

December 2020

STATISTICAL REPORT INFORMATION FOR CLERK OF SESSION

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

What about my login and password?

Your passwords are the same as last year's. If you need assistance with your login/password, please contact Dawn West, Administrative Assistant. dwest@whitewatervalley.org Dawn will also be able to assist you with many other questions related to statistical reports and forms.



The deadline for entering electronic statistical 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 coveted Golden Pen award during the February Presbytery assembly. This year we will add a silver and bronze award as well!

Directions for Statistics - Please note that statistical workbooks are no longer being produced by the denomination. Instead, PDFs have been created to answer your questions. There are answers to most of your questions at the link provided above. Scroll to the bottom of the opening page to the heading, **Where can I find a copy of the workbook?** You will find links and definitions of terms under that heading.

Helpful Hints for New Clerks

- The best way to familiarize yourself with the statistical report and required data is to review the statistical report your clerk prepared last year.
- Your previous clerk may also be available to assist you, along with your Session moderator.
- A summary form – **Sample of Required Data** is included in this packet. This is the data you enter online.

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 requests for information to them as soon as possible.

Additional Annual Report Forms are available at the Presbytery Website

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

- *The following interactive forms are posted on the Presbytery website with deadline dates included on the form. Our preference is that you use these online forms for reporting.*
 - 2020 Necrology Report for Elders
 - 2021 Clerk of Session & Treasurer
 - 2021 Commissioners Report

2021 Terms of Call Report Form is PDF format ONLY. You will need to print and complete that document, then scan/email or mail to Dawn West. The terms of call are for installed/soon-to-be installed pastors, associate pastors, designated pastors, full-time CRE's with benefits.

- *If preferred, you may print a complete packet and forms using the tab **Packet – Statistical Reports 2021***
You may email or mail those to: dwest@whitewatervalley.org
Dawn West, Whitewater Valley Presbytery, 1100 W 42nd St, Ste 210, Indianapolis IN 46208

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

Kristy Quinn, Stated Clerk completing term 12-31-2020 kquinn@whitewatervalley.org
Rev. Terry Epling, Stated Clerk Elect effective Jan. 1, 2021 tepling@whitewatervalley.org
Whitewater Valley Presbytery

cc: Dawn West, Administrative Assistant

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

2021 CLERK & TREASURER DATA BASE INFORMATION - Please Print

Due January 15, 2021

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 clerk's 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
2021 ELDER COMMISSIONERS TO PRESBYTERY REPORT
Report due **JANUARY 15, 2021**

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 _____

ANNUAL REPORT 2021 TERMS OF CALL (COMPENSATION), PRESBYTERY OF WHITWATER VALLEY

This form is for **INSTALLED** pastors, associate pastors, designated pastors,
or **compensated Commissioned Ruling Elders serving full time positions with full benefits.**
Report due January 15, 2021 or as soon as possible after your congregational meeting.

We realize some churches change their Terms in Call later in the year.
Please use this form to submit those changes when that action is approved.

City/Church or employing organization: _____

Name of Pastor: _____ Date form completed:

These Terms of Call require congregational and Presbytery approval.
The 2019 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

		2019	+	change	=	2020	
Annual cash salary:	[1]	\$ _____	+	\$ _____	=	\$ _____	[1]
Deferred income (401(k), 403(b) etc.):	[2]	\$ _____	+	\$ _____	=	\$ _____	[2]
"Utilities & furnishings" allowance or budget even if paid by the 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

		2019	+	change	=	2020	
Annual cash salary	[5]	\$ _____	+	\$ _____	=	\$ _____	[5]
Deferred income (401(k), 403(b), etc.):	[6]	\$ _____	+	\$ _____	=	\$ _____	[6]
"Housing" allowance or budget:	[7]	\$ _____	+	\$ _____	=	\$ _____	[7]
Effective salary	[5+6+7]	\$ _____	+	\$ _____	=	\$ _____	[5+6+7]

THIS SECTION IS FOR ALL PASTORS

		2019	+	change	=	2020	
Travel reimbursement budget: \$2,800 <u>Minimum</u> @ 2018 IRS rate		\$ _____	+	\$ _____	=	\$ _____	
Professional development budget (\$1,500 min.)		\$ _____	+	\$ _____	=	\$ _____	
Vacation (length of time)*		_____	+	_____	=	_____	
Study Leave (length of time) 2 wks cumulative to 8		_____	+	_____	=	_____	
Social security offset: 50% of SECA Level		\$ _____	+	\$ _____	=	\$ _____	
Medical/dental supplement, if any Recommended 4% of effective salary		\$ _____	+	\$ _____	=	\$ _____	
Book, conference, other professional expense allowance or budget		\$ _____	+	\$ _____	=	\$ _____	

*Four (4) weeks minimum to include 4 Sundays; Five (5) weeks minimum to include 5 Sundays if ordained 15+ years.