

To: Clerks of Session  
From: Greg Gillispie, Stated Clerk  
Re: Annual Statistics Report, and Clerk's Annual Questionnaire

December 6, 2017

Once a year, local sessions present an annual report. It's "about that time" again. This project is composed of two parts, and each can be completed online:

- SESSION ANNUAL STATISTICAL REPORT
- CLERK'S ANNUAL QUESTIONNAIRE (Information has already been sent out. Due December 12<sup>th</sup>.)

Year-end and early January are the times when session clerks work through this process, and involve others whose data and expertise is valuable. The Annual Statistics is a report of the *Session* (not just the clerk or the pastor or the moderator). Therefore, work with your elders to schedule a review and vote of the report, after there is time to get it compiled, but before the deadline provided. This needs to happen on or before **February 14, 2018**, and can either be a scheduled meeting or a special meeting.

If the clerk or a church staff member is uncomfortable with entering these reports online, check throughout your congregation – or a neighboring congregation – to find someone to assist you.

### **SESSION ANNUAL STATISTICAL REPORT**

The Annual Statistics are found by starting on the [www.pcusa.org/stats](http://www.pcusa.org/stats) webpage.

1. The first item in the right column is a link to the very helpful Instruction Workbook. The "FAQ" page of that 16-page document is a good place to start.
2. In the center column are links labeled "[access the year-end statistics online reporting system](#)" and "[Go to the Online Statistics Entry system](#)". Either will take you to the log-in.
3. The password for your congregation has not changed from previous years. Check with a previous clerk, your staff, or the presbytery office if you need to retrieve those access codes.
4. The workbook will guide you. Three specifics of particular note:

As you calculate membership numbers, note that the category "Other Participants". Your session determines whether you maintain such a roll, and who is on it, but it could include non-members who are involved with or benefit from your church's ministries, less active or non-active who were removed from your Active Member roll or who never formally joined but are connected to the congregation (the old 'Inactive Roll'). *A person who is on your Active Roll cannot also be on Other Participants.* It is not required that each congregation have an Other Participants list, but if you do, see page 9 of the workbook.

As you (and/or your financial person) seek to sort your expenditures and revenue into the categories of this report, see the guidance and examples on pages 14-15.

The sincerely helpful folks at the Office of the General Assembly (I mean it...my experiences working with them have convinced me that these servants really are compassionate and eager to accomplish meaningful Kingdom work!) urge you to follow the "Ten-Minute Rule."

**"Don't frustrate yourself. Remember the ten-minute rule. If after ten minutes you have a question, problem, or just need help with something email OGARecords@pcusa.org."**

5. The session clerk (or designated helper) can begin inputting data whenever you have it. It can be saved on the online system, pending the session's final approval. Please do NOT click "Submit" until your statistics are finalized.

The earlier you can complete this the better. The first half of February, the system can get backlogged, if a majority of the over-10,000 clerks try to be online right at the deadline. That is part of the reason the deadlines vary by Presbytery. The Lake Erie Presbytery deadline to enter and submit Annual Statistics is **TUESDAY, FEBRUARY 14, 2018**. This deadline is firm. Please plan ahead. Please work ahead.

Thanks for doing your part to accomplish this important task of record-keeping and communication.

Jesus' Peace and Joy,  
Greg