

"SUGGESTIONS FOR SURVIVING THE ANNUAL REPORT"

December 2009

1. **READ ALL INSTRUCTIONS BEFORE ACTING (OR RE-ACTING!)** – Submitting your statistics on-line may seem overwhelming, but the process is really quite simple to use. The hardest part of the annual report will still be compiling all your data!
2. **DON'T LOSE YOUR WORKBOOK** – Don't loan out your workbook for others to complete. Make copies of those pages you choose to delegate. The congregation's ID and password for the online database are affixed to the front of the workbook.
3. **ACCURACY** - After completing the worksheets and before posting them on-line, please add the membership numbers to make sure that they balance. Be sure that all church organizations are included in the financial report including the Board of Deacons, the Presbyterian Women, the youth group, etc.
4. **REMEMBER THE 10-MINUTE RULE** – If after 10-minutes you have a question, problem or just need help with something, stop and call for help!! You may call the stated clerk at the presbytery office or Kris Valerius in the Office of the General Assembly.
5. **DON'T HIT THE "SUBMIT" KEY UNTIL YOU ARE READY!** – You will be able to make changes or add information to your congregation's statistics until **midnight, Tuesday, February 23, 2010** or until you hit the key to "Submit" your information. Once you have selected the option to Submit, you will no longer have access to changing your data.
6. **DON'T WAIT UNTIL THE LAST MINUTE!** – Remember, there are 11,000 plus other clerks of session who have the same deadline. The closer you get to the deadline, the slower the computer database works!

FREQUENTLY ASKED QUESTIONS

1. **WHAT'S MY USER NAME AND PASSWORD??** – Your user name is the five-digit PIN number for the congregation. Your password is found on the front cover of the statistics workbook. You may share this information with a trusted member of your congregation who is assisting you with the on-line data submission.
2. **WHO SHOULD BE ON THE BAPTIZED ROLL??** - Those who have been baptized and for whom your Church has some responsibility for pastoral care, but who have not yet become Active Members of the Church. These could be people who have begun worshipping with your congregation or more often, the children of members who have not yet gone through a confirmation class. Ordinarily, names are removed

from this roll when they join the church or when families move away or leave the church. Note the difference between the Roll of Baptized Members and the Baptism Register, which is the historical record of all who have been baptized in your Church.

3. HOW DO YOU DETERMINE WHO HAS A DISABILITY – Generally, count the individuals who have significant problems with a handicap that makes everyday life problematic. For example, a person who wears glasses will not be considered disabled, but one who is considered legally blind may be counted.

INSTRUCTIONS FOR SUBMITTING CONGREGATIONAL REPORT Year Ending December 31, 2009

1. For on-line submission –
 - a. Open web page at www.pcusa.org/clerks2009
 - b. Follow instructions
 - c. Those not having Internet access may post the completed form to the presbytery office