

Dear Pastor and Church Administrators,

I trust you had a wonderful Easter celebration with your local church family. He is risen... He is risen indeed! April is also the month that we all focus on preparing for year-end reporting. (We are excited... we are excited indeed!)

This is our second year in using the District Toolbox which will be utilized in a variety of ways for year-end reporting. We don't expect you to remember everything from last year, so below are some helpful steps for your attention. I encourage you to begin preparing for the reporting process as early as possible. You are welcome to contact me if you have any questions (918 851-1178 or ithornton68@gmail.com). Thank you, in advance, for completing all the year-end reports in a timely manner.

This year we are hosting a District Toolbox / Year End Reporting Q & A via Zoom. April 13, 7:00pm. Please forward this invitation to your office staff, treasurer or others that might benefit from this.

NEO Toolbox Q&A - Apr 13, 2026 7:00pm

<https://us02web.zoom.us/j/82973217179?pwd=eT3ucaBeGyAJfyTbyOFVvBa78HZT9m.1>

[The 2023 Church of the Nazarene Manual is available for download here.](#)

Steps for End of Year Responsibilities

1. Review Manual section 115.
2. Meet with your nominating committee (Manual ¶115.10)
3. Schedule your Annual Church Meeting and elections (Manual ¶115.7).
We recommend you have your elections by April 26.
4. Arrange for an audit committee and schedule their work. The audit report is due by August 10, 2026. (However, you are welcome to complete this sooner)
5. Any changes regarding the Lead Pastor or office staff need to be updated as representatives on both sites, <http://apr.nazarene.org> and www.fundingthemission.org. To add a new representative, send me the name and email address of the person and I will then send him/her an invitation.
6. Both the Annual Pastor's Report and Funding the Mission websites have been updated. This might result in the need for you to update your login information. Please take time in advance (today) to do so prior to beginning the reporting process.
7. During the month of April, make sure your giving information for Funding the Mission is up to date. This includes updating the approved users and confirming that the giving information is correct. Please keep in mind that some issues may need to be resolved by contacting Stewardship Ministries or Southern Nazarene University directly.
8. Beyond the Annual Pastors Report, all other forms are to be completed on your District Toolbox account.

9. As soon as you have the information, complete the forms, including the online APR. **All reports are due on Monday, May 11.**

1. Websites to use

A. District Toolbox – <http://app.neokdistrict.org>

- Login with your same information as last year at <http://app.neokdistrict.org> and use the login with password option at the bottom of the screen. ***Please note – the Toolbox website account is different than your apr.nazarene.org or FTM account.***
- If you did not create a Toolbox account last year, please create one using the link above. Enter your name, email, and create a password. Select your local church. Keep your password and sign in information as you will need it for reporting purposes. Also, the district office does not keep password information for the local church. The “Access Code” to register is NEOKNazPastors (It IS case sensitive!)
- Please limit the number of people with access to two from each local church. This should be the Lead Pastor and one additional person (Associate Pastor, Office Administrator, etc.)
- If you have any questions or experience any difficulties when logging in, please contact me. jthornton68@gmail.com or 918-851-1178
- Once you have created your account you can access your information by going to app.neokdistrict.org and logging in by clicking ‘login with password.’
- You can edit your church information if there are any discrepancies. Please upload a recent photo of you and spouse/family. ***(All photos need to be less than 1MB)***
- Your toolbox page shows your previous year statistics. PLEASE NOTE: this is still a work in progress so some information on your page may be inaccurate. Please notify us if you see any inaccurate information.
- When you submit your annual report (via apr.nazarene.org) it will automatically update the information on Toolbox with current stats.
- Reminder – this website is different than the app that all delegates will use at Assembly.

B. Annual Pastors Report – <http://apr.nazarene.org>

- Login at <http://apr.nazarene.org>. If you have forgotten, or misplaced your login information, click the help option from the drop-down menu. To add new users, please contact me at jthornton68@gmail.com or 918-851-1178.
- Be sure to select ‘Mark Complete’ or ‘Save for Later’ at the bottom of the APR before you exit out of the website, so that information isn’t lost. Print out a copy after you have completed and submitted the report. You don’t need to send a copy to the District Office; it is available to us as you complete the report online.

C. Funding the Mission – <https://fundingthemission.org>

- Log in at <https://fundingthemission.org>, using the same login information as previously used. Please note that a two-step verification may be required to login. The very best way to make sure your church's giving goals are paid accurately is to use the Funding the Mission Calculator, which is accessible after you log in. To add new users, please contact me at jthornton68@gmail.com or 918-851-1178.
- Please contact me ASAP if you need any further assistance.

2. Reports to Complete - the following reports need to be accessed and completed from the District Toolbox website (above) and are due **May 11**. Each church needs to complete the following after local annual elections are held:

- Assembly Certificate of Election – Please include all elected delegates to District Assembly. Include ex-officio (automatic) delegates such as NDI, NYI, and NMI as well as staff and retired ministers who attend your church. **NOTE: A certificate of Election for Assembly AND NMI Convention need to be completed as they are separate. Unless a delegate is listed on the separate COE's, they will not be able to vote at Convention or Assembly.**
- NMI Convention Certificate of Election – please include all elected delegates to NMI Convention on this form, including ex-officio delegates (see above).
- Memorial Roll (formerly Deceased Members)
- Church Directory – be sure to list ALL positions (even if reported before) and include phone number, AND email. **Please include address for lead pastors**
- District Assembly Handbook Page
- Approval of Associates – only if you have assigned (district licensed or ordained) associates on staff.
- Annual Audit Report – not due until August 10
- Annual Pastors Report – using <http://apr.nazarene.org>

3. Items to Confirm

- Please upload a current picture of you and/or your spouse on the District Toolbox by **May 11**. It needs to be less than 1 MB.
- Giving Goals are met by **May 18** on Funding the Mission website. If you are sending any money in after April 15 (whether WEF, Naz Benefits, NEO District, or SNU) please be sure to include a note indicating the correct church year to be credited.
 - The Funding the Mission site will show the funds which have been received by the General Treasurer for WEF and Naz Benefits and received by the district office for NEO giving. Updated SNU giving totals will be emailed to pastors and treasurers on May 7. You may also contact Heather Fairbanks directly at hfairbanks@mail.snu.edu. District Treasurer, Michelle Proctor, will send out the NEO District giving totals on April 28 and May 5.

- You may report whatever amount your church intends to pay on the Assembly Handbook Page. However, the amount that is actually received by the General Treasurer, SNU and NEO on May 19 is the amount that will be appear on the church page under Church Reports in the app.
- Your church is certainly encouraged to give after May 19 to meet your giving goals and the updated totals will be reflected in the Official Journal of the District Assembly.

4. Information to Remember

District NMI Convention and Assembly, June 5-6.

- All Lead Pastors and staff are expected to be present at all sessions. Please promote all services and activities with your church family!
- Dr. McKellips will be preaching in the evening service on June 5, with a special retirement reception following. We encourage you to promote this special district gathering in your local church.
- Host Church, Tulsa Central Church of the Nazarene. 7291 E 81st St, Tulsa, OK 74133 (918) 252-5483
- General Superintendent in Jurisdiction: Dr. David Busic

Please Note: All local church delegates MUST download the District Toolbox app (more information and links to come), create an account and become familiar with the app prior to Convention and Assembly. It will be used for registration, voting, Handbook, etc.

Thank you again for your participation as we prepare for the Year-End Reporting process. Please contact me at (918) 851-1178 or jthornton68@gmail.com if you have any other questions. Thank you.

Jim Thornton
Northeast Oklahoma District Secretary