

ANNUAL REPORTS: NON-LEAD PASTOR

(Ordained and Licensed Ministers who are NOT in Lead Position)

REPORTS MUST BE SUBMITTED ONLINE BY MAY 25!

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. On the right, there is a registration form with the following fields: First Name, Last Name, Email, Username, Country (dropdown menu), Address, District (dropdown menu), Church (dropdown menu), and a field for "If not a minister, choose your position" (dropdown menu). A "Submit" button is located at the bottom of the registration form. Above the registration fields, there is a note: "If this is your first time to the Pastor Portal, fill out this form. Once you have been approved, you will be notified by email."

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 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"!

JOURNAL INFORMATION FORM

- Complete this form online. Go to <https://goo.gl/forms/39Qv2MxOSxfmwtL12> to complete the journal information.

If you have any questions on how to complete the forms, please email info@northwestdistrict.org or call the District Office at 605.440.0926!

Thanks for your prompt response!

Courtney Hughes
Northwest District Office