

Dear Clerk of Session,

The session is responsible under the *Book of Order* G-3.0202f for reporting requested statistics and other information to the Presbytery and General Assembly. Annual statistical reporting begins January 1st, 2019 based on your church membership on December 31st, 2018. Good planning in the Fall will make this task easier for you and your session next year. This letter includes information about the reports that require your attention.

If you were not able to attend one of the sessions to review your roles and records this year, we missed you! It is important and required that this review take place each year. Please make every effort to attend, no matter the size of your congregation. Mark your calendars now – the dates for 2019 are August 10, September 14, and September 21. Locations to be announced.

Statistical Reporting:

Please gather the necessary information 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 the report electronically at the website <http://oga.pcusa.org/stats>. Click on the link to the Online Statistics Entry System. There is no workbook this year but the form itself has some links contained within it to help you through the reporting cycle. Also new this year will be a series of questions to be answered in addition to the statistics. If you have done this report a few times, you will note that it looks different than in the past. Please complete it carefully, do not make assumptions.

*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. **Remember to print a final report to include in your session minutes.***

The deadline for submitting your statistical report electronically is **Thursday, February 14, 2019**. There are **no exceptions**. Your statistics are very important no matter the size of your congregation! I encourage you not to wait until the deadline to try to enter your statistics!

As you work on this report note that there is a Frequently Asked Questions page located at: <http://oga.pcusa.org/section/churchwide-ministries/stats/statistical-reporting-faq/#whotocontact> that will give you hints and help as you complete the forms.

Pastor's Terms of Call Reports:

The Pastor's Terms of Call reports serve two functions and therefore require two forms. Presbytery must review and approve terms of call for all pastors annually. Secondly, the terms of call must be reported to the Board of Pensions annually. Both reports must be filed even if there are no changes in the terms of call. This form has been updated and is included with this mailing. There is a PDF version of the Presbytery form on the [presbytery website](#).

The report to the Board of Pensions must be made annually for all pastors (*installed or temporary*) that participate in Board of Pensions' plans. You will need to log into [Benefits Connect](#) through the Board of Pensions and complete the information there.

Church Information Forms:

The Church Information form is used to update the presbytery directory and database. We are requesting information on race and birthdates again this year. We also understand the concern of some members to not reveal this information. The information is used to make certain that we are including all portions of the membership in the leadership of the congregations. This means gender equity, age, and persons of color. Please do your best to include this information for us. Return this form as soon as possible.

Elder Commissioner Report:

The report of Elder Commissioners for 2019 ensures that your presbytery commissioner(s) get(s) the call papers for all gatherings of the presbytery in 2019. The call for February's gathering will go out in late January. We do note that some congregations rotate their commissioners. We will create a nametag for them when they register for the meeting.

Necrology Report:

The necrology report lists those Ruling Elders who died in the previous year (2018). The name of each elder will be read at a presbytery gathering in thanksgiving to God for their service to Jesus Christ as Ruling Elders in the Presbyterian Church (U.S.A.). Please provide the names of all elders who died in 2018 with the date of their death and whether or not they were in active service on the session at the time of their death. Return this form by January 21st.

Annual Report of the Congregation:

This year we are asking you to send us an electronic copy of your annual report of the congregation after your congregational meeting. This will be helpful to us as we plan for needs of the presbytery in the future and see what kinds of things our congregations are involved in within their ministry contexts in the community and world. Please send to Leigh Porter at lporter@glpby.org.

I am available to help you:

I am generally in the presbytery office on Monday, Wednesday and Thursday afternoons. I check email frequently at jmyers@glpby.org and that is an effective way to reach me. However, if your questions are more immediate or you encounter problems with the form or reporting site, please don't hesitate to contact me at the office at **314 772-2395** or on my cell phone at **815 501-5522**. Leigh Porter, office manager is also able to help with some of the technical issues you might encounter. We can usually answer your question or fix your problem quickly and save you some frustration. **We're in this together!**

Faithfully,



Rev Joy Myers
Stated Clerk