

## ANNUAL REPORTS: LEAD PASTOR

### REPORTS MUST BE SUBMITTED ONLINE BY MAY 25!

Standing Rule C-3, passed by the 1993 Annual Conference – **REQUIRES reports be filed by May 25 in order for pastors to receive their annual District Conference Travel Reimbursement!** Reports that are NOT received on time, greatly hinder the work of district committees – so thank you, in advance, for your quick response!

### ACCESS YOUR LOG-IN ACCOUNT AT WESLEYAN HEADQUARTERS

Every credentialed person in the district (except Ministerial Students unless *they are Supply Pastors*) is required to set up a Wesleyan Headquarters Log-in Account. Having a Log-in Account will give you access to the system and enable you to fill out the reports.

1. Go to: <http://www.wesleyan.org/pastors>
2. Click on “Sign In”.
3. Fill in your username and password.
4. Press “Log In” button.
5. IF your email address is NOT in the system, you need to create a complete log-in account.

#### To Create A Log-In Account:

1. Go to <http://www.wesleyan.org/pastors>
2. Enter in the information required.
3. Click “Submit”. (Note: *The fields with a red \* are required fields.*)
4. The system will send you an email. (Be sure to check both your inbox and junk-mail.) Inside this email... “Click on” the link to verify your account.
5. Your set up is complete!

The screenshot shows a web form titled "Welcome to the Pastor Portal". On the left, there is a "Sign in to your account" section with a "Sign In" button. The main form area contains a registration form with the following fields: First Name, Last Name, Email, Username, Country (dropdown menu), Address (two lines), District (dropdown menu), and Church (dropdown menu). Below these fields is a note: "If not a minister, choose your position" followed by another dropdown menu. A "Submit" button is located at the bottom of the form.

## **PASTOR'S ANNUAL SERVICE REPORT: FILL OUT ON THE PORTAL**

This information will be viewed by others, so you may choose to have an initial confidential conversation with your District Superintendent, Wesley Smith prior to filling out the Annual Service Report. You can contact him at 719.330.1878.

1. Go to <http://www.wesleyan.org/pastors>. When the Login opportunity appears, enter your username and password. Once you have successfully logged into the system, click on "Fill out your online Annual Service Report".
2. The correct form for you should automatically be listed in your portal account. If the incorrect form is listed, please contact Courtney Hughes at [info@northwestdistrict.org](mailto:info@northwestdistrict.org) or 605.440.0926.
  - **Assistant/Associate Pastor's Report** – All assistant or associate pastors.
  - **Chaplain's Report** – All military or institutional chaplains should use this form.
  - **Evangelist's Report** – General evangelists, associate general evangelists and reserve general evangelists. Includes a separate Financial Report.
  - **Lay Worker's Report** – Includes a separate Financial Report.
  - **Minister's Report** – All ministers who are not serving as a solo or senior pastor, assistant or associate pastor, chaplain, or as an evangelist.
  - **Ministerial Student's Report** – If a ministerial student has been assigned by the district conference as a pastor or an assistant pastor, the form for those categories should be used.
  - **Pastor's Report** – Senior or solo pastors only.
  - **Retired Minister's Report** – If a retired minister is assigned by the district conference as a pastor or assistant pastor, the form for those categories should be used.
  - ALL questions MUST be answered.
  - Don't Forget... to "SAVE"!

## **STATISTICAL REPORT TO DISTRICT CONFERENCE: FILL OUT ON THE PORTAL**

1. Go to <http://www.wesleyan.org/pastors>. When the Login opportunity appears, enter your username and password. Once you have successfully logged into the system, click on your church under "Statistics Are Open".
2. Input information in EVERY category. If a question does NOT pertain to you, be sure to record a 'zero' for the value. ALL questions MUST be answered, even if it is a 'zero' value!
3. Don't Forget... to "SAVE"!

### **NOTE:**

- When all questions have been answered, the system will notify the district office for you.
- Pastors of multiple churches – Click on the box on left side. Clicking on the church will reload the statistical input window.

## **REGISTER OF LOCAL CHURCH LEADERS: FILL OUT ON THE PORTAL**

- Access at [www.wesleyan.org/pastors](http://www.wesleyan.org/pastors).
- Click on “Churches”.
- Click on “Leaders”.
- Complete and “Save”.

## **JOURNAL INFORMATION FORM**

- Complete this form online. Go to <https://goo.gl/forms/39Qv2MxOSxfrmwtL12> to complete the journal information.

## **DELEGATE CREDENTIAL FORM**

- Complete this form online. Go to <https://goo.gl/forms/wN5R8lbcoya3vAKH2> to complete the delegate credential form. See the following page for the the lay delegate allocation list.

If you have any questions on how to complete the forms, please email [info@northwestdistrict.org](mailto:info@northwestdistrict.org) or call the District Office at 605.440.0926! Thanks for your prompt response!

Courtney Hughes  
Northwest District Office

<b>Church</b>	<b>City</b>	<b>Allocations</b>
<b>DBA</b>	DBA	6
<b>Celebrate Community Church</b>	Sioux Falls	6
<b>Fountain Springs Community Church</b>	Rapid City	5
<b>GracePoint Wesleyan Church</b>	Brookings	5
<b>Linwood Wesleyan Church</b>	Sioux Falls	5
<b>Mitchell Wesleyan Church</b>	Mitchell	4
<b>New Hope Wesleyan Church</b>	Williston	4
<b>New Life Wesleyan Church</b>	Gillette	4
<b>The Ransom Church</b>	Sioux Falls	4
<b>Countryside Church</b>	Spearfish	3
<b>Crossroads Wesleyan Church</b>	Rapid City	3
<b>First Wesleyan Church</b>	Rapid City	3
<b>LifeSpring Wesleyan Church</b>	Sturgis	3
<b>Mountain View Church</b>	Aumsville	3
<b>Quarry Rock Wesleyan Church</b>	Dell Rapids	3
<b>Richland Wesleyan Church</b>	Mina	3
<b>Salt Lake City - Hepisipa Wesleyan</b>	Salt Lake City	3
<b>Sheridan Wesleyan Church</b>	Sheridan	3
<b>Summit Wesleyan Church</b>	Buffalo	3
<b>Capital Park Wesleyan Church</b>	Salem	2
<b>Himmelright Wesleyan</b>	Clarkston	2
<b>Living Word Fellowship</b>	Vancouver	2
<b>Northgate Wesleyan Church</b>	Salem	2
<b>Watertown Wesleyan Church</b>	Watertown	2
<b>Awaken Church</b>	Anchorage	1
<b>Biddle Wesleyan Church</b>	Joliet	1
<b>Birch Ridge Community</b>	Soldotna	1
<b>Celebrate Community Church of Brandon</b>	Brandon	1
<b>Celebrate Community Church of Canton</b>	Canton	1
<b>Celebrate Community Church of Yankton</b>	Yankton	1
<b>Church for Neighbors</b>	Portland	1
<b>Columbia View Wesleyan Church</b>	Portland	1
<b>Conner Wesleyan Church</b>	Darby	1
<b>Cornerstone Community Church</b>	Bismarck	1
<b>CrossPoint Church</b>	Watford City	1
<b>East Gate Wesleyan Church</b>	Billings	1
<b>Emmanuel The Hope of Glory</b>	Portland	1

<b>Forsyth Wesleyan Church</b>	Forsyth	1
<b>Greatest Commandments Wesleyan Church</b>	Rapid City	1
<b>Harlowton Wesleyan Church</b>	Harlowton	1
<b>Hazen Chapel Wesleyan Church</b>	Amboy	1
<b>He Sapa New Life</b>	Rapid City	1
<b>Hot Springs Wesleyan Church</b>	Hot Springs	1
<b>House of Faith</b>	Coeur D Alene	1
<b>Hub City Church</b>	Aberdeen	1
<b>Johnson Corners Wesleyan Church</b>	Watford City	1
<b>Joliet Wesleyan Church</b>	Joliet	1
<b>Klamath Falls Wesleyan Church</b>	Klamath Falls	1
<b>Lake Andes Wesleyan Chapel</b>	Lake Andes	1
<b>Living Hope Community Church</b>	Spokane Valley	1
<b>Living Hope Wesleyan Church</b>	Madison	1
<b>Medicine Rocks Wesleyan Church</b>	Baker	1
<b>Memorial Wesleyan Church</b>	Weippe	1
<b>Miles City Wesleyan Church</b>	Miles City	1
<b>Mountain View Wesleyan</b>	Hamilton	1
<b>New Beginnings</b>	Raymond	1
<b>Our Church</b>	Graham	1
<b>Pierre Lakota Chapel</b>	Pierre	1
<b>Prairie City - Beckman Memorial</b>	Prairie City	1
<b>Reclaimed Community Church</b>	Huron	1
<b>Redfield Wesleyan Church</b>	Redfield	1
<b>Spirit Alive Wesleyan Church</b>	Yakima	1
<b>St Johns Wesleyan Church</b>	Portland	1
<b>The Bridge</b>	Pierre	1
<b>The Gathering Place</b>	Poulsbo	1
<b>The Rising</b>	Medford	1
<b>The Solid Rock Community Wes Church</b>	Hermiston	1
<b>The Well</b>	Spanish Fork	1
<b>Tolstoy Wesleyan Church</b>	Tolstoy	1
<b>Trailhead Wesleyan Church</b>	Wasilla	1
<b>Venture Church</b>	Bozeman	1
<b>Westside Wesleyan Church</b>	Bristol	1
<b>Wiconi Teca Fellowship Wesleyan</b>	Mission	1
<b>Word of Grace</b>	Hillsboro	1
<b>Word of Hope Wesleyan Church</b>	Rapid City	1