The Presbytery of Scioto Valley

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DATE: December 17, 2019

TO: Clerk of Session and Pastor

FROM: Rev. Jeff Schooley, Stated Clerk

SUBJECT: 2019 General Assembly Statistical Report

Greetings in the name of the Lord Jesus Christ. The GA website for submitting your church's statistical report is now open.

Before getting started, please review the highlighted paragraph for updated membership calculations. Please share this information with your pastor. Thank you.

You may view the instructions for the General Assembly Statistical Report on the presbytery website – www.psvonline.org. Click on "Clerk's Resources," then "Statistical Information" in the drop-down bar. This will take you to the Office of General Assembly (OGA) statistical website, http://oga.pcusa.org/stats.

You will need instructions to use the new system. While there is no instruction workbook there is a PDF worksheet which may be downloaded and printed. I would advise doing this, in order to use the worksheet to begin your process. On the OGA website, click on the question, "*Where may I find the workbook?"* and it will take you to the alternate instructions for the worksheet.

Once you have a hard copy of the worksheet, click on *"Go to the Online Statistical Entry system*." You will need your church's user name (Church PIN number) and the church's password. The passwords are the same as last year. If you cannot find your church's password, please contact Dagmar in the presbytery office 614-847-0565. [Please note the workaround for individuals using the Internet Explorer browser.] After entering your user name and password, you will be taken to the screen with the church's contact information. If you need to make a correction, click "Edit Mailing" or "Edit Physical" in the right Task menu. Then click on the "Clerk" tab at the top to verify the clerk of session name and contact information. Editing can be done from the Task menu links.

To enter your statistics for 2019, click on the "Statistics" tab at the top which will then take you to the first of several pages. You don't have to do the pages in order. You can select from the Task menu the section you would like to work on. There is a link at the top of each page for the instructions about the information the page is asking for. When you are finished with a page, click the "Accept" button at the bottom of the screen. Should you need to change an entry after clicking "Accept," you can re-select that task and edit it.

The data is not locked in until you click the "Submit Stats" link in the "Task" menu on the right of the screen. The completed General Assembly report is to be approved by your Session (not the congregation) and submitted by **February 5, 2020**. All 10,000 churches don't have the same deadline. However, I urge you, DO NOT WAIT until the last minute, as the website gets significantly slower.

The 2020 Per Capita is based on the congregations' reported membership for December 31, 2018. If the pre-populated "Ending Active Membership" number is not accurate, use the "New Starting Membership" line to make the adjustments.

If you have questions about using the system, please let me know statedclerk@psvonline.org. I will do what I can to help you find answers.

If you do not have access to a computer, please contact Dagmar at the presbytery office or email dagmar@psvonline.org and we will find a way to get your statistics reported.

THANK YOU very much for your help in filling out these forms. You are one of over 10,000 session clerks faithfully maintaining rolls and records which reflect the vastness of the mission and ministry of the Presbyterian Church (U.S.A.). On behalf of J. Herbert Nelson, the Stated Clerk of the General Assembly, and his staff, I give thanks to God for your work and witness.

Have a blessed Christmas and New Year!