



700 EAST MELROSE AVENUE • FINDLAY, OHIO 45840

## Memo

**To:** Clerks of Session  
**From:** Dean McGormley, Stated Clerk and Matt Meinke, General Presbyter  
**Date:** December 1, 2022  
**Re:** Instructions for General Assembly Statistical Reports

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As a clerk of session, you provide a vital link of communication. Thank you! As you enter GA Statistics you assist the denomination on many levels: from determining per capita assessments to trends regionally, fulfilling the reporting requirements of G-3.0202f.

The following tips might be helpful:

1. Knowing what data you will be looking for is perhaps the best way to get ready for GA Statistical Reports. Attached to this memo is what will be asked. You as clerk will probably be the best person to answer a lot of the questions, but you may need to get the treasurer or a Christian Ed director or pastor involved for other pieces. (The online portal opens on Dec 2, 2022)
2. The Online Statistics Entry System can be found at: [oga.pcusa.org/stats](http://oga.pcusa.org/stats)
3. If you cannot find your User Name and Password, contact the presbytery office, or **call Dean at (734) 497-8069**. *(Your CLC login is completely different! The stats user name and password are for GA Statistics only and are usually mailed in late November or early December each year to clerks in the End of Year Reports packet)*
4. The Instructions/Frequently Asked Questions that PCUSA provides can be found at: [oga.pcusa.org/section/churchwide-ministries/stats/statistical-reporting-faq/](http://oga.pcusa.org/section/churchwide-ministries/stats/statistical-reporting-faq/)
5. You can enter the portal multiple times, and add data as data becomes available. Click ACCEPT on each page of questions and it will save it.
6. In the portal it mentions that the session needs to approve the report. Don't wait to enter the data until the session approves it. Add the data first! Enter the data as you go, clicking ACCEPT on each page of data, and then printing the report as a PDF. On the main screen when you first log into the program, above your church address area you will see a button that says "PDF." Pressing this will create a copy of your current year report as a PDF. Take this one page document to your session for approval (this can happen after the deadline. If for some reason they do NOT approve the report, call Dean. He can often change data even after the portal has closed for you.)
7. The Clerk's Corner at the MVP website includes these instructions digitally, along with other clerk resources : [maumeevp.org/resources/clerk-s-corner](http://maumeevp.org/resources/clerk-s-corner)
8. Call Dean or Matt for any additional help. We are here for you! 419-423-9073, office. **Dean's cell is (734) 497-8069.**



| <b>Membership Statistics</b>   |   |
|--|---|
| Beginning membership 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 xxxx <i>Minutes of the General Assembly, Part II, Statistics</i> . This figure cannot be changed. If the actual membership as of 1/1/xx is different than the displayed figure, enter a "New Starting Membership" to correct your beginning balance. | Beginning Membership XXXX<br>New Starting Membership XXXX |
|  | Gains   |
| Enter the number of persons received in xxxx into active membership by certificate of transfer from other churches (G-1.030b)  | Certificate Gains      XXX                                |
| Enter the number of persons age 17 or younger received in xxxx through Profession of faith.  | Youth Professions of Faith    XXX                         |
| Enter the number of members received in xxxx through the (first-time) profession of faith (18 or older), or reaffirmation (G-1.0303a & c).   | Professions of Faith and Reaffirmations    XXX            |
|  | Losses  |
| Enter the number of persons dismissed in xxxx to other churches for whom certificates of transfer have been issued (G-3.0204).   | Certificate Losses    XXX                                 |
| Enter the number deleted from the roll in xxxx because of death. (G-3.0204a)   | Deaths xxx  |
| Enter all other reductions (G-3.0204a) in xxxx, reasons including persons temporarily excluded or removed from active membership (D-10.0300)   | Deleted from the roll for any other reason    XXX         |
|  |   |
| Beginning Membership (or New Starting Membership, if corrected), plus Total Gains, then subtract Total Losses. This figure should equal the number of persons that appear on the active member roll. (This is the figure presbytery per capita is based on.)   | Ending Active Membership as of 12/31/xx    XXXX           |
|  |   |

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

## Congregational Life

|  |   |
|--|---|
|  | Baptisms:   |
| Enter the number of infants and children presented for Baptism by parent(s) or others in xxxx.                               | Presented by Others XXX   |
| Enter the number of persons who presented themselves for Baptism in xxxx at the time of their confirmation.                  | At Confirmation XXX   |
| Enter the number of all others who presented themselves for Baptism in xxxx.   | All Other XXX   |
|  |   |
| Enter the weekly average of all regularly-scheduled worship services.  | Average Weekly Worship Attendance XXXX  |
|  |   |
| Persons who are not members of the Presbyterian Church (U.S.A) who participate in the life and worship of this congregation. | Friends of the Congregation XXXX  |
|  |   |
| Enter the number of ruling elders serving on session as of 12/31/xx.   | Number of ruling elders on Session XX   |
|  |   |
| Do you have deacons?   | Yes/No  |
|  |   |
| Enter the number of active members in each category. This figure needs to be equal to or less than Ending Active Membership. | Woman XXX<br>Men XXX<br>Non-Binary/Genderqueer XXX  |
|  |   |
| Enter the number of active members in each category. This figure needs to be equal to or less than Ending Active Membership. | Age Distribution of Members:<br>17 and Under XXXX<br>18 -25 XXXX<br>26 – 40 XXXX<br>41 – 55 XXXX<br>56 – 70 XXXX<br>71 and Over XXXX<br>Total ( <i>Automatically Calculates</i> ) XXXX              |
|  |   |
| Enter the number of Youth in your congregation.  | Age 4 and Under XXX<br>Elementary School (K-5 <sup>th</sup> grade) XXX<br>Middle School (6 <sup>th</sup> – 8 <sup>th</sup> grade) XXX<br>High School (9 <sup>th</sup> – 12 <sup>th</sup> grade) XXX |
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## Disability and Racial Composition

**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.

|   |                            |
|---|----------------------------|
| Persons with a major hearing loss.  | Hearing Impairment    XXX  |
| 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. | Mobility Impairment    XXX |
| Persons with severe visual limitations.   | Sight Impairment    XXX    |
| Persons with less easily discerned disabilities such as heart disease, diabetes, epilepsy, or mental conditions.  | Other Impairment XXX       |

## 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

In making the entries for this category, be guided by how an individual describes themselves. The figure entered as the total for Congregation should be equal to or less than the figure shown for Total Ending Active Membership, on the Membership Page.

|  |  |
|--|--|
| <p>Enter the number of active members in each category. This figure needs to be equal to or less than your Ending Active Membership.</p> | <p>Congregation</p> <p>Black/African American/African XXXX</p> <p>Asian/Pacific Islander/South Asian XXXX</p> <p>Hispanic/Latinx XXXX</p> <p>Native American/Alaska Native/Indigenous XXX</p> <p>Middle Eastern/North African XXXX</p> <p>White XXXX</p> <p>Multiracial XXXX</p> |
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## Financial Data

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|---|---|
| What did you budget to receive and spend in the budget year?  | Budgeted Income: XXXXXX<br>Budgeted Expense: XXXXXX |
| <b>Receipts</b>   |   |
| 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 investment income, capital and building funds, bequests, subsidy or aid, and other income.                      | Regular Contributions:<br>XXXXXX                    |
| 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.                     | Investment<br>income:<br>XXXXXX                     |
| Enter the total of all monies received for capital purposes, extraordinary repairs, building funds, and equipment with anticipated useful life in excess of three years.  | Capital and<br>Building Funds<br>XXXXXX             |
| Include the total monetary values of all new gifts from estates received by the church from January 1 to December 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 nonmonetary gifts. | Bequests:<br>XXXXXX                                 |
| Enter the total of all monies received from other churches or from presbytery, synod, or General Assembly agencies to be used in local mission and program.   | Subsidy or Aid<br>XXXXXX                            |
| 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.   | Other Income<br>XXXXXX                              |

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|---|--------------------------------|
| <b>Expenditures</b>   |                                |
| The total of all monies, 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 Program<br>XXXXXX        |
| The total of all monies paid for local mission programs and projects approved and directed by the session and to local ecumenical bodies.   | Local Mission<br>XXXXXX        |
| The total of all monies 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.   | Capital Expenditure:<br>XXXXXX |
| Include the total amount of monies 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 broker's fees or 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). | Investment Expense<br>XXXXXX   |
| The total of monies expended for synod, presbytery, and General Assembly per capita apportionment.  | Per Capita<br>XXXXXX           |
| Enter the total of all monies expended for mission beyond the local community.  | Other Mission<br>XXXXXX        |