

December 7, 2017

**TO: Clerks of Session of Churches of Trinity Presbytery**  
**FROM: Lisa Mallory, Administrative Assistant**  
**Re: On-line Year-end Statistical Forms for 2017**

Attached 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 **Wednesday, January 31st, 2018, 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 need to be completed for Presbytery. These forms may be printed or completed online at [www.trinity-presbytery.org/statistical-report/](http://www.trinity-presbytery.org/statistical-report/). Please send the completed forms to the Presbytery office: [trinitypresbytery@gmail.com](mailto:trinitypresbytery@gmail.com) or 554 DaVega Drive, Lexington, SC 29073 by January 31, 2018.

Here is a list of the forms:

1. **Church Directory Information** – This form provides this office with updated information for the Presbytery database. **E-mail or mail completed form to the Presbytery by January 31<sup>st</sup>.**
2. **Minister's Salary** – (for *called* pastors - not supply pastors) -- This form provides the salary package of **ministers** to the Commission on Ministry (COM) and Presbytery for information purposes. This information will be used to prepare the required annual *Changes in Terms of Call* Report to the Presbytery. **E-mail or mail completed form to the Presbytery by January 31<sup>st</sup>.**
3. **Educator's Salary** – This form provides the salary package of **educators working full or part time** to the Commission 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. **E-mail or mail completed form to Presbytery by January 31<sup>st</sup>.**

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

Please remember, if there are any questions, you may contact me, [mallory@trinity-presbytery.org](mailto:mallory@trinity-presbytery.org) or **800-321-4124** or, in Columbia area, **803-794-1225** ext 3.

Thank you!