

**Cornell Edmonds**

---

**From:** Kris Valerius [Kris.Valerius@pcusa.org]  
**Sent:** Monday, October 31, 2011 9:57 AM  
**To:** Cornell Edmonds  
**Cc:** Carmen Austin  
**Subject:** 2011 Statistics Information  
**Attachments:** 2011 Definition & Brief Instuction.pdf; New York City Presbytery.xlsx



## IMPORTANT INFORMATION REGARDING THE 2011 STATISTICS

Greetings!

Attached you will find the user name and password file for your presbytery, as well as, a copy of the 2011 English version of the statistics workbook. You can find copies of the statistics workbook inside the Stated Clerks File Cabinet under the heading Miscellaneous Information. There will be three versions available: English, Korean, and Spanish. The Spanish and Korean version are being translated and will be posted as soon as I have them.

You can place copies of these PDF's on your presbytery website and direct folks to them or email copies to them. I'd also suggest placing a link to the web page that churches will need to enter the data on your website. <http://oga.pcsua.org/stats>

The <http://oga.pcusa.org/stats> is a working web page but the links for the 2011 statistics will not display until December 1, 2011. Copies of all three workbooks will also be available on this page.

Each presbytery will handle the process differently; you know the best way to deal with your churches.

Presbyteries user name and password for the statistics, presbyteries access the program the same way the churches do. Do not use the Stated Clerks Filing Cabinet to access the 2011 statistics.

**User Name:**

**Password:**

The passwords for church & presbyteries have changed. For the most part, they've add a "!" to the end of all of them.

***Important Dates To Remember!***

*Thursday, December 1, 2011* – The statistics portion will become available on the <http://oga.pcusa.org/stats> web page.

*Friday, December 9, 2011* – Turn on the option for churches to enter SOC data. The program is available to them year round; they can only edit data for a short period of time.

*Wednesday, February 22, 2012* – Last day churches will be able to edit their own data. Only the presbytery will be able to make changes.

*Friday, March 9, 2012* – Last day presbyteries will be able to edit churches data. **I will not be accepting late church reports after this date.** I know many of you look forward to those last few I'll key in but my deadline to the printer is a mere 3 weeks after your deadline. It will take everything to get the minister, church, and SOC files closed on time.

It might be helpful for you to include a few reminders to your churches regarding the year end statistics.

1. The churches are submitting the data to the presbytery, not the Office of the General Assembly. It is the presbyteries responsibility to collect the data from their churches.
2. OGA cannot make changes to a church's record when they call us. If they need changes made, they need to contact their presbytery.
3. OGA does not give out church user names and passwords. A church needs to contact the presbytery if they don't have the information. The presbytery has access to this data through the presbytery SOC menu, even if they change the password.
4. First the first time, Union churches will be able to enter both the Presbyterian and Whole figures electronically.

I still don't know much about the Congregational Annual Questionnaire (CAQ) produced by Research Services. Research Services will be contacting you directly regarding the CAQ. It's important to remember it isn't a GA mandated form; it is a questionnaire that people pay to ask questions of churches. Questions regarding the CAQ can be directed to Ida Smith-Williams ([ida.smith-williams@pcusa.org](mailto:ida.smith-williams@pcusa.org).)

As always, I'm here to help. Feel free to contact me with questions or further assistance.

Peace

Kris Valerius  
 Associate, OGA Records, Ministers  
 Office of the General Assembly  
 100 Witherspoon St, Louisville KY 40202  
[kris.valerius@pcusa.org](mailto:kris.valerius@pcusa.org)  
 502.569.5427 (direct), 888.728.7228 ext 5427 (toll free)  
 502.767.0554 (cell), 502.569.8765 (fax)

Empowered by the Holy Spirit,

the **Office of the General Assembly** will:

Encourage the Presbyterian Church (U.S.A.)

to be a people of hope —

seeking together the mind of Christ,

working for justice and mercy in the world, and

participating in God's continual reformation of the church



*please consider the environment before printing this e-mail*



# INSTRUCTIONS FOR SESSION ANNUAL STATISTICAL REPORT FOR THE YEAR 2011

This workbook is designed to guide you through the statistical information that you must provide to the presbytery in accordance with G-3.0202f. The Session Report is prepared annually by the Office of the General Assembly, and the information you provide will be combined with that from other PC(USA) congregations to become the “OGA Statistics” that appear annually in the *General Assembly Minutes, Part II, Statistics*.

**PLEASE NOTE:** The session needs to approve the report as early as possible after December 31, 2011. This is a session report and **DOES NOT** require approval at a congregational meeting.

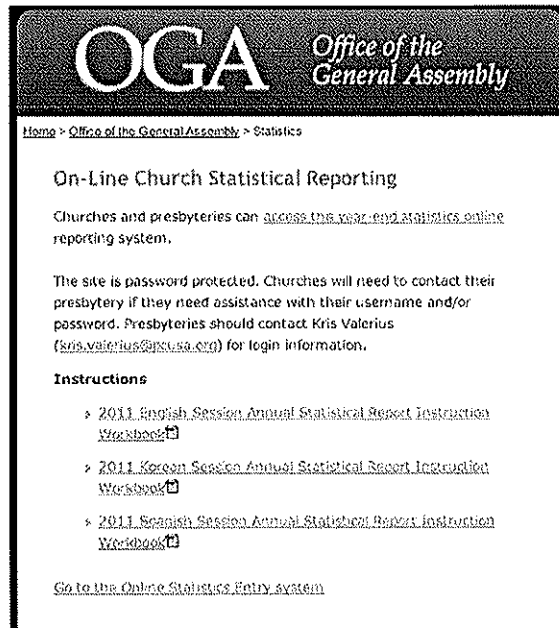
If you have any questions on how to use this workbook, **please call your presbytery office.**

Thank you for your work and support.

## FREQUENTLY ASKED QUESTIONS

1. *What is the address for the website to enter my statistics?*

The web address is <http://oga.pcusa.org/stats>. The online statistical reporting portion will become active on December 1, 2011.



2. *When is the deadline?*

Each presbytery determines their own deadline. Contact your presbytery for the specific date.

3. *My user name and password won't work?*

The passwords are case sensitive. Also, people confuse the letter 'O' with the number zero '0.' If one doesn't work, try the other.

4. *I don't know my user name and password?*

You will need to contact your presbytery if you don't know or have lost your login information. The Statistical Hotline will not be able to assist you with the issue.

5. *Do I have to enter everything at one time?*

No, you can come and go as often as you like until the deadline date or until you hit the 'Submit' button. The program is available year-round, but you can only update statistical data for about two months or until you hit 'Submit.'

6. *Oops, I hit the 'Submit' button and I have not entered any data.*

No problem. Call your presbytery for instructions on what to do. We can 'unsubmit' your church easily if no data has been entered. If data has been entered, it will clear out any data you have entered.

7. *I keep calling the hotline and no one answers. I keep getting voice mail.*

We answer calls in the order in which they are received. If no one answers, it means we are busy helping others. Please leave a detailed message that includes a good time to return the call and the best phone number to reach you. The more detail you provide will allow us to leave a message with an answer if you cannot be reached. We make every effort to return calls on the same day that they are received. The hotline is available Monday through Friday, excluding holidays from 7:00 am until 6:00 pm Eastern Standard Time. 1.888.728.7228 ext 8144 or email [OGARecords@pcusa.org](mailto:OGARecords@pcusa.org).

8. *Can I access the program after I submit my report?*

Yes, the program is available year round. You can view or print your data throughout the year.

9. *We don't have access to a computer. How should we submit our report? Or, who should I call if I have a late report or can't meet the deadline?*

You will need to contact your presbytery regarding alternate forms of submitting your statistics. It is important for you to note that you are submitting your statistics to the presbytery not the Office of the General Assembly.

10. *I've submitted my statistics and need to make a correction.*

If you have already hit the 'Submit' button you'll need to contact your presbytery to make a correction. Do not call the hotline, the Office of the General Assembly cannot make changes to your report.

11. *I updated my church address but it doesn't update?*

When you make an address change, you are letting the Office of the General Assembly (OGA) know that you would like to make a change. On a daily basis, the OGA reviews the list of changes submitted. The changes are then made and reflected. It could be up to 48 hours before you see the change.

12. *The system is very slow. What's the problem?*

Each presbytery establishes their deadline date. You will notice that as the deadlines approach, the system will become very slow because of the increased usage. The earlier you enter your data, the faster the process will be. Remember, you do not have to enter everything at one time. Also, you can enter data before you have session approval. You will still be able to make changes until you hit the 'Submit' button.

Don't frustrate yourself. Remember the ten-minute rule. If after ten minutes you have a question, problem, or just need help with something, CALL 1-888-728-7228 ext 8144 or email [OGARecords@pcusa.org](mailto:OGARecords@pcusa.org).

One last important item; this only comes once a year!

## Church Statistics

Trinity

Pin: 00001 Synod/Fresh: 380-248

[Church](#)

[Clerk](#)

[Statistics](#)

### Tasks

[Edit Mailing](#)

[Edit Physical](#)

[Change User Password](#)

[Reports](#)

[Logout](#)

**Name:** Trinity  
Mailing

**Address 1:** PO Box 367      **Secondary 1:**

**Address 2:**      **Secondary 2:**

**City/State/Zip:** Chinle, AZ 86503-0367      **City/State/Zip:**

**Primary Phone:** 928-674-3323      **Email:** [ctpc@frontiernet.net](mailto:ctpc@frontiernet.net)

**Website:** [www.plygrandcanyon.org/chinletrinity/index.html](http://www.plygrandcanyon.org/chinletrinity/index.html)

[Help](#)

[Accessibility Statement](#)

[Privacy Policy](#)

Copyright © 2011 Presbyterian Church (U.S.A.)

## BASIC CHURCH INFORMATION

This is the starting point once you login. Along the top of the page are the various tabs to move around the program. Along the right side are options for updating the church address. There is now the option to indicate two addresses, mailing and physical. To make changes, use the option on the right “Edit Mailing” or “Edit Physical.”

You can choose either editing option to make changes to your phone/fax number, website, or email address.

Changes cannot be made to your church name. You will note that we do not use the words “Presbyterian Church” after the name. The words “Presbyterian Church” are generically added to church’s name for mailings and other purposes. If you would like to change the official name of your church, contact your presbytery office.

To change your password chose the option Change User Password.

## Church Statistics

SOC Change User Id and Password

[Display Password Requirements >>>](#)

### Tasks

[Logout](#)

**User Id:** 00001

**Current Password:** 1234561

**New Password:**

**Confirm New Password:**

[Help](#)

[Accessibility Statement](#)

[Privacy Policy](#)

Copyright © 2011 Presbyterian Church (U.S.A.)

To print or download a copy of your report press the option “Reports.” You’ll need to work through a series of options.

## Church Statistics

<< [Return to Menu](#)

### Tasks

- [Church Report](#)
- [Church Download Report](#)
- [Logout](#)

[Help](#)

[Accessibility Statement](#)

[Privacy Policy](#)

Copyright © 2011 Presbyterian Church (U.S.A.)

To view or print a copy choose “Church Report.” It will then ask you for the year you would like to view.

<< [Return to Report Menu](#)

Year:

Your report will appear in a box, scroll down to view page one, then use the blue arrow buttons on the top of the page to move to the second page. To print a page use the drop down box that reads “Select a Format.” I suggest using the Acrobat (PDF) option for a clean copy of your report. Press the Export button to download your desired format.

<< [Return to Report Menu](#)

Year:

1 of 2



### Church Report 2010

<b>PIN Number</b>	1		
<b>Presbytery Number</b>	380248		
<b>Church</b>	Trinity Presbyterian Church		
<b>Address</b>	PO Box 367		
<b>City/State</b>	Chino, AZ 86503-0367		
<b>Phone</b>	928-674-3323		
<b>Email</b>	<a href="mailto:tlpc@frontiernet.net">tlpc@frontiernet.net</a>		
<b>Web Site</b>	<a href="http://www.pbysgrandcanyon.org/c3/infotrlnity/index.html">www.pbysgrandcanyon.org/c3/infotrlnity/index.html</a>		
<b>Fax</b>			
<b>Membership</b>			
<b>Prior Active Members</b>	53	<b>Inactive</b>	0
<b>Gains</b>		<b>Losses</b>	
17 & Under	0	<b>Certified</b>	0
18 & Over	0	<b>Deaths</b>	0
<b>Certified</b>	0	<b>Other</b>	0
<b>Other</b>	0		
<b>Total Gains</b>	0	<b>Total Losses</b>	0

## Church Statistics

✓ Successfully saved your changes.

Tasks

[Edit Mailing](#)

[Edit Physical](#)

[Logout](#)

Trinity

Pin: 00001 Synod/Presb: 380-248

[Church](#)

[Clerk](#)

[Statistics](#)

**Name:**

Tom Jones

[Mailing](#)

**Address 1:**

100 Witherspoon St

**Secondary 1:**

**Address 2:**

**Secondary 2:**

**City/State/Zip:**

Louisville, KY 40202

**City/State/Zip:**

**Primary Phone:**

**Email:**

**Fax:**

[Help](#)

[Accessibility Statement](#)

[Privacy Policy](#)

Copyright © 2011 [Presbyterian Church \(U.S.A.\)](#)

Pressing the “Clerk” tab will take you to the clerk of session page. The primary tab to make changes is the “Edit Mailing” address. You do not need to fill in the Physical address. Clerks of session can also add a phone number and email address if desired.

**INTENTIONALLY BLANK**

# Church Statistics

Home

Pin: 10155 Synod/Presb: 101-55

## Tasks

- [Miscellaneous Stats](#)
- [Racial Ethnic Stats](#)
- [Financial Stats](#)
- [Age/Race Gender Stats](#)
- [Submit Stats](#)
- [Logout](#)

Church Clerk Statistics

## Membership Statistics

[Display Membership Instructions >>>](#)

### Membership Gains

17 and Under	<input type="text" value="0"/>	<input type="button" value="⊞"/>
18 and Over	<input type="text" value="0"/>	<input type="button" value="⊞"/>
Certificate Gains	<input type="text" value="0"/>	<input type="button" value="⊞"/>
Other Gains	<input type="text" value="0"/>	<input type="button" value="⊞"/>

### Membership Losses

Certificate Losses	<input type="text" value="0"/>	<input type="button" value="⊞"/>
Deaths	<input type="text" value="0"/>	<input type="button" value="⊞"/>
Other Losses	<input type="text" value="0"/>	<input type="button" value="⊞"/>

Female Members	<input type="text" value="17"/>	<input type="button" value="⊞"/>
----------------	---------------------------------	----------------------------------

<input type="button" value="Accept"/>	<input type="button" value="Cancel"/>
---------------------------------------	---------------------------------------

<b>Beginning Active Membership</b>	29
<b>Total Gains</b>	0
<b>Total Losses</b>	0
<b>Total Ending Active Membership</b>	<input type="text" value="29"/> <input type="button" value="⊞"/>
Baptized Members	<input type="text" value="0"/> <input type="button" value="⊞"/>
<b>Total Adherents Members</b>	29

The 'Tasks' area list the various statistics pages requiring entry. To save data on a page use the Accept button.

The ending active membership does not automatically calculate. The page must balance in order for the changes to save.

## MEMBERSHIP INSTRUCTIONS

**BEGINNING BALANCE AS OF 12/31/10.** Beginning Balance shows your church's active membership as of December 31 of last year (G-1.0402). This is the official membership figure that appeared in the *2010 Minutes of the General Assembly, Part II, Statistics*. **THIS FIGURE CANNOT BE CHANGED.** If the actual membership as of 1/1/11 was different than the displayed figure, you will need to make the appropriate adjustments to "Other Gains" or "Other Losses."

### MEMBERSHIP GAINES

**PROFESSIONS OF FAITH, REAFFIRMATION, RESTORATION.** Enter the number of members received this year through the (first-time) profession of faith, reaffirmation, or restoration to the active members' roll (G-1.0303 a & c) and others:

For persons aged 17 and younger & For persons aged 18 and older

**CERTIFICATE.** Enter the number of persons received into active membership by certificate of transfer from other churches (G-1.0303b).

**OTHER GAINS.** Enter all other additions.

**TOTAL GAINS.** This figure will automatically calculate as you enter gains.

### MEMBERSHIP LOSSES

**CERTIFICATE.** Enter the number of persons dismissed to other churches for whom certificates of transfer have been issued (G-3.0204a)

**DEATHS.** Enter the number deleted from the roll because of death (G-3.0204a)

**OTHER.** Enter all other reductions (G-3.0204a) including persons temporarily excluded or removed from active membership (D-12.0105).

**TOTAL LOSSES.** This figure will automatically calculate as you enter losses.

**TOTAL ENDING ACTIVE MEMBERSHIP (12/31/2011)** Add Beginning Membership and Total Gains, then subtract Total Losses. This figure should equal the number of persons (male/female) that appear on the active members roll. **(This is the figure per capita is based on.)** You must enter this number. *It will not automatically calculate.*

**FEMALE MEMBERS.** Enter the number of females included in your total active membership.

**BAPTIZED MEMBERS.** Enter the number of persons who appear on the baptized member's roll. A Baptized member of a particular church is a person who has received the Sacrament of Baptism and who has been enrolled as a baptized member by the session but who has NOT made a profession of faith in Jesus Christ as Lord and Savior. (G1.0401)]

**TOTAL ADHERENTS.** This figure will automatically calculate. It is the sum of Total Ending Active Membership + Baptized Members.

# Church Statistics

Home

Pin: 10155 Synod/Presb: 101-55

## Tasks

- [Membership Stats](#)
- [Racial Ethnic Stats](#)
- [Financial Stats](#)
- [Age/Race Gender Stats](#)
- [Submit Stats](#)
- [Logout](#)

Church	Clerk	Statistics
--------	-------	------------

### Miscellaneous Information

[Display Miscellaneous Information Instructions >>>](#)

#### Age Distribution of Members

25 & Under	<input type="text" value="0"/>	26 - 45	<input type="text" value="0"/>	46 - 55	<input type="text" value="0"/>
56 - 65	<input type="text" value="0"/>	Over 65	<input type="text" value="0"/>		

**Total Distribution**      0

Average Attendance  [↕](#)

Affiliate Members  [↕](#)

#### Christian Education

Birth - 3	<input type="text" value="0"/>	Age 4	<input type="text" value="0"/>	Kindergarten	<input type="text" value="0"/>	Grade 1	<input type="text" value="0"/>
Grade 2	<input type="text" value="0"/>	Grade 3	<input type="text" value="0"/>	Grade 4	<input type="text" value="0"/>	Grade 5	<input type="text" value="0"/>
Grade 6	<input type="text" value="0"/>	Grade 7	<input type="text" value="0"/>	Grade 8	<input type="text" value="0"/>	Grade 9	<input type="text" value="0"/>
Grade 10	<input type="text" value="0"/>	Grade 11	<input type="text" value="0"/>	Grade 12	<input type="text" value="0"/>	Young Adults	<input type="text" value="0"/>
Over 25	<input type="text" value="0"/>	Teach / Office	<input type="text" value="0"/>				

**Total Church School**      0

#### Total Baptisms

Child Baptisms  [↕](#)

Adult Baptisms  [↕](#)

#### Active Officers

**Session:**                      Men            Women            **Total Session** 0

**Deacons:**                      Men            Women            **Total Deacons** 0

**Does the Session serve the Trustees function in the church?**

## MISCELLANEOUS INFORMATION

**AGE DISTRIBUTION OF ACTIVE MEMBERS.** Enter the number of active members in each category. This figure needs to be equal or less than your Total Active Membership.

**AVERAGE ATTENDANCE AT WORSHIP.** Enter the average weekly worship attendance.

**AFFILIATE MEMBERS.** Enter the number of persons who appear on your affiliate member rolls. An affiliate member of a particular church is an active member of another church of this denomination or of another denomination of Christian Body, who has temporarily moved from the community where the church of active membership is situated, has presented a certificate of good standing from the appropriate governing body of that church, and has been received by the session as an affiliate member (G-1.0403) Persons often in this category are college students & 'Snow Birds.'

**CHRISTIAN EDUCATION ATTENDANCE BY AGE GROUP.** List the number of persons in each category according to the education records for 2011. This total should include, but not be limited to, small groups, such as, Bible studies, spiritual formation groups, and youth groups. This total will automatically calculate when you hit the 'Accept' button. Do not include Vacation Bible School.

**BAPTISMS.** Enter the number baptized in 2011.

Children (Children of believers and professions of faith by persons aged 17 and under)  
Adults

**ACTIVE OFFICERS.** Enter the number of officers serving as of 12/31/11. The totals will automatically calculate when you hit the 'Accept' button.

Active Officers	Men	Women
Session		
Deacons		

Does the session serve the Trustee's functions in the church? Y/N

# Church Statistics

Bilecan

Pin: 10155 Synod/Presb: 101-55

## Tasks

[Membership Stats](#)

[Miscellaneous Stats](#)

[Financial Stats](#)

[Age/Race/Gender Stats](#)

[Submit Stats](#)

[Logout](#)

Church

Clerk

Statistics

## Racial Ethnic & Disabilities

[Display Racial Ethnic and Disabilities Instructions >>>](#)

### Persons with a Disability

Hearing	<input type="text" value="0"/>	Mobility	<input type="text" value="0"/>
Sight	<input type="text" value="0"/>	Other	<input type="text" value="0"/>

### Racial Ethnic Composition of the Church

	Active	Session	Deacon
Asian	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
African	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
African American	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Black	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Hispanic	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Middle Eastern	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Native American	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
White	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	0	0	0

[Help](#)

[Accessibility Statement](#)

[Privacy Policy](#)

Copyright © 2011 Presbyterian Church (U.S.A.)

## RACIAL ETHNIC & DISABILITIES INFORMATION

**PERSONS WITH A DISABILITY.** Statistics gathered on persons with disabilities will be used by entities and committees to formulate programs and policies of the Presbyterian Church (U.S.A.), thus carrying out the mandate for inclusiveness contained in the *Book of Order* (G-3.0103 & F-1.0403).

In order to complete this section, you (as clerk or pastor) are not expected to conduct a survey of the congregation, but to rely on personal knowledge of individuals' disabilities. According to the definition adopted by the World Health Organization, persons with disabilities are those who have physical or mental disabilities that **substantially** limit their participation in one or more of life's activities.

*Hearing Impairment.* Persons with a major hearing loss or deficiency.

*Mobility Impairment.* Persons whose ability to move about is substantially impeded. This would include persons suffering from diseases such as arthritis and persons dependent upon canes, crutches, or wheelchairs, etc.

*Sight Impairment.* Persons with severe visual limitations.

*Other.* Persons with less easily discerned disabilities such as heart disease, diabetes, epilepsy, or mental conditions.

### RACIAL ETHNIC COMPOSITION OF THE CHURCH

The 202nd General Assembly (1990) instructed the Office of the General Assembly to gather information regarding Racial Ethnic Composition (*Minutes*, 1990, Part I, p. 282.) Inclusiveness is an important part of the life of the church, "The Presbyterian Church (U.S.A.) shall give full expression to the rich diversity within its membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life." (G-4.0403)

This information is used in a variety of ways. Two of the ways in which this information is used is as follows:

- (1) The 208<sup>th</sup> General Assembly (1996) passed a recommendation that "1. affirms the goal of increasing the racial ethnic membership to 10 percent of the Presbyterian Church (U.S.A.) membership by the year 2005, and to 20 percent by the year 2010;" (*Minutes*, 1996, Part I, p. 378).
- (2) The General Assembly Committee on Representation (COR) uses the data at their Synod Committee on Representation Training Workshops, that are held biannually.

In making the entries for this category, be guided by how an individual describes themselves. The category of Native American applies to American Indians and Eskimos. The figure entered as the total of the congregation should be equal to or less than the figure shown for Total Active Membership. The total Elders and Deacons should be equal to or less than the amounts given for Active Officers. **Use numerical figures, not percentages.**

### ENTER DATA AS WHOLE NUMBERS, NOT A PERCENTAGE.

The Advocacy Committee for Women's Concerns (ACWC) recommended to the 219<sup>th</sup> General Assembly (2010) to do the following:

Direct the Office of the General Assembly (OGA) to incorporate into the Session Annual Statistical Report (SASR) specifically by name the categories of African, African American, and Middle Eastern.

Full list of Categories:

Asian, African, African American, Black, Hispanic, Middle Eastern, Native American, White, Other

# Church Statistics

Home

Pin: 10155 Synod/Presb: 10155

## Tasks

[Membership Stats](#)

[Miscellaneous Stats](#)

[Racial Ethnic Stats](#)

[Age/Race Gender Stats](#)

[Submit Stats](#)

[Logout](#)

Church

Clerk

Statistics

## Financial Data

[Display Financial Instructions >>>](#)

### Budget Figures

Potential Giving Units	<input type="text" value="0"/>	↕
Budgeted Income	<input type="text" value="0"/>	↕
Budgeted Expenses	<input type="text" value="0"/>	↕

### Receipts

Regular Contrib	<input type="text" value="0"/>	↕	Capit Bid Funds	<input type="text" value="0"/>	↕
Investment Inc	<input type="text" value="0"/>	↕	Bequests	<input type="text" value="0"/>	↕
Other Income	<input type="text" value="0"/>	↕	Subsidy or Aid	<input type="text" value="0"/>	↕

### Expenditures

Local Program	<input type="text" value="0"/>	↕	Local Mission	<input type="text" value="0"/>	↕
Capital Expend	<input type="text" value="0"/>	↕	Invest Expense	<input type="text" value="0"/>	↕
Per Capita Apport	<input type="text" value="0"/>	↕	Validated Mission	<input type="text" value="0"/>	↕
Theological Fund	<input type="text" value="0"/>	↕	Other Mission	<input type="text" value="0"/>	↕

[Help](#)

[Accessibility Statement](#)

[Privacy Policy](#)

Copyright © 2011 Presbyterian Church (U.S.A.)

## FINANCIAL INSTRUCTIONS

The Financial information you provide is used to show trends within the church. The big questions are: How does the congregation receive money? How does the congregation spend money? And, to break it down further, the General Assembly is only interested in a few ways that your church receives and spends money. This is not meant to be a balance sheet for the congregation. **It will not include all moneys that are received or spent by the church.**

Here are two tips to help you fill out the information:

- 1) The difference between Local Program, Local Mission, Validated Mission, and Other Mission: Who is spending the money?

Local Program - The session decides how to spend the money. General operating cost to run the church.

Local Mission - The local food pantry decides how to spend the money.

Validated Mission - Synod, Presbytery, or General Assembly decides how to spend the money.

Other Mission - Groups not included above, ie. You send money directly to Africa.

- 2) Investment Income/Investment Expense

Did you convert any investments to cash to help cover your budget? This would be included under Investment Income.

Did you invest any new money? This would be an Investment Expense.

Do not show the value of the congregation's investments. These figures would not reflect any changes in the investment, such as a loss of profit.

**POTENTIAL GIVING UNITS.** Total number of households in the congregation.

**BUDGETED INCOME & BUDGETED EXPENSE.** These categories were added to obtain general information regarding a church's budget. Your congregation might only have an expense budget or your income/expense could be the same number. These are those figures that you have been working from all year. Many churches work with a 'Faith Budget,' meaning you only have budgeted expenses for the year.

## RECEIPTS

**CONTRIBUTIONS.** Enter the total of all payments on pledges (current as well as delinquent), loose offerings (cash or check), and special offerings received by all treasurers (the church, all boards, and organizations of the church). *DO NOT INCLUDE* capital and building funds, investment income, bequest, other income, aid and subsidy.

**CAPITAL AND BUILDING FUNDS.** Enter the total of all moneys received for capital purposes, extraordinary repairs, building funds, and equipment with anticipated useful life in excess of three years.

**INVESTMENT AND ENDOWMENT INCOME.** Include all returns, such as interest and dividends, received from stocks, bonds, and other investments and endowments owned by the church. Also include the proceeds from the sale of investments held by the church. *DO NOT INCLUDE* the monetary value or principal amount of investments that continue to be held by the church.

**BEQUESTS.** Include the total monetary values of all new gifts from estates received by the church from 1/1 to 12/31. Include all one-time contributions of anything of value received by the church from estates, such as bequests, planned gifts (gift annuities, charitable trust, life insurance), stocks, real estate, or other non-monetary gifts.

**OTHER INCOME.** Enter the total of all other income, such as rent or other reimbursements from organizations using church property. This would include such things as tuition/fees for day care, day school, etc.

**SUBSIDY OR AID.** Enter the total of all moneys received from other churches or from presbytery, synod, or General Assembly agencies to be used in local mission and program.

## EXPENDITURES

**LOCAL PROGRAM.** The total of all moneys, from all sources, expended for current operations of the congregation, such as salaries and wages, pension and social security payments, printing, postage, materials, utilities, insurance premiums, payments of interest and principal loans, whether or not secured by mortgage, etc.

**LOCAL MISSION.** The total of all moneys paid for local mission programs and projects approved and directed by the session and to local ecumenical bodies.

**CAPITAL EXPENDITURES.** The total of all moneys expended for real property, whether improved or unimproved, the construction of new buildings, extraordinary repairs or renovations of existing buildings, and equipment with anticipated useful life in excess of three years.

**INVESTMENT EXPENDITURES.** Include the total amount of moneys newly placed into savings or investments (such as certificates of deposit, stocks, bonds, money market accounts, reinvested dividends) during the year, and remaining invested. Also included would be investment costs such as moneys expended to facilitate new investments or to maintain existing investments or endowments such as brokers' fees, bank charges. *DO NOT INCLUDE* investments made in earlier years, monies invested in earlier years that were switched from one type of investment to another (e.g., stocks to bonds, or one stock to another.)

**PER CAPITA APPORTIONMENT.** The total of moneys expended for synod, presbytery, and General Assembly apportionment.

**VALIDATED MISSION PC(USA).** The total of all moneys given to synod, presbytery, and General Assembly agencies, including payments toward the mission budgets of these entities. Include synod or presbytery special offerings as well as General Assembly special offerings: One Great Hour of Sharing, Christmas Joy, Peacemaking, Witness, other offerings. Include totals for mission programs and projects related to the Presbyterian Church (U.S.A.) and not already reported as Local Mission.

**GENERAL ASSEMBLY THEOLOGICAL EDUCATION FUND.** Each congregation is requested to make a voluntary contribution of an amount equal to 1% of the figure reported for Local Program as the congregation's share for the support of the eleven Presbyterian theological institutions. Please take care *NOT TO INCLUDE* direct support of theological students, direct gifts to any theological school, or other gifts related to theological education.

**OTHER MISSION.** Enter the total of all monies expended for mission causes not related to the Presbyterian Church (U.S.A.) and not already included under Session Local Mission.

# Church Statistics

Bdecan

Pin: 10155 Synod/Presb: 101-55

Church

Clerk

Statistics

## Tasks

[Membership Stats](#)

[Miscellaneous Stats](#)

[Racial Ethnic Stats](#)

[Financial Stats](#)

[Subunit Stats](#)

[Logout](#)

## Age/Race Gender Distribution

[Display Age/Race Gender Instructions >>>](#)

Age Distribution of Members  Gender Breakdown

	Male	Female	Total
25 & Under	0	0	0
26 - 45	0	0	0
46 - 55	0	0	0
56 - 65	0	0	0
Over 65	0	0	0

Racial Ethnic Gender Breakdown

	Male	Female	Total
Asian	0	0	0
African	0	0	0
African American	0	0	0
Black	0	0	0
Hispanic	0	0	0
MiddleEastern	0	0	0
Native American	0	0	0
White	0	0	0
Other	0	0	0

[Help](#)

[Accessibility Statement](#)

[Privacy Policy](#)

Copyright © 2011 Presbyterian Church (U.S.A.)

The Advocacy Committee for Women's Concerns (ACWC) recommended to the 219<sup>th</sup> General Assembly (2010) to do the following:

Direct the Office of the General Assembly (OGA) to adapt the Session Annual Statistical Report (SASR) to collect disaggregated data on age, gender, race and ethnicity.