



# The Presbytery of Carlisle

2601 N. Front St., Harrisburg, PA 17110

Phone: 717-737-6821 | Fax: 717-730-9137 | Web: [www.carlislepby.org](http://www.carlislepby.org)

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Dear Friends in Christ:

## 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 online. 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 2021.
- Some of the requested information can be provided by your Treasurer.
- Print out the **Statistical** and **Supplemental Questions Sections** 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/they can do it. However, the ultimate responsibility for the timely reporting of the Statistics belongs to the Clerk of Session.

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/](http://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** (sent by email) in the appropriate fields.  
**Note:** Only select the “Remember me on this computer” 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.
  - b. Click the **Statistics Questions** tab and enter the information requested.
  - c. When finished, return to your Church’s Page.
  - d. 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 concerns, you are not alone so please do not hesitate to contact [Meg Shoeman](#) directly at the Presbytery Office for help. Thank you very much for your commitment and faithfulness. This has been an interesting year. Even so, Jesus is Lord! May this controlling reality strengthen you in all goodness and be the joy of hope in all that you do.