



WHITEWATER
VALLEY
PRESBYTERY



2017 FALL INFORMATION & REMINDER PACKET
Clerks Annual Questionnaire (CAQ), Statistical Reporting
and preparing for spring Session Records Review
This packet is available online at the Presbytery's website:

http://www.whitewatervalley.org/uploads/2/7/1/5/27158261/2017_fall_clerks_reminder.pdf

This year, in response to your requests, you are receiving a fall packet of information that will be helpful as you begin to gather information for your annual statistical report and the completion of your 2017 minutes for Session Records Review.

Please note, this packet is a single document and these forms follow this introductory page:

1. Consent Agenda 2018 (4 pages)
As you begin to wrap up your 2017 minutes for the year, this will serve as a review list of Items required for the 2018 spring review.
2. Sample Statistical Report (2 pages)
A helpful overview of the required statistics for the electronic report. You may want to remind your treasurer and Christian Education department what information you will need from them at year's end.
3. 2018 Clerk of Session and Treasurer Form - return anytime; officially due January 15, 2018 (1 page: **FORM REVISED**)
Do you know who your clerk & treasurer will be in 2018? You may return this form as soon as possible. If you prefer to email the information: kquinn@whitewatervalley.org Subject: Clerk-Treas Info

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

What is the CAQ? Research Services defines the CAQ:

The CAQ is the only church-wide survey where all offices in the six PC(USA) agencies can ask congregations question that are specific to congregations. They can ask up to five questions. The questions change each year. For example, this year's CAQ will include questions that several pastors have asked about pledging.

- Mid-October - This questionnaire will be emailed to clerks directly from the denomination.
- December 12 – deadline for completing

Statistical Reporting Dates and Reminders

- November 16 – email information will be sent to clerks, including link to electronic reporting system and password information
- December 1 - electronic reporting system open for data entry
- **February 14**, 2018 Electronic Statistical Reports **Due**
- Link to statistics workbook
http://www.pcusa.org/site_media/media/uploads/oga/pdf/statistics/2017_statistics_workbook.pdf

Thank you for your faithfulness and ministry. We are grateful!

Kristy

Kristy Quinn, Stated Clerk
Whitewater Valley Presbytery

WHITEWATER VALLEY PRESBYTERY
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CONSENT AGENDA MEMO 2018

TO: CLERK OF SESSION AND MODERATOR
FROM: STATED CLERK, WHITEWATER VALLEY PRESBYTERY
KQUINN@WHITEWATERVALLEY.ORG
SUBJECT: CONSENT AGENDA TO FACILITATE THE ANNUAL REVIEW OF SESSION RECORDS
(PLEASE NOTE, THIS IS REMINDER FOR YOUR SESSION'S ITEMS OF BUSINESS IN 2016)

The Session Records Review Committee and the Stated Clerk provide this Consent Agenda for use at the January or February Session meeting. Many items on this agenda are required by the Book of Order or our Presbytery.

The use of this Consent Agenda is optional but it has been well received for many years. The agenda facilitates and provides guidance that makes it easier for your minutes to be approved without exception by the Session Records Review Committee.

The Consent Agenda is a guideline for annual and required items of business that your Session will ordinarily need to approve. Your particular Session may approve some these actions in a different manner, defined in your bylaws/standing rules or by your calendar year. If you have questions about the consent agenda, please contact the Stated Clerk for clarification. Please use this consent agenda in consultation with your moderator. It may be inserted into your Session minutes, or edited/refined, to suit your needs. *The use of the Consent Agenda but may streamline annual and routine business by consolidating annual routine items of business into one motion. You do not need to return this form to the Presbytery.*

Please let me know if you have suggestions to improve the document or to make it more useful in a unique situation. And please contact me if you need clarification regarding any of the items on the agenda.

Thank you for ministries and your work as clerks and moderators of our Session.
We value you as individuals and as our brothers and sisters in Christ.

Sexual Misconduct Policy – An Important Note

Thanks to all of you for your faithful work and mindful compliance regarding Sexual Misconduct Policies. Many of you now have policies in place and we look forward to seeing those during the Session Records Review this spring. Others have communicated that you continue to refine and complete your policy. We will begin reporting the status of your policy in our Session Records Report to the Presbytery each year as completed or in progress.

Please note that the BOO specifies G.3-0106: *All council shall adopt and implement a sexual misconduct polity **and a child protection policy.** While most of you have a defined child protection policy, please let me know if you have questions regarding this.*

CONSENT AGENDA – 2018 page 1 of 2 Whitewater Valley Presbytery

JANUARY/FEBRUARY SESSION MEETING: CONSENT AGENDA

The following items, required by the *Book of Order* of the Presbyterian Church (U.S.A.) or the Presbytery, are presented to the session for its favorable action at this meeting.

1. Clerk of Session Election

That Elder _____ be elected Clerk of Session for _____ years
(or was elected in _____ for a term of _____ years) .

2. Treasurer Election

That _____ be elected TREASURER of the congregation for the year ___ and
that _____ be designated to a) co-sign checks where necessary, b) sign checks in
the absence or incapacity of the Treasurer.

3. Record Offerings

That _____ and _____ be appointed to count and record offerings.
(two people are strongly recommended)

4. Commissioner & Alternate Commissioner Election

That the following Ruling Elder(s) be elected Commissioner(s) to the Presbytery for the year and that the following
Ruling Elder(s) be elected Alternate Commissioner(s) to the Presbytery for the year:

OR, That our Session elects Ruling Elder Commissioners for each Presbytery meeting and that our Clerk of Session
will report these elected commissioners to the Stated Clerk four weeks prior to each Presbytery meeting.

5. Audit Committee Election

That the following persons be elected as the "Audit Committee" for _____(year), with responsibility for providing
the Session with a Full Financial Review by _____.

6. Statistical Report

That the SESSION ANNUAL STATISTICAL REPORT attached to this Consent Agenda be received by Session.

7. New Officer Training

That the annual training of new officers was completed _____ /is scheduled to be completed _____.

8. Annual Congregational Meeting

That the Annual Meeting of the Congregation was/will be held _____ and the following persons
were/will be elected to the Nominating Committee:

Ruling Elders:

Members at Large: (must constitute a majority of the Committee):

Provided for in Standing Rules:

9. Terms of Call

That the changes in an *installed or designated* pastor(s)'s terms of call have been submitted to the Presbytery of
Whitewater Valley and to the Board of Pensions:

_____ YES, date _____ NO, date they will be submitted _____

10. Sexual Misconduct Policy

That the Session approved a Sexual Misconduct Policy on _____ and made the congregation
aware of the policy; (**good process: to remind the congregation, at your Annual Meeting, that this policy is
available and to record that announcement in the minutes**).

11. Compliance of IRS Regulations

That the following resolution is adopted by the Session in compliance with the regulations of the Internal Revenue Service:

The following resolution was duly adopted by the Board of Directors of the _____ Presbyterian Church at a regularly scheduled meeting held on _____, a quorum being present: Whereas, section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income (in computing federal income taxes) a church-designated allowance paid to him/her as part of his/her compensation to the extent used by him/her for actual expenses in owning or renting a home; and Whereas, Pastor _____ is compensated by _____ Presbyterian Church exclusively for services as a Minister of Word and Sacrament; and Whereas, _____ Presbyterian Church does not provide Pastor _____ with a manse; therefore, it is hereby

Resolved, that the total compensation paid to Pastor _____ for calendar year ___ shall be \$_____, of which \$_____ is hereby designated to be a housing allowance pursuant to section 107 of the Internal Revenue Code; and it is further

Resolved, that the designation of \$_____ as a housing allowance shall apply to calendar year ___ and all future years unless otherwise provided.¹

12. Resolution adoption for IRS Purposes

That the following resolution is adopted by the Session in compliance with the regulations of the Internal Revenue Service:

That the following sentence be included on all statements to members of contributions: UNLESS NOTED, OR IF NO VALUE IS LISTED, NO GOODS OR SERVICES WERE PROVIDED TO YOU BY THE CHURCH IN CONNECTION WITH ANY CONTRIBUTION, OR THEIR VALUE WAS INSIGNIFICANT OR CONSISTED ENTIRELY OF INTANGIBLE RELIGIOUS BENEFITS.¹

And further, the Treasurer is directed to comply with all related regulations regarding reporting of contributions.

13. Communion Approval

That the Sacrament of Holy Communion will be provided during worship on the following occasions:

14. Budget Approval

That the Budget (other than Pastoral Compensation) for the year _____ be approved.

{Reminder: The Session approves the budget; the congregation may “review”, “endorse”, “concur” or make recommendations but it does not “approve”}.

15. Per Capita Apportionment Recorded

That the per capita apportionment for _____ operational expenses of General Assembly, Synod, and Presbytery in the amount of \$_____, has been/shall be paid to the Presbytery.

16. Insurance Coverage

That the Church’s insurance is provided by _____ with coverage in the amount of _____ at a premium cost of \$_____ per year.

¹ This wording provided verbatim (or nearly verbatim) from Richard Hammer’s Church and Clergy Tax Guide, 2002. **Congregations are strongly encouraged to purchase the most current edition.** (A model for resolutions for pastors provided a manse can be found in Hammer’s book or by calling the presbytery office.)

17. Vouchered Reimbursable Expenses

That a “Vouchered, Reimbursable Professional Expense Policy” (similar to the one below–adapted from the one for Presbytery staff) be adopted :

Business & Professional Expense SAMPLE Reimbursement Policy

1. Any employee of the church shall be reimbursed for ordinary and necessary business and professional expenses incurred on behalf of the congregation:
 - a. The expenses are reasonable in amount;
 - b. The employee documents the amount, time and place, business purposes of each expense and the business relationship of any person for whom expenditures were incurred, in a manner sufficient to satisfy paragraphs 1.62-2 (d) (e) (f) of the Internal Revenue Code;
 - c. The employee provides the documentation for each month's expenses to the _____, including a receipt for any expenditure of at least \$25.00, not more than 5 working days after the end of each month. [IRS allows submission “at least every 60 days”]
 - d. Auto expenses will be reimbursed at the IRS maximum allowable mileage rate.
 - e. Any advance or reimbursement of expenses that exceeds the amount of expenses substantiated in accordance with this policy shall be repaid to the church not less than 120 days after it is received by the employee.
 - f. The church will not reimburse expenses not substantiated in accordance with the policy.
2. All documentation submitted to the Treasurer in accordance with this policy will be copied by the church and should be retained by the employer and employee for at least 4 years.

18. Officers of Corporation

IF THE SESSION IS ALSO THE BOARD OF DIRECTORS OF THE CORPORATION AND STANDING RULES DO NOT OTHERWISE SPECIFY OR PROVIDE FOR:

The Session elected _____ President of the Board of Directors/ Trustees
_____ Vice-President, and _____ Secretary.



Church Report

PIN Number

Presbytery Number 100776

Church

Address

City/State

Phone

Email

Web Site

Fax

SAMPLE FOR CLERKS OCTOBER 2017

Membership

Prior Active Members

Gains

17 & Under

18 & Over

Certificate

Other

Total Gains

Losses

Certificate

Deaths

Other

Total Losses

0

Total Active Members

Total Active Members # is computer generated from last year's report and cannot be changed.

Baptized

Other Participants

Total Adherents

Female Members

Average Attendance

Affiliate Members

Baptisms

Child Baptisms

Adult Baptisms

Officers

Male Session

Female Session

Male Deacons

Female Deacons

Age Distribution of Active Members

Male

Female

25 & Under

26 - 45

46 - 55

56 - 65

Over 65

Total Distribution

People with Disabilities

Hearing

Sight

Mobility

Other

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**Racial Ethnic****Membership****Elders****Deacons****Male****Female**

Asian

Black

African American

African

Middle Eastern

Hispanic

Native American

White

Other

Totals

Potential Giving Units**Budgeted Income****Budgeted Expense**

Receipts

Regular Contributions

Bequests

Capital Building Fund

Other Income

Investment Income

Subsidy or Aid

Expenditures

Local Program

Per Capita Apprt

Local Mission

Validated Mission

Capital Expenditures

Theological Fund

Investment Expenditures

Other Mission

SAMPLE FOR CLERKS OCTOBER 2017

2018 CLERK & TREASURER DATA BASE INFORMATION - Please Print

YOU MAY RETURN THIS FORM AT ANY TIME.

Due January 15, 2018

If you prefer to email the information: kquinn@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): _____