



Presbytery of Giddings-Lovejoy
Office of the Stated Clerk

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November 23, 2009

Dear Clerk of Session,

One of the many things the Clerk of Session does at this time of year is assemble and report the session's annual statistics and complete other annual reports to presbytery as required by G-10.0102p(7). In this packet are several reports that require your attention.

Statistical Reporting:

Enclosed is the workbook to assist you in preparing your congregation's annual statistical report. 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://ogasys2.pcusa.org>. Your password and login name are printed on the label on the front of your workbook. There is a link to the 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 may print a report on-line to include in your session minutes. The workbook includes instructions for printing and accessing your report on-line after submission.

The deadline for submitting your statistical report electronically is midnight on **Tuesday, February 23, 2010**. *I encourage you not to wait until the deadline to try to enter your statistics!*

Minister's Terms of Call Reports:

The Minister's Terms of Call reports serve two functions and require two forms. Presbytery must review and approve terms of call for ministers annually. Secondly, the minister's terms of call determine the dues the church pays to the Board of Pensions. **These forms must be filled out annually even if there are no changes to the minister's salary.**

There is a worksheet enclosed for preparing the COM report . There is also a PDF version of this form on the website at www.glpby.org/Clerk/stats.htm The PDF version has fields you can type in and then print for your records and to mail. *Complete directions are on the website.*

You must also report the minister's terms of call to the Board of Pensions annually, even if they have not changed. In addition to the COM report, you must file an *ENR-111 Change of Salary* form with the Board of Pensions. A form is included in this packet. You can also download the form from the presbytery website at www.glpby.org/Clerk/stats.htm. **This form must be filled out annually even if there are no changes and mailed in to the Board of Pensions.**

Church Information Forms:

The Church Information form is used to update the presbytery directory and database. Please return these forms to me by January 15th .

Elder Commissioner Report:

The report of Elder Commissioners for 2010 ensures that your presbytery commissioner(s) get(s) the call papers for stated meetings of presbytery in 2010. **Important:** The call for February's stated meeting will go out on January 21st. Please mail this form to me in time for it to arrive by January 14th 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 elders who have died in the previous year (2009). The name of each elder will be read at a stated meeting in thanksgiving for their service to Jesus Christ and the church. Please provide the names of all elders who died in 2009, whether or not they were in active service on the session at the time of their death. Return this form by January 15th.

Clerk's Annual Questionnaire

The Clerk's Annual Questionnaire is a report prepared by the denomination. The printed report is included in this mailing. You'll probably need to consult with your church treasurer and pastor/moderator to complete this form. Use the paper form as a worksheet and complete and submit the form on-line at www.pcusa.org/clerks2008 by Tuesday, February 23rd.

Resources

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

I am available to help you with these reports. However, I am employed part-time by the presbytery and 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 Instructions Workbook.....report info on-line by Feb. 23rd
- COM Terms of Call Report complete and return by Feb. 23rd
- ENR-111 Board of Pensions form complete and return to the BOP ASAP
- Church Information Formcomplete and return by Jan. 15th
- Elder Commissioner Form complete and return by Jan. 15th
- Necrology Reportcomplete and return by Jan. 15th
- Clerk's Annual Questionnairereport on-line by Feb. 23rd