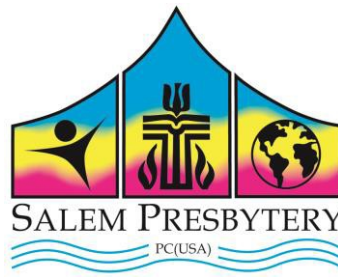


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www.salempresbytery.org

ANNUAL STATISTICAL REPORTING FOR 2021 UPDATE #1

TO: Clerks of Session in Salem Presbytery

FROM: David Vaughan, Stated Clerk
<statedclerk@salempresbytery.org>

DATE: November 29, 2021

As is customary, the "statistics portal" of the Office of the General Assembly (OGA) will open for you on the first Friday of December; this year, that date is December 3, 2021. The system will close on Thursday, February 17, 2022; by this date, you should have gained your Session's approval of your 2021 statistics and you should have entered these statistics in the OGA system.

There are no changes in the data being requested for 2021 from that which was requested for the previous year. I hope the following information will be helpful to you as you begin planning for reporting the 2021 statistics of your particular church. Feel free to share this communication with all those at your church who participate in this constitutionally mandated annual exercise (i.e., church treasurer, church office and financial administrators, etc.)

STEP 1: You will log-into the statistics system with the same PIN and password as always. If you need your church's PIN or password, please contact Christine Ratledge <cratledge@salempresbytery.org> (336-766-3393, x127) or me (336-512-1115). Log into the Statistics System at this internet address: <https://oga.pcusa.org/section/churchwide-ministries/stats/statistical-reporting-faq/>. Click on: "Go To Online Statistics Entry System". After logging-in, you will see the page below (with, of course, your own particular church's data on it):

The screenshot shows a web browser window displaying the "Church Statistics" page for Alamance church. The page has a green header with the title "Church Statistics" and the church name "Alamance". Below the header, it shows the church's PIN: "Pin: 21327 Synod/Presb: Salem". There is a message: "Press the Statistical Questions tab to enter your statistics." On the right side, there is a "Tasks" menu with links for "Home", "Edit Mailing", and "Edit Physical". At the bottom, there is a navigation bar with three tabs: "Church", "Clerk", and "Statistics Questions". A blue arrow points to the "Church" tab. Below the navigation bar, there is a form with the following fields:

Church Report:	<input type="text" value="PDF"/>		
Name:	Alamance		
Mailing:			
Address 1:	4000 Presbyterian Rd	Secondary 1:	
Address 2:		Secondary 2:	
City/State/Zip:	Greensboro, NC 27406-9003	City/State/Zip:	
Primary Phone:	336-697-0488	Email:	lynn@alamancechurch.org
Fax:	336-697-0222		
Website:	www.alamancechurch.org		
Location:	Greensboro, NC		

- STEP 2:** Three tabs appear across the top of this initial form. (See BLUE arrow in the screen shot above.) **On the CHURCH tab:** Validate the information. If anything needs changing, use the “Edit Mailing” or “Edit Physical” tabs (found on the right-hand side of the displayed form).
- STEP 3:** **On the CLERK tab:** Validate the information for the Clerk of Session who is to be in place on 1/1/2022. If that individual is unknown at the time the Annual Statistical Report is completed, put the 2021 clerk’s information on this form. If anything needs changing, use the “Edit Mailing” or “Edit Physical” tabs (found on the right-hand side of the displayed form).
- STEP 4:** **On the STATISTICS tab:** Complete the statistical information requested.

You will be able – as in the past – to complete and save portions of your report as time allows for you to do so.

I trust that you’ll pardon this long memo, but I hope this information is helpful now, in your planning stage. In this process, Christine Ratledge and I are always available to help you. Do not be intimidated by this process; we’re here to help! The very best way to connect with us is by email, though telephone calls are welcome.

SALEM PRESBYTERY FORMS (due February 28, 2022)

Forms may be found here: <https://www.salempresbytery.org/annual-statistical-reporting>

1. *Church Information Form for 2022:* Please complete this document, listing church staff and officers for 2022.
2. *Necrology for 2021:* Please list Ruling Elders who died during 2021. Do not list ministers, deacons, or church members - only Ruling Elders.
3. *Compensation Reporting:* The Commission on Ministry has a policy requiring Sessions to annually submit compensation for Ministers of Word and Sacrament (Teaching Elders) and Certified Christian Educators (CCE). While this information will not be published by the Presbytery, this information will be available to provide (for example, Pastor Nominating Committees and others in the search process) comparison compensation levels.

I pray God’s continued blessings on you in your important work and thank you for your cooperation! You continue to be a blessing to me.

c: Transitional General Presbyter Barbara Smith