



January 3, 2019

Dear Clerk of Session,

It's that time of year again - stats season! Enclosed you will find the annual reports that need to be sent to the Presbytery of South Dakota as well as information for the annual statistics that need to be submitted to General Assembly.

The assurance of the completion of *all* annual reports **is your responsibility as clerk of session**. Please work with and obtain accurate information from the appropriate committees or persons within your congregation so that the reports can be approved by your session or congregation and entered online by the deadlines. On the back of this sheet is a checklist to help you through the process.

Presbytery Reports

The reports that need to be mailed or e-mailed to the Presbytery Office are listed on the checklist and are included in this packet. **Please work with your treasurer when necessary to complete these forms and send them by the dates listed on the enclosed checklist.** These forms are also available on the presbytery website under the "resources / Clerk's Resources" tab and can be downloaded and filled out on your computer.

General Assembly

The Annual Statistical Report is also on our website under Clerk's Resources. The Annual Statistical Report is a mandatory report and must be filled out by each clerk. This report will determine your 2020 per capita apportionment, so please be sure to fill this out as accurately as possible. If you are in an absolute time crunch, then simply fill out the initial membership totals on the first page and push submit. **Deadlines will no longer be extended by the Office of General Assembly, so please be diligent with your time.**

If you have any questions, please let me know. I am here to help you in any way possible.

Many blessings to you during this busy and wonderful holiday season!

Kevin Veldhuisen
Stated Clerk
605-595-3908
clerk@presbyteryofsd.org

ADDRESS

100 S SPRING AVE, STE 175 SIOUX FALLS, SD 57104

PHONE

605.339.1912

WEB

presbyteryofsd.org

CHECKLIST
(for your use only)

The following reports are due to the Presbytery Office by February 14, 2019. They can also be found on the presbytery website under Clerk's Resources at the bottom of the page.

_____ Pastor's and CRE Compensation Form (requires session and congregational approval)

_____ Church Information Form

_____ Per Capita and Shared Mission Pledge Form (requires session approval)

_____ Session Report of Deaths of Elders and Others (Necrology Report)

_____ Request for ruling elders to administer communion* (for small churches only)
**Simply write a letter on behalf of session with the names of those you would like approved for administering communion for 2019 and send along with these forms to the presbytery office.*

Submitted online. Link can be found on the presbytery website under Resources/Clerk's Resources.

_____ Annual Statistical Report - **Due by February 14, 2019**

The Annual Statistical Report is the session's report and does not need approval at the congregational meeting. To access the report click "[access the year-end statistics online reporting system.](#)" Your username and password are on the label adhered below. When you send your report **do not press the submit button on the last report page until you are sure you have all the correct information recorded.** To assist you in completing this form I have included a printed worksheet that you can use prior to inputting the information online. There is also a series of supplemental questions that are not required, but helpful for the denomination. Only complete this supplemental form if you have time.

Once we have received your reports we will send a confirmation e-mail letting you know that they have arrived safely at the Presbytery Office.

Got Questions? I'm here to help!
Information

Annual Statistical Report Login

Kevin Veldhuisen
Stated Clerk
605-595-3908
clerk@presbyteryofsd.org