

## OFFICE OF STATED CLERK

### *CHECKLIST*

**Due to Presbytery Office February 5, 2017. Can also be found on presbytery website under Resources / Forms.**

\_\_\_\_\_ Pastor's Compensation Form (requires session and congregational approval)

\_\_\_\_\_ Church Information Form

\_\_\_\_\_ Remittance Information Form (requires session approval)

\_\_\_\_\_ General Pledge Form (requires session approval)

\_\_\_\_\_ Session Report of Deaths of Elders and \*Others (Necrology Report)

\*"Others" are members of the congregation who have served faithfully but may have never been ordained to an office. Not everyone who dies is listed; the session determines the "others" who will be listed.

**Due to be submitted online. Can be found on presbytery website under Clerk's Resources.**

\_\_\_\_\_ Clerks Annual Questionnaire - **Due by January 31, 2017**

\_\_\_\_\_ Annual Statistical Report - **Due by February 16, 2017**

The Annual Statistical Report is the session's report and does not need approval at the congregational meeting. Please follow the online instructions in the FAQ tab on the left hand side of the screen. If you do not know your username and/or password please let me know and I can provide that for you. When you send your report **do not press the submit button until you are sure you have all the correct information recorded.**

### **Questions?**

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