



2008-09 Annual Reports Checklist NC West District

For All Ministers (Ordained, Licensed, Ministerial Students, Retired, Lay Staff Members)
Complete By May 25, 2009

- Create an Account with Wesleyan.org** (If you have not done so already)
 - [Click here](#) to go to the "Statistical Reporting" Website.
 - Click on "Create an Account" (on the left hand column)
 - Fill out all the information and click "Submit Information."
 - The General Secretary's office will send you an e-mail confirming your log-in information.
 - If you are the Pastor/Senior Pastor, in order to enter information for your church, you may need to wait 1-2 days for the District Office to attach your account with the church to which you are appointed. If you would like another staff member to have access to enter statistical information, call the district office at 336-889-4694.

- Complete Your Annual Service Report**
 - [Click here](#) to go to the General Secretary's site.
 - Click on the appropriate Annual Service Report.
 - Excel format to complete on your computer (preferred)
 - PDF format to complete by hand
 - When it is completed, print it and mail it to the address below.

- Enter Your Local Church Statistics**
 - [Click here](#) to log-in to your account – Enter your User Name and Password.
 - Under Local Church, click on "Input Stats"
 - If you have questions, [click here](#) for the instructions.
 - Enter statistics in each of the eight categories, clicking save after each screen.

- Enter Your Local Church Leaders**
 - [Click here](#) to log-in to your account – Enter your User Name and Password.
 - Under Local Church, click on "Local Leaders"
 - Enter names, addresses, phone numbers, and e-mail of all ministry leaders and LBA members.
 - Click on "Save" after each person and then click "+ Add New" to make another entry.

- Complete the "Excellence in Ministry" Report**
 - [Click here](#) to download the application.
 - Print it, complete the form, and mail it to the address below.

- Complete the District Sunday School Standards**
 - [Click here](#) to download the form.
 - Print it, complete the form, and mail it to the address below.

- Complete the "One of 300" Application** (for churches that have participated in church planting)
 - [Click here](#) to download the application
 - Print it, complete the form, and mail it to the address below.

- Complete the Roll of Honored Dead Report**
 - [Click here](#) to download the form.
 - Print it, complete the form, and mail it to the address below.

Mail All Printed Forms before May 25, 2009 to:

NC West District Office
P.O. Box 5066
High Point, NC 27262-5066