

## Check off List for Year End Mailing Reports

- **Session Annual Statistical Report** – Report of basic church information, membership data, financial data, miscellaneous data, and racial ethnic data. Completion of the Supplemental Questions is also appreciated, though not mandatory. The Statistical Report must be completed online (at <http://oga.pcusa.org/stats>); instructions are embedded and show up across from each question.

Your user id and password are the same as previous years. If you do not remember this information, please contact the Presbytery office. Session approval needs to be entered into the session minutes along with a copy of the report (so you know what was approved!). Note that you can stop and come back to the report a number of times; it's not closed until you hit "submit". **Deadline – February 12, 2021 at Midnight EST.**

- Helpful tips - *first, if you run into problems, call me! Don't spend more than 10 minutes trying to get into the website or figure out what data point is needed! That's what I'm here for!*
  - You can start to enter your data online soon, at least what you know. It will be there the next time you log on and you can add to it or make corrections. It will continue to be there until you hit the submit button.
  - Log on now so you know your password works. If you enter the wrong password three times, you will be locked out, so be careful when entering your password! Remember the password is case sensitive, and typically starts with a letter, often "O".
  - DO NOT wait until the last minute to enter your data as the closer it gets to the deadline, the slower the system will be.
  - The total membership number as of December 31, 2019 is the one used to determine your membership for calculating the covenant commitment amount for 2021.
  - Make a copy of the final report to include in your minutes.

- **Clerks of Session** – This is a print-out asking for information about your clerk of session. This is helpful for the Presbytery staff when mailings are sent out to the church that need to be addressed to the clerk of session, and of course the many informational emails I send you over the year. If the clerk does not have email – emails will be addressed to the church email (or someone else you designate) as we try to email clerks regularly. **Deadline – February 1, 2021.**

- **2020 Session Record Review Checklist** – This year, we plan to have several gatherings of session clerks to have some training, fellowship and read/review each other's minutes. For 2021, we also need to check rolls and registers, making sure they correspond to your statistical reports and minutes. Please review the checklist and make sure that all of these items are included in your minutes and roll books for 2020, and that your roll books are up to date. If you know you will not be continuing, first *thank you* for your good work! And secondly, please let me know ASAP the name and contact information of your replacement so I can include them in emails when scheduling minutes reading meetings!

- **Presbytery Ruling Elder Commissioners** – The Presbytery must balance teaching elders with ruling elders for the Presbytery meetings. Any church that does not have a CP, ruling elder Council member, ruling elder COM member, ruling elder Presbytery or committee moderator, or other ruling elder voting member of Presbytery may receive one more commissioner starting at the beginning of the alphabet, working down each year. Any church that has not sent any commissioners to at least one of the last four meetings will NOT receive an extra ruling elder commissioner. Extra ruling elder commissioners will be spread throughout the churches as much as possible.

- **Annual Review of Terms of Call** – This is a form required by the Committee on Ministry, which is used to make a recommendation for Presbytery approval. *This form is to be filled out and returned ONLY if your church has a called, installed pastor.* **Deadline – February 15, 2021.**

- **Prayer Calendar** – The 2021 prayer calendar is included in this packet and you will also find this online. The online version gets updated periodically as leadership in the churches change. Please use this in your congregation as you see fit.

**\*\*If you have any questions, please contact Mark Kenning, Acting Stated Clerk at [clerk@plainsandpeaks.org](mailto:clerk@plainsandpeaks.org) or 970-889-5226 (cell)**