

OFFICE OF STATED CLERK

CHECKLIST (for your use only)

The following reports are due to Presbytery Office by February 15, 2018. They can also be found on presbytery website under Clerk's Resources.

_____ 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)

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

_____ Annual Statistical Report - **Due by February 15, 2018**

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. Your username and password are on the label adhered below. When you send your report **do not press the submit button until you are sure you have all the correct information recorded.**

Got Questions? I'm here to help!

Annual Statistical Report Login Information

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