



The Presbytery of Carlisle

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December 3, 2019

Dear Colleagues in Ministry!

Our primary source of income is the giving of our congregations. Thank you for your Per Capita and Mission gifts, which make it possible for us to serve our congregations and the communities within and beyond our bounds, as the hands and feet of Jesus!

Well, it's the Stated Clerk's and Clerks of Sessions' favorite time of year again! Once again you and I are asked to report to the Office of the General Assembly (OGA) and Carlisle Presbytery various pieces of important information. Yes, this is part of God's work as is stated in the Book of Order, "*Mission determines the forms and structures needed for the church to do its work, Administration is the process by which a council implements its decisions. Administration enables the church to give effective witness in the world to God's new creation in Jesus Christ and strengthens the church's witness to the mission of the triune God.*" (G-3.0106)

Enclosed in this envelope you will find a number of forms to be returned to the Presbytery Office. You will also find detailed instructions for completing and submitting the annual statistical reports requested by the Office of the General Assembly.

Reports to be Completed and Sent to the Presbytery Office

- 2020 Minimum Terms of Call – This is an information item**
- 2020 Terms of Call Report Form.....Deadline: February 7, 2020**
- Necrology Report.....Deadline: February 7, 2020**
Report of Elders that died between January 1, 2019 and December 31, 2019
- Church Indebtedness and Insurance Coverage FormDeadline: February 7, 2020**
- Church Pledge Form 2020.....Deadline: February 7, 2020**
Report of Per Capita, Shared Mission, and Designated Mission Pledges
- Directory Information FormDeadline: February 7, 2020**
- Church Contribution Form – Used when submitting payment to the Presbytery.**

On-line fillable versions of all of these forms can be found here: carlislepby.org/forms/clerks. You may complete the fillable forms and email them to office@carlislepby.org or complete the hard copy forms and mail them to: **The Presbytery of Carlisle, 3040 Market St., Camp Hill, PA 17011.**

(turn over for more)

Statistical Reports for the Office of the General Assembly

Annually, the Office of the General Assembly of the PCUSA asks Clerks of Session to complete statistical forms that are found on-line. While these reports etc. are "old hat" to many of the Carlisle Clerks, for new clerks who are doing this for the first time, here are a few suggestions:

- Start by reviewing your membership records; determine which persons joined the church, which persons left the church, and which persons died during 2019.
- Some of the requested information can be provided by your Treasurer.
- Print out the **Statistical Questions Section** and **Supplemental Questions Section** before entering the information. That way you can review the information needed, and gather it before entering it.
- The information may be entered by the Clerk of Session; or, if there is an Administrative Assistant in the church, she/he can do it. However, the ultimate responsibility for the timely reporting of the Statistics belongs to the Clerk of Session.

Please note: Statistical information may be reported from Friday, December 6, 2019 through Thursday, February 20, 2020.

Once you have gathered all the information to be reported, follow the steps below to enter it:

1. Go to the following web address: oga.pcusa.org/section/churchwide-ministries/stats/.
2. Click **Statistical Reporting & F.A.Q.** on the left side of the page.
3. Click the **Go to the Online Statistics Entry system** link in the first paragraph. The **Security Login** page will appear.
4. Enter the **User Name** and **Password** provided below in the appropriate fields.
Note: Only select the "Remember me on this computer" checkbox if you are using a private computer.
5. Click **Login**. Your Church's page will appear.
6. Select the **Clerk** tab and make any changes needed.
 - a. Click **Edit Mailing**, and click **Edit Physical** to edit those tables.
7. Click the **Statistics Questions** tab and enter the information requested.
8. When finished, return to your Church's Page.
9. Click the **Supplemental Questions** tab and enter the information requested.

Important Note: Make sure you click on Save and Submit when indicated.

If you have any questions or problems, contact Jim Speedy directly at the Presbytery Office. Thanks to all of you for your dedication and work!

Jim Speedy

Stated Clerk