



The Presbytery of Carlisle

1801A Colonial Rd. Harrisburg, PA 17112

Phone: 717-737-6821 | Web: www.carlislepby.org

Dear Friends in Christ:

November 6, 2025

As our primary source of income is the giving of our congregations, we again thank you for your Per Capita and Mission gifts, which make it possible for the Presbytery of Carlisle to serve our congregations and the communities within and beyond our bounds. As you know, the “Presbytery” is so much more than paid staff. The Presbytery involves all members within the bounds of the Presbytery of Carlisle who serve to further the mission and love of Christ. I am constantly humbled and reminded of people like you who do what you do from a sense of love and gratitude.

Another significant aspect of your faithful work in Christ’s service as Clerks of Session, is your responsibility to report to the Interim Unified Agency (formerly Office of General Assembly) and Carlisle Presbytery various pieces of important information. Facts and figures may not come immediately to mind as pertinent to the act of ministry but our faithful administration of these things indeed bears witness to the great, good things the Spirit is up to in our midst for the transformation of the world God so loves: *“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)

Referenced below you will find a list of the forms to be returned to the Presbytery Office and instructions for completing and submitting the online annual statistical reports requested by the Office of the General Assembly.

Reports to be Completed and Returned to the Presbytery

2026 Minimum Terms of Call and 2026 CRE Compensation	These are informational items.
2026 Terms of Call	Return to: kristal.smith@carlislepby.org
2026 Necrology Report	Return to: kristal.smith@carlislepby.org
Church Indebtedness & Insurance	Return to: Treasurer@carlislepby.org
2026 Per Capita Pledge Form	Return to: Treasurer@carlislepby.org
2026 Church Contribution Form	Use when submitting payment to the Presbytery

Please note this year’s deadline for submission of Year End Reports: Friday, January 31, 2026 unless you need to wait for Congregational/Session approval.

Online fillable versions of the forms listed above can be found by following the links above (i.e. the underlined words). You may complete the forms and email them or complete the hard copy forms and mail them to: **The Presbytery of Carlisle**, 1801A Colonial Rd. Harrisburg, PA 17112.

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 familiar 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 2025.
- 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.
- **You will have access to the system starting January 1, 2026.**

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

1. Go to the following web address: <https://pcusa.org/resources/statistics-lists/statistical-reporting-faq>
2. Click **ACCESS THE SYSTEM** under the heading Information for **Session Annual Statistics Reporting**.
3. Enter your **User Name** and **Password** in the appropriate fields. Those items usually stay the same year after year. If you do not know your User Name and Password, they are listed on the next page.
Note: Only select the "Remember me on this computer" if you are using a private computer.
4. Click **Login**. Your Church's page will appear.
5. 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 under **Membership, Congregational Life, Racial Ethnic, and Financial**.
 - 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 me directly at the Presbytery Office. Thank you very much for your commitment and faithfulness.

Sincerely,

Kristal Smith,
Stated Clerk

Church	Membership	USER ID	Password
Big Spring	68	07351	A1F512!
Camp Hill	258	07314	A4I212!
Capital	32	07330	ATUW16!
Central	284	07318	A8E911!
Centre	145	07341	A1M814!
Christ	166	07362	A2Z911!
Derry	762	07338	A8Q418!
Dickinson	129	07317	A7F512!
Duncannon	50	07323	A3A313!
East Waterford	45	07593	A3K912!
Faith Immanuel	141	15128	OHpSjN!
Falling Spring	617	07319	A9D115!
First	212	07315	MTGHSE!
First United	101	02308	A8I252!
Gettysburg	583	07325	A5XM12!
Great Conewago	58	07326	A6W613!
Greencastle	142	07328	A8UF15!
Harrisburg Korean	86	11019	A9B624!
Highland United	113	11436	A6K932!
Hope	55	09168	A8M824!
Lost Creek	110	07609	A9VU14!
Lower Marsh Creek	161	07327	A7VU14!
Lower Tuscarora	77	07567	A7E911!
Market Square	368	07333	A3SD18!
McConnellsburg	77	07342	A2L313!
Mechanicsburg	479	07343	A3K912!
Middle Spring	189	07355	A5CX17!
Monaghan	145	07321	A1CX17!
Mt Olivet	48	23167	D7GT43!
Paxton	258	10359	A9A323!
Pine Street	217	10164	A4D125!
Presbyterian Congregation MDT	92	07347	A7GT13!
Second	413	07316	A6GT13!
Silver Spring	534	07344	A4J711!
St Andrews	199	07340	ANOL16!
St James	103	11159	A9M824!
Waynesboro	49	07357	A7B614!
Wells Valley	10	07635	A5Z911!
Westminster	60	07611	A1TD17!