assembly	Shiloh Park
1-15 days following DA	May 13 or 20	Report Assembly News to the Local Congregation	