

**Presbytery of Carlisle  
2018 Time Lines for Clerks of Sessions**

<b>Distribution</b>	<b>Deadline</b>	<b>Recipient/Time of Distribution</b>
<b>January</b>		
*Necrology Report	January 31	<b>Clerks -December</b> Presbytery Meeting
<b>February</b>		
Pastoral Terms of Call Report	February 8	
*Presbytery Directory Information	February 15	<b>Clerks - December</b>
Instructions for the Session & Congregational Annual Reports (Statistical)_	February 15	<b>Reporting Done Online</b> Instructions are online.
<b>March</b>		
*Indebtedness/Insurance Reports	March 15	<b>Clerks - December</b> Presbytery Meeting
<b>April/May</b>		
Review of Session Records (3 meetings in different areas of the presbytery)	April/May	Notice will be in February packets, emailed or mailed
<b>December</b>		
Mission/Per Capita Pledge Forms	January 1	Clerks

Proposed amendments to the "Book of Order" are distributed at the December 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(s) by the distribution dates, please check the Clerks of Sessions page at [www.carlislepby.org](http://www.carlislepby.org), or email [ssouder@carlislepby.org](mailto:ssouder@carlislepby.org) or call 717-737-6821.**

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

\*If your church is not represented at the December meeting, your packet will be mailed immediately after the presbytery meeting.