

END OF YEAR REPORTING PROCEDURES

No doubt you are preparing for your end of conference year Local Church Conferences. All established churches are to have an annual LCC near the close of the fiscal year (May 31). At your LCC your local church will give reports and handle any business necessary. Elections are also held for board and committee members, officers, trustees, and conference delegates*. All regulations pertaining to the LCC are covered in The Wesleyan Discipline 2016 - paragraphs 625-655 if you need further clarification.

All REPORT FORMS can be found online on the Pastor Portal (ASR and STATS) OR on our District website at www.ncewesleyan.com. (i.e. Delegate Report, Memorial Report, Children's, and Youth Report, etc.)

ORDAINED, LICENSED, and MINISTERIAL STUDENTS

**All ordained, licensed, and ministerial students are required to attend District Conference. Your pocket credentials will be included in your Conference Packet each year. If you are unable to attend District Conference for some reason, please fill out the "[CONFERENCE ABSENTEE FORM](#)" found on the District website.

PORTAL LINK - www.wesleyan.org/pastors

PORTAL ACCESS and USE is required by the denomination. You already have a portal account set up by you or the district office. **If you do not remember your password and/or username** please contact Debbie, in the District Office, and she will send an email with a link allowing you to set a new password. **PLEASE DO NOT CREATE A NEW ACCOUNT OR SEND A REQUEST THROUGH THE PORTAL SITE.** Email or call Debbie at 336-886-7729 or dbarwick@ncewesleyan.com.

1. **PERSONAL INFORMATION** – FIRST, always LOGIN AND CHECK/UPDATE ALL YOUR PERSONAL INFORMATION IN THE PORTAL each year. Check for missing information such as birthdates and spouse's names and email addresses. If you update your personal info in the portal there is no need to fill out the minister information form on the website.
2. **ANNUAL SERVICE REPORT** - A yearly ASR MUST be filled out by all ORDAINED, LICENSED and MINISTERIAL STUDENTS. The portal will automatically load the correct ASR for your current credential and service. Just complete it and save it. Nothing else needed.
3. **STATS** - Fill out your church's STATS on the portal. (Once logged in to the portal, click on the church tab, then click the Stats button for your church.) You may work on your STATS for as long as you like (prior to the deadline) and saving your updates when added. Then submit when you're finished. You may even go back and edit after submitting if the deadline to submit has not passed.

WEBSITE LINK - www.ncewesleyan.com

1. **CHURCH ASSESSMENTS** - Your remaining assessments for the year can be paid online through the website. You can even set up monthly payments through our giving page. [CLICK HERE](#) for a current list of paid assessments as of March 31, 2018. Log on to our website, go to "Contact Us", then "Online Giving", then "Church Assessments"
2. **REPORTS** - All your needed end-of-year district forms can be found in one place online on our website.

MAY 31st DEADLINE

AFTER YOUR LCC – Local Church Conference

1. **ASAP – Please fill out the [DELEGATE FORM](#)*** on the District Website right away and submit. We have materials to email to the Delegates prior to conference and need to also create their packet and record an official list of Delegates for the Denomination.
2. **ANNUAL SERVICE REPORT** – All ordained, licensed, and ministerial students must complete their ASR on the portal, prior to May 31st.
3. **ENTER YOUR Local Church Leaders Elected/Appointed Each Year** – Please Add and/or Update your church leaders in the portal. The Denomination and the District Office communicates with Local Church Leaders throughout the year. We may need to get info to all Treasurers, all Youth Pastors or Directors, or all Vice-chairs of the LBA, etc.
****PLEASE ALWAYS ENTER (a-f, below). See note on (g) as well.**
****PORTAL ACCESS** is required to enter church leaders (SEE NOTE ABOUT PORTAL ACCESS ABOVE).

- **ADDING LEADERS** –After logging in to the portal, go to the CHURCH tab, then LEADERS tab. You can put in your church name and district to query a list of your previously entered church leaders.
- **TERM EXPIRATION** - Once you find (always search for a leader first) or have created your leaders name and address record, (making sure all info is up-to-date, ADD each service they have been elected or appointed to and ENTER the term dates for each service. **DON'T FORGET TO SAVE IT by clicking the "ADD" button.** (It is very important you enter THE EXPIRATION DATE FOR THE TERM. The district uses the portal for access to your local church leaders throughout the year. If they do not have a "date term expires" we can only assume the record is not current.
- **TO ADD MULTIPLE SERVICE POSITIONS** to one person's record, simply click "Add a new position". Once you have selected the position and put in the term, **DON'T FORGET TO SAVE IT by clicking the "ADD" button.**
 - a. **LBA MEMBERS** – Please update all contact info, especially email and phone
 - b. **LBA VICE-CHAIRPERSON** elected at your first LBA meeting of the new conference year. Make sure BOTH Vice Chair (1-year term) AND LBA Member (3-year term) are added to your Chairperson's record.
 - c. **TREASURER** – The Denomination communicates with the Treasurers throughout the year with tax laws and changing procedures. Please make sure your Treasurer info is always up-to-date.
 - d. **CHURCH ADMIN** – This contact person is so critical to our District Office. Please put the primary Office Contact in this position for your church.
 - e. **PASTOR OR DIRECTOR OF YOUTH MINISTRIES** – Please enter your Youth Pastor or Director and add this position to their record
 - f. **PASTOR OR DIRECTOR OF CHILDRENS MINISTRY** - Please enter your Children's Pastor or Director and add this position to their record
 - g. **DIRECTOR OF EVANGELISM AND DIRECTOR OF MISSIONS** **may be two others you would want to enter.** Keep in mind that the denomination updates and communicates through the portal throughout the year. If they are in the portal they will receive information and opportunities for direction that others would not have access to.

JUNE 10th DEADLINE

STATISTICAL REPORTS for the Conference Year

- A **worksheet** to help compile your Statistical Report Data can be found on the portal under FORMS. PORTAL ACCESS is required to fill out the Statistical Report (SEE NOTE ABOUT PORTAL ACCESS ABOVE).

DISTRICT REPORTS for the Conference Year

ALL District Yearly Reports are on the District Website – After you're on the website go to Resources, then Forms

- [Lay Delegates to Conference](#) – Due May 31st
- [Church Information Report](#) – Includes your service times for publication
- [Church Multiple Staff Information](#) – Always fill out if there are any church ministry staff other than the pastor
- [Minister Information Form](#) – No need to fill out **IF** you have checked and updated your personal information on the portal.
- [Global Partners Report](#) – Church Missions Report
- [Children's Ministry Report](#)
- [Wesleyan Youth Report](#)
- [Memorial Report](#)

NOTE: ON THE PORTAL YOU CAN ALSO ACCESS: List of employees at headquarters including phone numbers and email addresses, district leaders, district journals dating back to 1979, contact information for our colleges, universities, and seminaries, denominational forms, church letters and forms, and statistical data for your local church dating back to 2006. **Once you have logged in to the portal you will see, on the right side under documents, a [Pastor Portal Help Guide](#) if needed.**

NOTE: All online forms (ASR, STAT and District Forms) will go to the correct person when you submit them