

December 1, 2016

TO: Clerks of Session of Churches of Trinity Presbytery
FROM: Lisa Mallory, Administrative Assistant
Re: **On-line Year-end Statistical Forms for 2016**

Enclosed are the workbook and instructions that will walk you through the Statistical reporting process. If your church does not have internet access, you may use any computer that has on-line capabilities:...your home, a friend's computer, the library, etc. This information must be submitted on-line no later than **Tuesday, January 31st, 2017, at midnight EST. Your report must be approved by your Session before submitting on-line.** Please remember: although this is reported online to OGA, this is in reality **a report to Trinity Presbytery!** Information gathered from this process is used in many ways, such as for budgeting information for tithes and per capita.

There are some forms that will be **filled in by hand or may be emailed** (forms can be found online at www.trinity-presbytery.org/statistical-report/ for you to fill out on the computer and email to mallory@trinity-presbytery.org).

Here is a list:

1. **Church Directory Information** – This form provides this office with information on staff positions and Session and Board of Deacons. Mail back to the Presbytery by January 31st.
2. **Church Staff Information** - This form provides information about paid staff which is often used by other churches as they make personnel decisions. Mail back to the Presbytery by January 31st.
3. **Minister's Salary** – (for *called* pastors - not supply pastors) -- This form is being sent to you so that you and/or the Treasurer may work with the pastor to report his/her salary package. This information will be used to prepare the required *Changes in Terms of Call* Report to the Presbytery in June, 2016. Mail back to the Presbytery by January 31st.
4. **Educator's Salary** – This form provides the salary package of **educators working full or part time** to the Committee on Ministry (COM) and Presbytery for information purposes. Information received is confidential, though the information in aggregate or summary is sometimes shared by the COM with administrative committees or personnel committees of churches as they search for and employ Christian Educators. Mail back to Presbytery by January 31st.

All forms should be in hand at the Presbytery office no later than the deadline for on-line filing which is **Tuesday, January 31st at midnight.**

Please remember, if there are any questions, you may **call me**, Lisa Mallory, at **800-321-4124** or, in Columbia area, **794-1225**.