

### ANNUAL VISITS

It is my policy to attempt to make an annual visit to each church on the district. It will probably be held alternately on Sunday mornings, Sunday evenings, or during your mid-week service.

I will expect you to conduct the service and to introduce me, after which I will bring the sermon.

Following the service, I would be happy to meet with the church board for a brief meeting if you feel that it is necessary. If there are special- needs, I can plan to met with you before the annual visit, upon your request. I will also be glad to help you in any way I can during the annual visit.

Several weeks before the annual visit, I will contact you to arrange the date and time of the meeting.

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### SPECIAL VISITS

I will also be available to visit you, your church, or your church board whenever there is a special need. It has been my policy, during times of unusual tension and stress between the pastor and the church board, to require a written invitation from both the pastor and the church board prior to a joint meeting to resolve differences.

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### MONTHLY REPORTS

All of the pastors are asked to submit monthly pastor's reports to my office. My intention is simply to keep in touch with the progress, or needs, of your church, yourself, and your family. Report forms will be sent to you each month and should be returned promptly. A sample report form is attached to this brochure.

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### CHURCH PROPERTIES APPLICATIONS

When your church plans to purchase property, sell property, construct a new edifice, make major renovations [usually any amount over \$5,000) or borrow money, you must make application for approval for the project by the District Board of Church Properties. [See Manual, Paragraphs 103 through 104.2'] Please contact the District Superintendent for application forms when the occasion for any of the above situations arise. Major renovation or building programs will require the use of *BUILDING SOURCEBOOK* 11, available through the Nazarene Publishing House.