**Presbytery of Albany**

**PO Box 83**

**Watervliet, NY 12189**

January 8, 2021

Re: **STATISTICAL REPORTS FOR 2020**

Dear Clerk of Session:

**THREE IMPORTANT INTRODUCTORY NOTES**

1. 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 of the change.
2. 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 assessments and the Albany Presbytery Basic Witness Support assessment for 2022. **Therefore, it is critical that you complete this statistical report by the deadline.**
3. **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 two reports online directly to the Office of the General Assembly (OGA), 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 2019.** 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 if you did not keep a record of these. Please note that a workbook is no longer being made available. The program has been updated to include both helpful tools and definitions to complete the process. Please also note the very helpful FAQ on Statistical Reporting that is on the PC(USA) web site.

**Your absolute deadline for submitting this report online is 5 p.m. on Thursday, February 18, 2021. However, we recommend that you set February 5, 2021, as your personal deadline, in case you encounter any difficulties and need assistance from the Presbytery. You will be denied access to this form by the OGA after the deadline**. If you are having difficulties reporting online, or cannot enter the report online or on time, let us know as soon as possible and we will assist you. Website response can be very slow the last week of reporting, so if you must wait until the last week to enter your statistics please add extra time in your schedule for entering information.

Please be sure to download and print out a copy of your statistical report immediately after it has been completed and include that report with the minutes of your next session meeting.

1. **The Clerk’s Annual Questionnaire for the Year Ending December 31, 2020**. Information about this questionnaire has already been sent to all clerks of session by OGA and can be found on the Albany Presbytery website under Resources / Clerks of Session if perchance you did not already receive information from the OGA, Resource Services. The deadline for completing this questionnaire online is February 18, 2021. Please contact me if you have any questions. Please also e-mail or snail mail a copy of the completed questionnaire to my email listed below or the Presbytery PO box listed above.
2. **The Albany Presbytery Supplemental Session Report**. This report may be found at the Albany Presbytery web site under Resources / Clerks of Session. Please contact me 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 18, 2021.
3. **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 me 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 18, 2021.
4. **Necrology Report for 2020.** This form is for reporting to Albany Presbytery any ordained ruling elders and/or deacons from your church who died in 2020. This report may be found at the Albany Presbytery web site under Resources / Clerks of Session. Please contact me 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 me. Please complete and submit this report by March 1, 2021, so the names reported may be memorialized during worship at the March 12, 2021, stated meeting.

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

Rev. Rebecca Lawson Putman

Stated Clerk

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