

**Presbytery of Carlisle
2017 Time Lines for Clerks of Sessions**

Distribution	Deadline	Recipient/Time of Distribution
January		
Necrology Report	January 31	Clerks -December Presbytery Meeting
February		
Presbytery Directory Information (Site open beginning 12/4/2016)	February 15	Clerks - December
Session Annual Statistical Report & Congregational Annual Report	February 16	Reporting Done Online
Teaching Elder Terms of Cal	February 8	
March		
Indebtedness/Insurance Reports	March 15	Clerks - December Presbytery Meeting
April/May		
Review of Session Records (3 meetings in different areas of the presbytery)	April/May	Notice will be in February packets, emailed or mailed
December		
Mission/Per Capita Pledge Forms	January 31	Mailed to churches in Dec.
Clerks' Packets		(Distributed at the Dec. Presbytery Meeting)
All forms available at the presbytery's website: www.carlislepby.org		
<u>Forms</u>	<u>Deadlines</u>	
Insurance/Indebtedness	March 15	
Directory Information Form	February 15	
Letter about accessing Statistics & reporting to General Assembly	February 16	
Terms of Call Report Form	February 8	
Necrology Report	January 31	

Proposed amendments to the "Book of Order" are distributed at the February meeting, if received in time. (General Assembly meets bi-annually, so distribution occurs only in years the assembly meets.)

Clerks: If you do not receive a form by the distribution dates, please check the Clerks of Sessions page, which is found on the Leadership Tab at www.carlislepby.org. Also, email ssouder@carlislepby.org or call 717-737-6821, if more assistance is needed.

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