



OFFICE OF THE STATED CLERK

2009 Year End Reports

Dear Clerk of Session:

Each year churches provide a variety of administrative year end reports to the presbytery. The data collected serves two purposes: 1) it helps maintain a healthy church organization so we can keep our focus on ministry and mission, and 2) most of this data will be available to you, for comparative purposes (wouldn't it be nice to know what all the other churches are paying when you go to buy insurance, or when you review your church staff salaries?). While not all of these reports are the responsibility of the Clerk of Session, as the chief administrative officer of your church, you are asked to spearhead this effort.

This year, all of the data will be entered on-line via the presbytery's web site. Some reports are simple and require no explanation. For more detailed reports, worksheets have been provided to assist with collecting information before entering it on-line.

To complete the reports please find them at www.npspresbyterians.net and click the "Year End Packets" tab. Here is a short description and explanation of each report:

Clerk of Session Contact Information - The Clerk is the central contact for the session.

Statistical Report - This data is collected by the PC(USA) Office of the General Assembly in Louisville, KY. It is published annually and is used by people near and far to get a picture of your church. It also determines your per capita apportionment, so you want your membership figures to be accurate. If you have kept decent records, it should take no more than an hour to complete the enclosed workbook, and about ten minutes to enter it on-line. Keep in mind that you may have to estimate, especially in the church school section.

- Username and Password - on the front cover of the enclosed workbook. Also available via email or phone from Dean or Sarah at the presbytery office.
- Financial Section - May be completed and/or entered by your financial person.
- **THE DEADLINE FOR ENTERING ALL DATA IS FEBRUARY 16.** The later you wait, the slower the system will be, as more users crowd on-line.

Clerk of Session Annual Survey - This annual survey changes each year. It is used by the national church so it can be more responsive to the needs of congregations.

Annual Changes in Terms of Call - Our Constitution requires that each congregation review, approve and report its pastoral terms of call annually, in the interest of good pastor/congregation relations. Changes also need to be reported to the Board of Pensions (www.pensions.org).

Necrology Report - To honor the servants of the church who have passed on each year.

Session and Deacons Member Roll - So we can share various information with all of the ordained officers of the church.

Fiscal Year and Election Cycle - Leadership and finances critical areas of operations. Knowing your patterns helps presbytery staff and committees support you in these areas.

Insurance Information - The presbytery is like a big insurance policy—the churches together support each member church. Therefore, everyone must carry adequate insurance so a catastrophe in one church doesn't create a preventable burden on all. Sharing pricing and coverage data is also helpful when you are renewing or shopping for new insurance.

Mission Pledge - Your church's pledge to be divided among those ministries the churches have embraced together, called Mission Partners. Pledging helps with their financial planning.

CVLI Renewal - This license satisfies copyright laws for those church who copy or project VHS and DVD videos or segments during worship, small groups, or education. We can share one license, instead of each church paying for its own.

Mission Yearbook Order Form - A resource for daily prayer, Bible readings, and devotions. It connects us to the ministries of PCUSA congregations around the country and world.

Planning Calendar Order Form - includes liturgical season and colors, Christian festivals and holidays, Lectionary Bible Readings, a complete PCUSA directory and other resources.


Congregational Annual Report - Congregations review the ministry of the past year and look to the future through the Annual Meeting and Report. Copies of these reports are archived at the presbytery office to preserve history and provide background to those who may offer pastoral services to the congregation, officers or pastors of the church.

Our hope in locating all of these reports in one place, instead of gathering them over scattered times and places as in the past, will make your job easier. It will make sharing the data more timely, concise and hopefully more useful to you. Each of these reports are designed to help your church do ministry better in some way. We take our task—“Engage, Equip and Encourage congregations and members” of North Puget Sound Presbytery very seriously.

Please *do not hesitate* to contact me or Sarah if you have questions or need assistance with this important task— even after hours (my office number rings through to my cell phone).

Thank you for what you do for Our Lord and his Church.

Grace and Peace,


Dean Strong,
Stated Clerk