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December 7, 2016

TO: Pastors, Moderators of Sessions and Clerks of Sessions

FROM: Committee on Ministry

RE: Statistical Report for 2016 and Year End Forms

Please review the items listed below and be aware of deadlines that will need to be met in a timely fashion. All of the information that is listed below can be accessed through www.presbyteryofgeneva.org.

The **STATISTICAL REPORT** needs to be completed on-line **no later than February 13, 2017** using the website address of <http://oga.pcusa.org/stats>. The first date for statistics entry is **December 2nd**. The Instruction Booklet, usernames and passwords are listed on the Presbytery website. If you have any questions or do not have access to a computer on-line, please call Karen Jensen at (315) 536-7753 or Val Fowler at (585) 738-8283 right away. The completed report is received by the **session**, NOT the congregation. **Do not wait for a congregation meeting to submit the forms.** In fact, since the session only **receives** the report (and does not “approve” the report) clerks may submit the form when they have completed it, then present the forms for receipt by the session. Please be aware that after February 13, 2017 you will not be able to input any more information for the statistical report.

- **Church Officer List** – This form is used to create email and mailing lists so please be sure all the information is correct. Please let the Presbytery office know of any changes through the year. Please submit this list by **January 31st**.
- **Ministerial Compensation Form** (for installed pastors only) - please return by **January 31st**.
- **Manse Report Form** – needs to be completed and returned by **January 31st** if the church provides a manse for their minister(s). Committee on Ministry is highly recommending that all manses be tested for lead levels in 2017. Please provide copies of these tests to the Presbytery Office when completed.
- **Insurance Report Form** – needs to be completed and returned by **January 31st**.
- **Elder Necrology Report** – Please list the congregational list of names of any of your Ruling and Teaching Elders who have died in the year 2016 and return by **January 16, 2017**. The names will be read at the Presbytery Meeting in January. If you do not have any elders to list please state “NONE” on the form and return to the Presbytery office or email to kjensen@presbyteryofgeneva.org.

Thank you for your prompt attention to this information that is needed in a timely fashion.