



Presbytery of Giddings-Lovejoy
Office of the Stated Clerk

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November 23, 2011

Dear Clerk of Session,

As you know, the end of the year brings many tasks for the Clerk of Session. Among them is assembling and reporting the session's annual statistics and completing other annual reports to presbytery as required by G-3.0202f. This letter includes information about several reports that require your attention. There are links to all these reports on the presbytery website at: www.glpby.org/Clerk/stats.htm.

Statistical Reporting:

The annual statistical reporting workbook is posted on the presbytery's website. You can print as much or as little of the workbook as you need from the website. Please complete the workbook as soon as possible after December 31st. Your session should review and approve the report at your January session meeting. This report **does not** require approval by the congregation. After session approval, you should file your report on-line at the website <http://oga.pcusa.org/stats>. Click on the link to the Online Statistics Entry System. **Your password and login name are printed on the attached paper.** There are also links to the workbook and reporting website on the presbytery website at www.glpby.org/clerk/stats.htm.

If you do not have Internet access a member of session, your moderator, or church secretary may enter the information on-line on your behalf. You can use any computer with Internet access including those available at most libraries. You should print a report to include in your session minutes.

The deadline for submitting your statistical report electronically is midnight on **Wednesday, February 22, 2012**. *I encourage you not to wait until the deadline to try to enter your statistics!*

Pastor's Terms of Call Reports:

The Pastor's Terms of Call reports serve two functions and require two forms. Presbytery must review and approve terms of call for all ministers annually. Secondly, the minister's terms of call determine the dues the church pays to the Board of Pensions. Both reports must be filed annually even if there are no changes in the terms of call.

The report to presbytery is for all installed pastors (those called by the congregation). If your pastor is in a temporary position (a contractual relationship to the session) you do not need to file a terms of call report with the presbytery (presbytery already approves the contract annually). There is a PDF version of the Presbytery form on the website at www.glpby.org/Clerk/stats.htm. *Complete directions are on the website.*

The report to the Board of Pensions (*ENR-111 Change of Salary*) must be made annually for all pastors (installed or temporary) that participate in the Board of Pensions plan. You can download the form from the presbytery website at www.glpby.org/Clerk/stats.htm. Complete this form and mail it to the Board of Pensions (not the presbytery).

Church Information Forms:

The Church Information form is used to update the presbytery directory and database. Please return this form to me as soon as possible.

Elder Commissioner Report:

The report of Elder Commissioners for 2012 ensures that your presbytery commissioner(s) get(s) the call papers for all meetings of presbytery in 2012.

Important: The call for February's stated meeting will go out on January 19th. Please mail this form to me in time for it to arrive by January 13th so that we can update our mailing lists and ensure that your commissioner(s) receive the meeting call papers.

Necrology Report

The necrology report lists those Ruling Elders who have died in the previous year (2011). The name of each elder will be read at a stated meeting in thanksgiving for their service to Jesus Christ as Ruling Elders in the Presbyterian Church (USA). Please provide the names of all elders who died in 2011, whether or not they were in active service on the session at the time of their death. Return this form by January 27th.

Clerk's Annual Questionnaire

The Clerk's Annual Questionnaire is a report prepared by the denomination. The report worksheet is available on-line from the presbytery website at www.glpby.org/clerk/stats.htm. You'll probably need to consult with your church treasurer and pastor/moderator to complete this form. Print a paper form as a worksheet and complete and submit the form on-line at www.pcusa.org/clerks2011 by Wednesday, February 22rd. The login and password are the same as for statistical reporting.

Resources

You'll find links to the on-line report forms and electronic versions of the worksheets along with thorough instructions on the presbytery's website at www.glpby.org/Clerk/stats.htm.

In addition, I am available to help you with these reports. Be aware that I am employed part-time by the presbytery so I am not in the office every day. I know that many clerks work on these reports in the evening and on weekends. If you have questions or encounter problems please don't hesitate to call me at the office at 314.772.2395 x123 (toll free 1.877.772.2395 x123) or at home at 314.984.8965 or on my cell phone at 314-402-7929. *If you need help I expect you to call me at home or on my cell phone in the evening or on weekends or if you don't reach me at the office during weekdays. I can usually answer your question or fix your problem quickly and save you some frustration. Call me! We're in this together.*

Faithfully,



Rev. Terry Epling,
Stated Clerk

Enclosures:

Session Annual Statistical Report Login Information.....report info on-line by Feb. 22rd