

Clerks of Sessions' Mailings/Reports/Time Lines

**forms/info. available on web site, www.carlislepby.org

January	Deadlines for 2013	Recipient/Time of Distribution
Necrology Report	January 31 Separate mailing	Clerks
Book of Order Amendments		February (Every other year)
February **Presbytery Directory Information (If available please send in Jan.)	February 15	Clerks - December Presbytery Meeting (Form unnecessary if computerized and information requested is provided, may be emailed to ssouder@carlislepby.org .)
Pastoral Terms of Call	February 8	Clerks/Treasurers - December
Session Annual Statistical Report Clerk's Annual Questionnaire Passwords & UserIDs were distributed in the Dec. Clerks Packets . Call 737-6821 if they are lost.	Reporting Deadline: Feb. 15 Statistical booklet is online at www.carlislepby.org at the Clerks of Session page	Clerks - +Dec. Presbytery Meeting Some clerks will need to coordinate this timeline with treasurers, if treasurers do the financial in the statistical report
March **Indebtedness/Insurance Reports	March 15	Treasurers
April Session Minutes/Church Registers reviewed in 3 meetings at 3 different sites in the presbytery	Will be scheduled in the spring.	Notice may be in February presbytery packets or emailed
October Mission Pledge Form mailed to Clerks	January 31	Also in Clerks Dec. Packets
December Per Capita Assessment		Mailed to each Clerk

**Sheet on which to report pledge mailed to churches in October*

(Sessions approve budgets, so pledges can be returned to the presbytery prior to the annual congregational meeting.)

Clerks: If a form has not been received by the distribution date, please check the presbytery's web site, www.carlislepby.org. Go to the Leadership Tab, choose the Clerks of Sessions option. Forms contained in the packet have an asterick (*). If it is not found there or not downloadable, please contact the presbytery office: (717)737-6821 or ssouder@carlislepby.org.

Please direct questions about information requested, to the presbytery office using the aforementioned contact information.

Mailing Address: Presbytery of Carlisle, 3040 Market St., Ste. 1, Camp Hill, PA 17011-4539