

Ruling Elder James Speedy
Stated Clerk, Ext. 208
sclerk@carlislepby.org



Presbytery of Carlisle

3040 Market St., Suite 1
Camp Hill, PA 17011
Phone 717-737-6821
FAX 717-730-9137
www.carlislepby.org

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Memo to: Clerks of Sessions in Carlisle Presbytery
From: Stated Clerk Jim Speedy
RE: Reporting 2018 Statistics

Dear Colleagues in Ministry,

All things come to an end and the format and instructions for reporting Statistics is one of them. This memo is to give you instructions on a new format for reporting your Membership Statistics and other information. I think you will find that it actually will be easier to understand and complete. These changes are a result of actions taken by the General Assembly in June, 2018.

Firstly, there are no printed Statistics Workbooks and the booklet is not online. This was obviously done in order to save money, thus the reason for this letter. Below are detailed instructions for reporting the information.

1. Go online to www.pcusa.org/stats
2. On the left hand side of the webpage click on the link entitled "Statistical Report & F.A.Q"
3. At the top of webpage that appears click on "**Churches and presbyteries can access the year-end statistics online reporting system. Go to the Online Statistics Entry system.**"
4. Enter your "User Name" and "Password" as indicated and Log In. (User ID and Password are at the top of this letter.)
5. When the next window appears, click on the "Statistics" tab at the top.
6. The next window is entitled "Instructions" and gives you some very general information.
7. On the top right side of this window click on "**Membership Stats**". This is where you will see an entirely new format and much clearer instructions than in the past. Please enter the information. You will need to **manually** calculate the "**Ending Active Membership**" and enter it in the correct box. If you miscalculate the information it will inform you of this and you will need to check and revise your work.
8. Once the information is entered and balances, click on "**Accept**" on the bottom left of the page.
9. Once step #8 is complete, go to top right of the page and click on "**Congregational Life Stats**" and enter the requested information. Click on "**Accept**" on the bottom left of the page.
10. Do the same procedure for "**Racial Ethnic Stats**" and "**Financial Stats**"

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11. Now an additional task. Go back to top of window and click on the “Supplemental Questions” and provide the information requested. Once again click on “Accept”.

Once you have completed the statistic’s report you need to print a copy for your records and to be submitted to your Session for approval. This action, along with a copy of the final report, needs to be in the Session minutes.

To print a copy of the report, simply look at the top of the final page (Supplemental Questions) and click on “Church” and on the window that appears click on “PDF”. You can then open it and the report will appear and you can print it.

The statistics can be reported starting December 7, 2018 and the deadline for completing them is February 14, 2-19

Thanks to all of you for your dedicated and faithful service to your church and the presbytery. If you have any questions, please don’t hesitate to contact me.

Peace!

Jim Speedy, Stated Clerk