

December 5, 2016

Dear Clerk of Session and Moderator:

First, cordial greetings to all. I hope that you continue to celebrate the abundance of Thanksgiving as you move into the season of Advent with the hope and promise of the Christ child.

This is also the time of year that we begin to think about annual statistical reports. That task may not be perceived as one of abundance or promise, but do know that your work is respected and appreciated. It has been a privilege to meet with most of our new clerks this fall to review the statistical report process.

Helpful Hints for new clerks:

- The best way to familiarize yourself with the statistical report and required data is to download the instruction workbook.
- Many clerks use the form in the workbook as a worksheet for statistics, then transfer the data to the electronic site. It will also be helpful to review your congregation's 2015 report. Your previous clerk may be able to assist you as well, along with your Session moderator.

Important reminder regarding financial data:

- Financial data is required and may take the most time to prepare and gather. You may need to gather the information from a variety of sources: treasurer, Trustees, or an endowment treasurer.
- In partnership with your pastor/moderator, decide who can best provide the information and forward the request to them as soon as possible.

What about my login and password?

Your passwords are the same as last year's. If you are a new clerk, or need a reminder of your password, please email or call Sharon Marshall, a member of the Session Records Review team. bscpmarsh@yahoo.com

Links you will need:

[Annual Statistical Report Information and Instruction Workbooks \(right side of screen\)](#)



The PC(USA) online statistical reporting site is active.



The deadline for entering statistical report electronic data is February 14.

Wouldn't it be sweet to have the report completed before Valentine's Day?

The first clerk to submit a fully completed annual statistical report will be recognized and receive a Golden Pen award during the February Presbytery assembly. **Ready? Set. Go!**

And, what about the other annual report forms and documents? They are attached and due January 31, 2017.

Something new: These forms have fillable fields that allow you to complete them on the computer.

Simply: Download the form on your computer, fill in the fields, save the document and email.

Some computer systems may not be compatible with this form. If you are unable to enter data in the fields, simply print the form, complete, and scan or mail to kquinn@whitewatervalley.org

Important detail: Do not use the SUBMIT tab in the upper left hand corner. That is not activated and your information will not be forwarded.

- 2017 Clerk of Session & Treasurer form
- 2017 Terms of Call Report Form for installed/soon-to-be installed pastors, associate pastors, designated pastors. This form is not required for interims, stated/temporary supply pastors, or commissioned ruling elders. The 2017 Presbytery approved minimums are also attached for your information.
- 2016 Necrology Report for Ruling Elders

Clerks Annual Questionnaire (CAQ) from the PC(USA) General Assembly Research Services

This questionnaire was sent directly to clerks. If you did not receive that email please use the link below. Note the important information on the introduction page, as well as contact information for Susan Barnett if you require assistance.

- [Clerks Annual Questionnaire Due January 31, 2017](#)

You may send a paper copy to the address that is listed at the top of the first page of the survey.

Please email or call with your questions or requests for assistance. I will respond as soon as possible and be delighted to assist you.

Thank you for your dedicated ministry.

Kristy Quinn
Stated Clerk
Whitewater Valley Presbytery