

Presbytery of Albany
1915 Fifth Avenue
Troy, NY 12180

December 12, 2016

Re: **ANNUAL STATISTICAL REPORTS**

Dear Clerk of Session:

THREE IMPORTANT INTRODUCTORY NOTES:

Our records indicate that you are the current Clerk of Session for your church. If that has changed, please pass this letter to your replacement as soon as possible, and notify the Presbytery Office of the change.

The membership statistics that you report on the Annual Statistical Report this year will establish the active membership number that will be used to calculate your church's General Assembly (GA) and Synod Per Capita assessment for 2018 and may be used to amend your church's GA and Synod Per Capita payment for this coming year (2017) if you report a loss of membership in 2016 and if the Office of the General Assembly makes provisions for this as has been done in the past. Therefore, it is critical that you complete this statistical report by the deadline, because there is usually a firm deadline in March for the Presbytery to request amendments to the GA and Synod Per Capita assessments for 2017 based on the membership statistics reported by its churches for 2016.

Please allow time to consult with others such as your pastor(s), moderator, treasurer, or other church leaders if their assistance will be required for you to complete the various forms and meet the deadlines.

Annually the Presbyterian Church (USA) and the Presbytery of Albany ask for your help in gathering the information necessary to complete the five reports as discussed in more detail below. Some of these reports must be submitted electronically online. The online reporting is very easy to do. And while you submit one report online directly to the Office of the General Assembly (OGA) and one report online directly to the Presbyterian Mission Agency (PMA), you are really making the reports to Albany Presbytery. **The Stated Clerk can access all church reports to OGA once they are submitted and is responsible for making sure that the reporting is accomplished. So your cooperation is greatly appreciated.**

THE FOLLOWING FIVE REPORTS NEED TO BE COMPLETED AND SENT IN:

1. **The OGA Session Annual Statistical Report for the Year 2016**. This report must be completed online and submitted to the OGA. The web address for this report is <http://oga.pcusa.org/stats>. **You should use the same User Name and Password for your church as you used last year. Please contact the Presbytery Office if you did not keep a record of these.** Please note that the "Instructions for the Session Annual Statistical Report for the Year 2016" are provided electronically and may be found at the Albany Presbytery web site under **Resources / Clerks of Session** in both English and Korean. These instructions may also be accessed from the PC(USA) site. This booklet offers not only excellent, detailed instructions but when printed out by you, may also be used as a workbook for figuring and penciling in your report. Please also note the very helpful FAQ on Statistical Reporting that is on the left side under Statistics at the PC(USA) site. Please contact Jennifer Schoenfisch at the Presbytery Office if you have trouble accessing the instructions booklet and need to have a copy snail mailed to you.

Your absolute deadline for submitting this report online is 5 p.m. on Thursday, February 16, 2017. However, we recommend that you set February 9, 2017, as your personal deadline, in case you encounter any difficulties and need assistance from the Presbytery office. You will be denied access to this form by the OGA after the February 16 deadline. If you are having difficulties reporting online, or cannot enter the report online, let us know as soon as possible and we will assist you. Website response is often very slow the last week of reporting. If you must wait until the last week to enter your report please add extra time in your schedule for entering information.

2. **The Clerk's Annual Questionnaire for the Year Ending December 31, 2016.** This questionnaire has already been sent to all clerks of session and is to be completed online and submitted to the PMA. However, the .pdf of this questionnaire may also be found at the Albany Presbytery web site under **Resources / Clerks of Session**. The web address for this report is <http://www.surveymoz.com/s3/3171642/2016-Clerks-Annual-Questionnaire> and it is available now. Please contact Jennifer Schoenfisch at the Presbytery Office if you have trouble accessing the questionnaire and need to have a copy snail mailed to you. Please e-mail a copy of the completed questionnaire to Jennifer at the Presbytery Office. If necessary, this report can be snail mailed to the PMA and to the Presbytery. The PMA mailing address is Susan Barnett, PhD, Director, U S Congregational Life Survey, Associate for Survey Research, Presbyterian Church (U.S.A.), 100 Witherspoon Street, #1007, Louisville, KY 40202. **Please complete and submit this questionnaire by January 31, 2017.**
3. **The Albany Presbytery Supplemental Session Report.** This report may be found at the Albany Presbytery web site under **Resources / Clerks of Session**. Please contact Jennifer Schoenfisch at the Presbytery Office if you have trouble accessing the report and need to have a copy mailed to you. This report goes only to Albany Presbytery. It may be completed electronically and submitted by e-mail or it may be copied and a hard copy snail mailed in. Please send e-mail copies to Jennifer. **Please complete and submit this report by March 10, 2017.**
4. **The Albany Presbytery Other Mission Report Form.** This form is for reporting to Albany Presbytery any mission giving to causes not related to the PC(USA) and not already included under "Local Mission". This report may be found at the Albany Presbytery web site under **Resources / Clerks of Session**. Please contact Jennifer Schoenfisch at the Presbytery Office if you have trouble accessing the report and need to have a copy snail mailed to you. This report may be completed electronically and submitted by e-mail or it may be copied and a hard copy snail mailed in. Please send e-mail copies to Jennifer. **Please complete and submit this report by March 10, 2017.**
5. **Necrology Report for 2016.** This form is for reporting to Albany Presbytery any ordained ruling elders and/or deacons from your church who died in 2016. This report may be found at the Albany Presbytery web site under **Resources / Clerks of Session**. Please contact Jennifer at the Presbytery Office if you have trouble accessing the report and need to have a copy snail mailed to you. This report may be completed electronically and submitted by e-mail or it may be copied and a hard copy snail mailed in. Please send e-mail copies to Jennifer. **Please complete and submit this report by January 27, 2017.**

Please do not hesitate to contact the Presbytery Office if you need assistance with any of these forms. **Thank you** for your cooperation. We wish you and your family a Happy New Year!

Jennifer Schoenfisch
Administrative Assistant
info@albanypresbytery.org

H. Daniel Rogers
Stated Clerk
drogers@albanypresbytery.org