



Dear Friends ,

The angels shared the news. The shepherds told the story. The wisemen traveled to seek the story. Jesus told the story. We are commended to tell the story. Where do you see the story of Christ in the life of your congregation? Will you share those stories with the other congregations in our presbytery?

One important way is to share your stories and photos through *God Calls*. Another is to provide your numbers and narrative in response to our annual request for statistics and updated information about your congregation. Once again 'tis the season to enter essential membership and financial information about your church through the "Online Statistical Entry" and narrative in the "Online Clerk's Annual Questionnaire.". To update our central records in order to stay in touch, we have some forms attached seeking contact information. And you are continually invited to send photos and stories to [Vicki@ourpresbytery.org](mailto:Vicki@ourpresbytery.org) to share with our other congregations through the weekly email newsletter, *God Calls*.

Why do we request this information from your congregation? Besides getting a reliable snapshot of each congregation and current contact information for your leadership in order to connect with presbytery churches, our collective budget as presbytery and contributions to Synod of Lincoln Trails and PC(USA) is based upon membership that is multiplied by *per capita* – it means "per member." The per capita number is our way of sharing the costs of our commissioners and support more than 100 volunteers working together as presbytery, synod and general assembly. Each church that does not pay its share increases the burden on other presbytery congregations. Accurate membership numbers are important to all of us as Presbyterians and to your congregation budgeting.

**The Statistics** program is ready and 2016 data can be entered. **Thursday, February 16, 2017, is the last day for you to enter your statistical report.** You can find help on the left, under the Statistics heading, *FAQ Statistical Reporting*.

- 1) Main landing page:  
<http://oga.pcusa.org/section/churchwide-ministries/stats/>
- 2) Instructions are at the link on the right side of the page under "Featured Resources:  
" <http://www.pcusa.org/resource/2016-english-session-annual-statistical-report-ins/>
- 3) On the Landing page, there is a link to FAQ (Answers to Frequently Asked Questions) on the left side of the page: <http://oga.pcusa.org/section/churchwide-ministries/stats/frequently-asked-questions/>
- 4) Remember – your statistical report must be approved by Session but not by your congregation prior to entry. Your church's PIN number and login information remains the same as last year. If you need help remembering your user name and password please contact the presbytery office at 574-223-5678 or [vicki@ourpresbytery.org](mailto:vicki@ourpresbytery.org).

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**Church Information Forms** come to presbytery to update presbytery records for our congregations. [Vicki@ourpresbytery.org](mailto:Vicki@ourpresbytery.org) needs to receive this form by **mid-January** in order to prepare our presbytery directory for 2017.

**Clerk's Questionnaire** is generated by Presbyterian Mission Agency to advise on resources to support congregations. **The deadline for submission is Tuesday, January 31, 2017.** Clerks should have received The Clerk's Annual Questionnaire 2016 directly by email from [susan.barnett@pcusa.org](mailto:susan.barnett@pcusa.org) and you may have already responded to this request. If not-- this year there are differences in this year's Clerk's Annual Questionnaire (CAQ).

- Attached you will find two versions of the CAQ 2016; these are in Word and PDF formats. These forms can be used for draft or submission purposes to [susan.barnett@pcusa.org](mailto:susan.barnett@pcusa.org); however, it is preferred that the CAQ be completed online.
- The online form is distributed via Survey Gizmo, a web-based software that Research Services uses for all online surveys. Here is the link that you can use:  
<http://www.surveygizmo.com/s3/3171642/2016-Clerks-Annual-Questionnaire>.
- Clerks whose addresses are on file will receive a link that is unique to their address. Those receiving that link should not share it with others as their own data will be lost.
- The biggest change in the CAQ 2016 is that no PIN or password is needed. If you have any questions concerning the CAQ, you may send an email to [susan.barnett@pcusa.org](mailto:susan.barnett@pcusa.org).

**More annual notes:**

- Please consider reminding your Session to elect an elder commissioner to attend presbytery assemblies regularly. It is not a requirement, but some continuity means getting acquainted with people from other congregations, sharing challenges and inspirations about ministry, and better understanding of our mutual issues and decisions to be made collectively as presbytery. Guests are always welcome, too!
- **Records Review will be scheduled later in 2017 and again is likely to be combined with training and shared resources.** Experience shows that spending time together in regional gatherings provides a time and place to get better acquainted with the congregations, pastors and sessions in your area. Watch for details for those events, yet to be scheduled.
- If you have specific questions about your records or you are a new clerk and seek basic information, or just want to talk through some issues, don't hesitate to contact me at [statedclerk@ourpresbytery.org](mailto:statedclerk@ourpresbytery.org) – the best way to ask for help.

With gratitude for you and your administrative gifts to help share the Gospel of Christ in our corner of PC(USA).

Sharing Christ's ministry,



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