

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:

- **2023 Necrology Report for all Ruling Elders** who died in 2023.
- **2024 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.)
- **2024 Presbytery Commissioner(s) Report**
2024 Presbytery Meeting Dates are Saturday February 24th (virtual), Wednesday May 1st, Saturday August 3rd, and Wednesday November 6th.

• **Paper Report:**

2024 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 2024** 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 Advent, Christmas, and New Year.

Rev. Terry Epling, Stated Clerk
tepling@whitewatervalley.org
(317) 923-3681 x026

Dawn West, Administrative Assistant
dwest@whitewatervalley.org
(317) 923-3681 x021

SAMPLE OF REQUIRED DATA

2020 Church Statistical Report

Church
Presbytery
Address
Phone
Email
Web Site

Whitewater Valley

PIN



Membership

Prior Active Members

Adjusted membership

Gains

Losses

Certificate

Certificate

Youth Professions

Deaths

Professions & Reaffirmations

Deleted for any Other Reason

Total Gains

Total Losses

Total Ending Active Members

Baptisms

Average Weekly Worship Attendance

Presented by Others

Female Members

At Confirmation

Friends of the Congregation

All Other

Ruling Elders on Session

Do you have Deacons?

Age Distribution of Active Members

People with Disabilities

25 & Under

Hearing impairment

26 - 40

Sight impairment

41 - 55

Mobility impairment

56 - 70

Other impairment

Over 70

Total Age Distribution

Christian Education

Birth - 3

Grade 7

Age 4

Grade 8

Kindergarten

Grade 9

Grade 1

Grade 10

Grade 2

Grade 11

Grade 3

Grade 12

Grade 4

Young Adults

Grade 5

Over 25

Grade 6

Teachers/Officers

Total Christian Education

Racial Ethnic

Asian/Pacific Islander/South Asian

Native American/Alaska Native/Indigenous

Black/African American/African

White

Middle Eastern/North African

Multiracial

Hispanic/Latino-a

Total Racial Ethnic

Financial Data

Annual Income

Mission Expenses

Annual Expenses

Personnel Expenses

Facilities Expenses

2024 CLERK & TREASURER DATA BASE INFORMATION - Please Print

Due January 21, 2024

If you prefer to email the information: dwest@whitewatervalley.org **Subject line:** Clerk-Treas Info

CHURCH CITY & NAME: _____

CLERK OF SESSION

- New Clerk of Session – complete all data
- Clerk is continuing service; if applicable, **update** address/phone info

Name _____

Address _____

Preferred Phone (note if cell or home): _____

EMAIL SPECIFIC TO CLERK

Please note, there is some information that is confidential and will only be emailed to the Clerk of Session. At the discretion of the Stated Clerk, when a personal email isn't available or provided, information will be mailed to the Clerk of Session or may be emailed to the Session moderator for forwarding to the Clerk of Session.

As requested by the Clerk of Session: **EMAIL OF AN ADDITIONAL PERSON who may receive information related to annual reports:**

Name: _____

EMAIL: _____

TREASURER

- New Treasurer – complete all data
- Treasurer continuing service; if applicable, **update** address/phone info

Name _____

Address _____

Preferred Phone (note if cell or home): _____

ANNUAL REPORT
2024 ELDER COMMISSIONERS TO PRESBYTERY REPORT
Report due JANUARY 21, 2024

Church Name AND City: _____

Our Session elects different Ruling Elders for each Presbytery assembly meeting.
*Clerk of Session: Please email the names of the commissioners to the Presbytery's Stated Clerk
one month prior to Presbytery assembly meeting.*

**PLEASE CONTACT THE STATED CLERK IF YOU NEED TO CONFIRM
THE NUMBER OF RULING ELDER COMMISSIONERS FOR YOUR CONGREGATION.
FOR CHURCHES WITH MORE THAN THREE COMMISSIONERS,
SIMPLY PRINT THIS DOCUMENT AND FILL OUT AN ADDITIONAL PAGE.**

NAME _____
Email _____
Address _____
Preferred Phone _____

NAME _____
Email _____
Address _____
Preferred Phone _____

NAME _____
Email _____
Address _____
Preferred Phone _____

ALTERNATE COMMISSIONERS

NAME (alt) _____
Email _____
Address _____
Preferred Phone _____

NAME (alt) _____
Email _____
Address _____
Preferred Phone _____

PRESBYTERY OF WHITEWATER VALLEY

2024 ANNUAL TERMS OF CALL REPORT

Use this form for **INSTALLED** pastors, associate pastors, designated pastors,
and compensated **Commissioned Ruling Elders** serving full-time positions with full *benefits*.
Report due January 21, 2024 or as soon as possible after your congregational meeting.
Use this form anytime your congregation changes a pastor's Terms of Call.

CHURCH (or employing organization), **CITY:** _____

PASTOR'S Name: _____ **DATE** the Terms Change: _____

These Terms of Call require congregation and Presbytery approval.
The 2024 Presbytery approved Minimum Terms of Call are posted on the website, www.whitewatervalley.org

THIS SECTION IS FOR PASTORS WHO ARE PROVIDED A MANSE OR OTHER DWELLING

		2023	+	change	=	2024	
Annual cash salary: (\$43,762 minimum)	[1]	\$	+	\$	=	\$	[1]
Deferred income (401(k), 403(b) etc.):	[2]	\$	+	\$	=	\$	[2]
"Utilities & furnishings" Allowance or Budgeted amount paid by church	[3]	\$	+	\$	=	\$	[3]
Value of manse (fair rental value): (at least 30% of [1]+[2]+[3]):	[4]	\$	+	\$	=	\$	[4]
Effective salary	[1+2+3+4]	\$	+	\$	=	\$	[1+2+3+4]

THIS SECTION IS FOR PASTORS WHO ARE PROVIDED A HOUSING ALLOWANCE

		2023	+	change	=	2024	
Annual cash salary	[1]	\$	+	\$	=	\$	[1]
Deferred income (401(k), 403(b), etc.):	[2]	\$	+	\$	=	\$	[2]
"Housing" allowance or budget:	[3]	\$	+	\$	=	\$	[3]
Effective salary (\$56,686 minimum)	[1+2+3]	\$	+	\$	=	\$	[1+2+3]

THIS SECTION IS FOR ALL PASTORS

		2023	+	change	=	2024	
Travel reimbursement budget: \$2,800 Minimum @ 2024 IRS rate		\$	+	\$	=	\$	
Professional Development budget: \$1,500 Minimum		\$	+	\$	=	\$	
Vacation (length of time)* <i>*Four (4) weeks minimum to include 4 Sundays; Five (5) weeks minimum to include 5 Sundays if ordained 15+ years.</i>							
Study Leave (length of time)* <i>*Two (2) weeks minimum, cumulative up to 8 weeks.</i>							
Social Security offset: Up to 50% of SECA Rate (15.3%)		\$	+	\$	=	\$	
Medical/dental supplement, if any Recommended 4% of effective salary		\$	+	\$	=	\$	
Book, Conference, Other professional expense allowance or budget:		\$	+	\$	=	\$	