

Whitewater Valley Presbytery
1100 W 42nd St, Ste 210, Indianapolis IN 46208

ANNUAL REPORTING INFORMATION FOR CLERKS OF SESSIONS

Statistics

[Link to Statistical Report Information and Login](#)

Instructions for using the program and answers to most of your questions are at the Link provided above under "Frequently Asked Questions."

What about my login and password?

Your login and password are the same as last year. If you don't have them or need assistance with your login and/or password, please contact Dawn West, at dwest@whitewatervalley.org. Dawn can assist you with most questions related to statistical reports and forms.

Helpful Hints for Clerks

- The best way to familiarize yourself with the statistical report and required data is to review the statistical report your session approved last year. It will be in the Session Minutes.
- Your previous clerk may also be available to assist you, along with your Session moderator.
- A summary form – **Sample of Required Data** is provided on the presbytery website as a worksheet.

Important Reminder Regarding Financial Data

- Financial data is required and will take time to gather and prepare. Information may be needed from the Treasurer, Trustees, and/or an Endowment committee.
- In partnership with your pastor/moderator, decide who can best provide the information you need and forward requests for information to them as soon as possible.

♥ **The deadline for entering electronic statistical data is February 14.**

Please endeavor to enter your information long before then. *Don't wait until February 14th.*

Additional Annual Report Forms

Annual report forms are posted on the presbytery website at:

<http://www.whitewatervalley.org/forms-and-documents.html>

• **On-line Reports:**

Links to the following interactive forms are posted on the Presbytery website with deadline dates included on the forms. Please use these online forms for reporting:

- **2022 Necrology Report for all Ruling Elders** who died in 2022.
- **2023 Clerk of Session & Treasurer** (*Please complete even if this information has not changed since your last report. This will enable us to create an accurate and complete Directory and Mailing List.*)
- **2023 Presbytery Commissioner(s) Report**
2023 Presbytery Meeting Dates are Saturday February 4th, Wednesday May 3rd, Saturday August 5th, and Wednesday November 1st.

• **Paper Report:**

2023 Terms of Call Report is on the website in PDF format. You will need to print and complete this report, then scan and email, or mail a paper copy to Dawn West. The Terms of Call Report is for installed pastors, associate pastors, designated pastors, and full-time CRE's with benefits. (*Pastors in temporary positions, such as supply pastors and interims, provide COM with an annual contract with the session.*)

- **Paper Worksheets:** *If you prefer paper worksheets, you may print a complete packet of report forms using the link **Packet – Statistical Reports 2023** on the Presbytery website.*

You may email or mail those to: dwest@whitewatervalley.org.

Thank you for your dedicated ministry and have a peace-filled and joyful Thanksgiving, Advent, and Christmas.

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