



Presbytery of Carlisle

Supporting our Congregations in the Name of Jesus Christ

Dear Friends,

The Presbytery of Carlisle connects over 8900 Presbyterians, linked through 42 congregations, offering our lives and resources, that our experiences of God's love may intersect with the needs of our neighbors. By God's grace we are sustained through faith, as we adapt to a changed world.

We're at our best when we walk together. So, we are grateful for your engagement in our common life: for people who populate committees, for pastors and elders who show up for presbytery meetings, and for funds Sessions allocate in support of the mission that we share. As we come to the season for Year-End reporting, we look forward to hearing from you!

Referenced below you will find a list of forms to be returned to the presbytery as well as instructions for completing and submitting the online annual statistical reports requested by the Office of the General Assembly. Online fillable versions of these forms are found here: carlislepby.org/forms/clerks. **Deadline: Friday, February 3, 2023**

For the specific information needed to complete your church's Statistical Report and Per Capita/Mission giving form, use this link:

The link to your church's information was sent in a private email sent to moderators, clerks of session and treasurers. Contact office@carlislepby.org if you need the link.

Reports to be Completed and Returned to the Presbytery

2023 Minimum Terms of Call

This is an informational item.

2023 Terms of Call Report Form

Return to: kristal.smith@carlislepby.org

Necrology Report

This is a report of elders who died between January 1 - December 31, 2022

Return to: kristal.smith@carlislepby.org

Church Indebtedness and Insurance Coverage Form

Return to treasurer@carlislepby.org

Church Contribution Form

Use when submitting payment to the Presbytery

Directory Information Form

Please review the [Presbytery Directory](#) and the [Congregations](#) page of our website for any changes to our listings for your church, pastor, staff, etc... For the sake of convenience and accuracy, we've created a webpage where you can enter **only the detail that has changed**. Click [here](#) to get started.

Year-End reports can be emailed as directed above or hard copy mailed to:

The Presbytery of Carlisle

2601 N. Front Street, Suite 209
Harrisburg, PA 17110

Reporting On Per Capita and Mission Giving

Treasurers: Please take a moment to check the status of your church's giving. We ask that you wrap up your Session's 2022 Per Capita, Shared Mission and Designated Mission giving no later than December 31

using [this form](#). Please mail your year-end checks with adequate time for postal delivery by the end of the calendar year.

Moderators: Please use this [narrative budget report](#) to interpret the 'holy currencies' that will shape the life of our presbytery in the coming year. As these currencies circulate, we will seek to be formed and transformed by God's Word and spirit - activating our gifts and igniting our passion in life-giving, world-healing expressions of the gospel.

Clerks of Session: Using the link provided in a personal email sent to moderators, clerks of session and treasurers, please tell us what your Session intends to give in 2023. Please contact office@carlislepby.org if you need the link. Please indicate both your congregation's membership, as listed at this link and your Session's intended giving (Per Capita and Mission) for 2023. Once you've completed the online form, you can save it to your computer and email it to treasurer@carlislepby.org. Or, if you prefer, you may print the form, fill it out and mail it back to us. Thank you. This is essential information as we prayerfully consider how the structures of the presbytery (such as committees, budgets, staff and stated meetings) may serve to empower and transform our congregations to thrive as 21st century gospel communities.

In addition to the funds you send 'to' the presbytery, many congregations send designated mission gifts 'through' the presbytery. This generosity makes God's love visible, not only in our local communities, but also around the world. Thank you!

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 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:

- Go to the following web address: oga.pcusa.org/section/churchwide-ministries/stats/.
- Click **Statistical Reporting & F.A.Q.** on the left side of the page.
- Click the **Go to the Online Statistics Entry system** link in the first paragraph. The **Security Login** page will appear.
- Enter the **User Name** and **Password** in the appropriate fields. This information is provided on your church specific webpage linked above.
- Click **Login**. Your Church's page will appear.
- Select the **Clerk** tab and make any changes needed.
 1. Click **Edit Mailing**, and click **Edit Physical** to edit those tables.
 2. Click **Statistics Questions** tab and enter the information requested under **Membership, Congregational Life, Racial Ethnic, and Financial**. requested detail.
 3. 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.

Thank you very much for your commitment and faithfulness.

Cheryl Galan,
Interim Executive Presbyter

Kristal Smith,
Presbytery Leader for Governance &
Congregational Leadership



