



# The Presbytery of Carlisle

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Dear Friends,

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 2022.
- Some of the requested information can be provided by your Treasurer.
- Refer to last year’s report so 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.
- This report must be approved by Session as soon as possible after December 31, 2022.

Once you have gathered the information, 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** in the appropriate fields. This information is provided on your church’s private webpage on the presbytery website. **A link was emailed to moderators, clerks of session and treasurers.**
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 **Statistics Questions** tab and enter the information requested under **Membership, Congregational Life, Racial Ethnic, and Financial**. requested detail.
  - c. When finished, return to your Church Tab.

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

If you have any questions or concerns, please do not hesitate to contact Kristal Smith at [kristal.-smith@carlislepby.org](mailto:kristal.-smith@carlislepby.org).

Thank you very much for your commitment and faithfulness.