



Date: January 2025

To: Albany Presbytery Clerks of Session

Re: **STATISTICAL REPORTS FOR 2024**

Dear Clerk of Session:

Thank you for serving as Clerk of Session for your congregation! You play an important role in the ministry of your church and it's my privilege to serve as a resource to you and your session as the presbytery's Stated Clerk.

It is once again the time of year where we ask you to enter your congregation's statistical data into the system set up for us by the Office of the General Assembly (OGA) of the Presbyterian Church (USA). Gathering and entering this data ensures that we have the latest denomination-wide statistics but it also determines your church's Annual Basic Witness Support [Per Capita] paid to the presbytery. Changes made in your membership in 2023 will be reflected in your 2023 Basic Witness Support assessment.

The PCUSA website went through a much needed redesign so the landing page looks different, but the system where you enter your data is exactly the same. You will need your church's login information, which I can retrieve for you swiftly upon request.

Here is the landing page for Church Statistics:

<https://pcusa.org/resources/statistics-lists/statistical-reporting-faq>

If you are not familiar or need a refresher on the process, below are some helpful points to guide you through the process:

- **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. If you were not given the login information for your congregation, reach out to the Stated Clerk and he will retrieve it for you.
- **Your absolute deadline for submitting this report online is February 15, 2025.** However, we recommend that you enter your data as soon as possible as the **statistics portal can be very slow and frustrating to work with during the last week of reporting.**
- 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.

In addition to statistics, the presbytery also gathers information from each of our churches. This year, we are requesting two things:

1. **An electronic copy of your 2024 ANNUAL REPORT for your congregation.** Please send to dbennett@albanypresbytery.org. If you are unable to scan your report or send via email, please send a hard copy to me at the address below my signature.
2. **A NECROLOGY REPORT listing all Ruling Elders and Deacons who passed away in 2024.** Please use this [Google Form Link](#) to submit your congregation's necrology report. Or, feel free to email or mail a paper copy of your list to me using the address below my signature.

Finally, last year we held several **Minutes Review Sessions**. The Book of Order requires this EVERY OTHER YEAR. So, if you are among the following who attended a session or had me review your books, you are off the hook for 2023! If you did not attend or meet to have your books reviewed, my goal is to do whatever it takes to make it an easy and helpful process. Look for details to come later in the first quarter of the year.

Please do not hesitate to contact me if you need assistance with your reporting or have any other concerns as you serve as Clerk of Session in 2024.

May you, your family and your church be safe and healthy in the New Year!

Peace & Blessings,

David

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