

January 5, 2024

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 along with the 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. You may then mail or email those reports back to me.

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 2025 per capita apportionment, so please be sure to fill this out as accurately as possible. If you are in an absolute time crunch, 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!

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

CHECKLIST
(for your use only)

The following reports are due to the Presbytery Office by February 15, 2024. 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

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

_____ Request for ruling elders to administer communion*

**Simply write a letter on behalf of session with the names of those you would like approved for administering communion for 2024 and send along with these forms to the presbytery office. This is only for churches who are without pastoral leadership that is approved to administer communion.*

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

_____ Annual Statistical Report - **Due by February 15, 2024**

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.

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!

Annual Statistical Report Login Information

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

**Presbytery of South Dakota
100 S. Spring Ave #175
Sioux Falls, SD 57104**

**ANNUAL REVIEW OF
PASTOR'S
COMPENSTATION
EFFECTIVE JANUARY 1, 2024**

INSTRUCTIONS FOR COMPLETING:

Each year, the session is required to review the adequacy of the pastor's personal compensation and to establish full reimbursement of their professional business related expenses *G-2.0804*. The session is to report its review and **recommendation** to the congregation—the congregation needs to approve the session's **recommendation**. Both the congregation and Presbytery must approve the changes in the terms of call before it is official. A complete listing of the pastor's compensation is to be put into Session minutes as soon as possible, December of the year before is preferred.

| | |
|-------------------------|-----|
| Church | |
| City | PIN |
| Pastor | |
| Date of Session Review | |
| Congregational Approval | |

Hopefully the adequacy of the pastor's compensation has already been reviewed by your session. Presbytery needs to approve the changes in compensation through its Congregational and Pastoral Care Team. **Please return the completed report by February 15, 2024 to the Presbytery Office.** *Please complete and submit this form even if the compensation package remains the same as last year.*

EFFECTIVE SALARY: (See Board of Pensions publication Understanding Effective Salary (U.E.S.), for more information on items to be included in Effective Salary)

- \$ _____ 1. Annual gross cash salary (see Understanding Effective Salary U.E.S.)
\$ _____ 2. Housing, utility, and furnishings allowances.
\$ _____ 3. Employer contributions to 403(b)(9) plans, tax-sheltered annuity plans, and equity allowances.
\$ _____ 4. Bonuses, overtime pay, unvouchered professional expense allowances, gifts from employer, and manse equity allowances (unless contributed to a qualified deferred compensation program). (see U.E.S.)
\$ _____ 5. Any allowance provided to reimburse Self-Employment Contributions Act (SECA) tax obligations in excess of 50 percent of the minister's SECA tax obligation.
\$ _____ 6. Other Allowances (see U.E.S.)
\$ _____ **Subtotal of Lines 1 through 6 (must be at least \$37,000)**
\$ _____ 7. Manse amount (must be at least 30 percent of lines 1-6)
\$ _____ **Total effective salary (sum of lines 1-7).**
\$ _____ **Board of Pensions Total Effective Salary (Subtotal + Line**
6) \$ _____ **Board of Pensions Dues (39% of total Effective Salary)**

Other Compensation (Not included in BOP Effective Salary)

- \$ _____ 8. Health Savings/Medical Reimbursement Plan
\$ _____ 9. SECA Tax Allowance (up to 50% of estimated obligation)

Professional Expenses

- \$ _____ 10. Auto Reimbursement at IRS Staff Rate (Vouchered)
\$ _____ 11. Continuing Education (Vouchered)
\$ _____ 12. Misc. Professional Expenses (Vouchered)
\$ _____

Total Other Compensation & Professional Expenses (Lines 8-12)

Vacation Days Provided

Number of Sundays Off from Service

Continuing Education Days Provided

Paid Family Leave Provided

Clerk of Session _____ Pastor _____

CHURCH INFORMATION FOR 2024

The Presbytery often has a need to know the names, addresses and telephone numbers of clerks of session, treasurers, etc. It is important that the Presbytery Office have an updated list of the following individuals for your church. Upon completion, please return this form to the Presbytery office.

Church Information

| | | | |
|-------------------|--------------------|--------------|-----|
| Pin Number | Church Name | Office Hours | |
| Street address | City | State | Zip |
| Mailing address | City | State | Zip |
| Office Ph # | Church Website | | |
| Fax # | Church Email | | |
| Pastor / CRE Name | Pastor / CRE Email | | |

Clerk of Session

| | | |
|---------------------------|-------|-----|
| Name | | |
| Preferred Mailing Address | | |
| City | State | Zip |
| Ph & Email | | |

Church Secretary

| | | |
|---------------------------|-------|-----|
| Name | | |
| Preferred Mailing Address | | |
| City | State | Zip |
| Ph & Email | | |

Treasurer

| | | |
|---------------------------|-------|-----|
| Name | | |
| Preferred Mailing Address | | |
| City | State | Zip |
| Ph & Email | | |

Commissioner to Presbytery

| | | |
|---------------------------|-------|-----|
| Name | | |
| Preferred Mailing Address | | |
| City | State | Zip |
| Ph & Email | | |

Camping Contact

| | | |
|---------------------------|-------|-----|
| Name | | |
| Preferred Mailing Address | | |
| City | State | Zip |
| Ph & Email | | |

Christian Education / Youth Contact

| | | |
|---------------------------|-------|-----|
| Name | | |
| Preferred Mailing Address | | |
| City | State | Zip |
| Ph & Email | | |

PRESBYTERY OF SOUTH DAKOTA
OFFICE OF STATED CLERK

SESSION REPORT OF DEATHS OF ELDERS AND OTHERS

The session report of deaths of elders and others is given at the annual meeting of the presbytery each summer. This report should include the names of ministers, elders and others deserving special recognition who died during the calendar year, **2023**. Please return with your other reports to the presbytery office.

Church Name

Church City

REPORT OF DEATHS OF ELDERS

1. _____
Name Date of Death

Date Ordained as Elder

Comments
2. _____
Name Date of Death

Date Ordained as Elder

Comments
3. _____
Name Date of Death

Date Ordained as Elder

Comments
4. _____
Name Date of Death

Date Ordained as Elder

Comments

REPORT OF DEATHS OF NON-ELDERS (Recognition Requested by the Session)

1. _____
Name Date of Death

Comments

2. _____
Name Date of Death

Comments

Please make as many copies of this report as you need.

PER CAPITA APPORTIONMENT AND SHARED MISSION PLEDGE FORM - 2024

Church _____ P.I.N. _____

Address _____

City, State _____ ZIP _____

Presbytery of South Dakota, Synod of Lakes and Prairies Date _____

Record the estimate of per capita apportionment in Section A and shared mission from your church in B.

Section A – PER CAPITA APPORTIONMENT

This year's per capita apportionment is based off the **active** membership statistics reported by your congregation for the year **2022**. (not a misprint) If you are unaware of your reported membership numbers please contact the stated clerk.

2024 per capita: \$40.00

Our congregation's 2022 active membership total was _____. Apportionment is \$40.00 x _____ = _____.
(members)

We will send \$_____ Monthly Quarterly In one installment in _____ (month)

If you are sending an apportionment that is different from the number calculated above, please explain why so we can better understand this decision: _____

Section B - SHARED MISSION SUPPORT

In **2024**, our congregation intends to send a total of \$ _____ for Shared Mission Support with the understanding that these dollars will be forwarded according to the formula indicated below (check **ONE** box only - use only whole percentages):

As recommended to the Session by our
Presbytery as outlined below:

7 % for General Assembly Mission

13 % for Synod Mission

80 % for Presbytery Mission

As recommended by our Session as
outlined below:

_____ % or \$ for General Assembly Mission

_____ % or \$ for Synod Mission

_____ % or \$ for Presbytery Mission

WHERE TO SEND THIS FORM: By February 15, 2024, please send a First Copy to the Presbytery Office, give a Second Copy to your Church Treasurer, and file a Third Copy with your Session Minutes.

Your Name _____ Signature _____

Title _____

When it comes time to send your pledges, please complete the Remittance Form and follow the directions on the form

Got Questions? I'm here to help!

Kevin Veldhuisen

Stated Clerk

clerk@presbyteryofsd.org

605-595-3908

**PRESBYTERY OF SOUTH DAKOTA
2024 REMITTANCE INFORMATION FORM**

Treasurers: please use this form each time you send money to the presbytery, synod, or denomination.

1) Church _____ **Pin #** _____

Treasurer _____ **Telephone** _____

Address _____

2) Per Capita-Ecclesiastical Apportionment (\$40.00) \$ _____

3) Shared Mission Giving (total amount remitted) \$ _____

___1) Presbytery Recommended Formula
 7% for General Assembly \$ _____
 13% for Synod \$ _____
 80% for Presbytery \$ _____

or

___2) Session Formula
 ___% for General Assembly \$ _____
 ___% for Synod \$ _____
 ___% for Presbytery \$ _____

4) Special Gifts

08 One Great Hour of Sharing \$ _____
09 Disaster Relief (specify) _____ \$ _____
10 Christmas Joy Offering \$ _____
11 Hunger \$ _____
12 Peacemaking Offering \$ _____
15 Pentecost Offering \$ _____
16 Theological Education Fund \$ _____
Other (specify) _____ \$ _____

5) Directed or Extra Commitment Mission Support

Presbytery Projects. (Please Name)
_____ \$ _____
_____ \$ _____

Synod Projects (Please Name)
_____ \$ _____

General Assembly Projects (Please Name and Indicate Code #)
_____ Code _____ \$ _____

6) Total Amount of Check Check #: _____ Date: _____ \$ _____

Please write checks to the Presbytery of SD and mail it to the office:

Presbytery of South Dakota
100 S. Spring Ave., Ste. 175
Sioux Falls, SD 57104
605-339-1912

| Membership Statistics | |
|--|---|
| Beginning membership shows your church's active membership as of December 31 of last year (G-1.0402). This is the official membership figure that appeared in the ____ <i>Minutes of the General Assembly</i> , Part II, <i>Statistics</i> . This figure cannot be changed. If the actual membership as of 1/1/____ is different than the displayed figure, enter a "New Starting Membership" to correct your beginning balance. | Beginning Membership ____ New Starting Membership ____ |
| | Gains |
| Enter the number of persons received in ____ into active membership by certificate of transfer from other churches (G-1.030b) | Certificate Gains ____ |
| Enter the number of persons age 17 or younger received in ____ through Profession of Faith | Youth Professions of Faith ____ |
| Enter the number of members received in ____ through the (first-time) profession of faith (18 or older), or reaffirmation (G-1.0303a & c). | Professions of Faith and Reaffirmations ____ |
| | Losses |
| Enter the number of persons dismissed in ____ to other churches for whom certificates of transfer have been issued (G-3.0204). | Certificate Losses ____ |
| Enter the number deleted from the roll in ____ because of death. (G-3.0204a) | Deaths ____ |
| Enter all other reductions (G-3.0204a) in ____, reasons including persons temporarily excluded or removed from active membership (D-10.0300) | Deleted from the roll for any other reason ____ |
| Beginning Membership (or New Starting Membership, if corrected), plus Total Gains, then subtract Total Losses. This figure should equal the number of persons that appear on the active member roll. (This is the figure presbytery per capita is based on.) | Ending Active Membership as of 12/31/____ |
| | |

The ending active membership does not automatically calculate. The page must balance in order for changes to save.

Congregational Life

| | |
|--|--|
| | Baptisms: |
| Enter the number of infants and children presented for Baptism by parent(s) or others in ____ . | Presented by Others ____ |
| Enter the number of persons who presented themselves for Baptism in ____ at the time of their confirmation. | At Confirmation ____ |
| Enter the number of all others who presented themselves for Baptism in ____ . | All Other ____ |
| | |
| Enter the weekly average of all regularly-scheduled worship services. | Average Weekly Worship Attendance ____ |
| | |
| Persons who are not members of the Presbyterian Church (U.S.A) who participate in the life and worship of this congregation. | Friends of the Congregation ____ |
| | |
| Enter the number of ruling elders serving on session as of 12/31/ ____ . | Number of ruling elders on Session ____ |
| | |
| Do you have deacons? | Yes ____ /No ____ |
| | |
| Enter the number of active members in each category. This figure needs to be equal to or less than Ending Active Membership. | Women ____ Men ____ Non-Binary/Genderqueer ____ |
| | |
| Enter the number of active members in each category. This figure needs to be equal to or less than Ending Active Membership. | Age Distribution of Members: 17 and Under ____ 18 -25 ____ 26 – 40 ____ 41 – 55 ____ 56 – 70 ____ 71 and Over ____ Total (<i>Automatically Calculates</i>) ____ |
| | |
| Enter the number of Youth in your congregation. | Age 4 and Under XXX Elementary School (K-5 th grade) ____ Middle School (6 th – 8 th grade) ____ High School (9 th – 12 th grade) ____ |
| | |

Disability and Racial Composition

Persons with a Disability. Statistics gathered on persons with disabilities will be used by entities and committees to formulate programs and policies of the Presbyterian Church (U.S.A.), thus carrying out the mandate for inclusiveness contained in the *Book of Order* (G-3.0103 & F-1.0403).

In order to complete this section, you (as clerk or pastor) are not expected to conduct a survey of the congregation, but to rely on personal knowledge of individuals' disabilities. According to the definition adopted by the World Health Organization, persons with disabilities are those who have physical or mental disabilities that ***substantially*** limit their participation in one or more of life's activities.

| | |
|---|---------------------------|
| Persons with a major hearing loss. | Hearing Impairment _____ |
| Persons whose ability to move about is substantially impeded. This would include persons suffering from diseases such as arthritis and persons dependent upon canes, crutches, or wheelchairs, etc. | Mobility Impairment _____ |
| Persons with severe visual limitations. | Sight Impairment _____ |
| Persons with less easily discerned disabilities such as heart disease, diabetes, epilepsy, or mental conditions. | Other Impairment _____ |

Racial Ethnic Composition of the Church

The 202nd General Assembly (1990) instructed the Office of the General Assembly to gather information regarding Racial Ethnic Composition (*Minutes*, 1990, Part I, p. 282.) Inclusiveness is an important part of the life of the church, “The Presbyterian Church (U.S.A.) shall give full expression to the rich diversity within its membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life.” (G-4.0403)

This information is used in a variety of ways. Two of the ways in which this information is used is as follows:

(1) The 208th General Assembly (1996) passed a recommendation that “1. affirms the goal of increasing the racial ethnic membership to 10 percent of the Presbyterian Church (U.S.A.) membership by the year 2005, and to 20 percent by the year 2010;” (*Minutes*, 1996, Part I, p. 378).

(2) The General Assembly Committee on Representation (COR) uses the data

In making the entries for this category, be guided by how an individual describes themselves. The figure entered as the total for Congregation should be equal to or less than the figure shown for Total Ending Active Membership, on the Membership Page.

| | |
|---|---|
| Enter the number of active members in each category. This figure needs to be equal to or less than your Ending Active Membership. | Congregation |
| | Black/African American/African ____ |
| | Asian/Pacific Islander/South Asian ____ |
| | Hispanic/Latinx ____ |
| | Native American/Alaska Native/Indigenous ____ |
| | Middle Eastern/North African ____ |
| | White ____ |
| | Multiracial ____ |

Financial Data

| | |
|---|---|
| What did you budget to receive and spend in the budget year? | Budgeted Income: _____ Budgeted Expense: _____ |
| Receipts | |
| Enter the total of all payments on pledges (current as well as delinquent), loose offerings (cash or check), and special offerings received by all treasurers (the church, all boards, and organizations of the church). Do not include investment income, capital and building funds, bequests, subsidy or aid, and other income. | Regular Contributions: _____ |
| Include all returns, such as interest and dividends, received from stocks, bonds, and other investments and endowments owned by the church. Also include the proceeds from the sale of investments held by the church. Do not include the monetary value or principal amount of investments that continue to be held by the church. | Investment income: _____ |
| Enter the total of all monies received for capital purposes, extraordinary repairs, building funds, and equipment with anticipated useful life in excess of three years. | Capital and Building Funds _____ |
| Include the total monetary values of all new gifts from estates received by the church from January 1 to December 31. Include all one-time contributions of anything of value received by the church from estates, such as bequests, planned gifts (gift annuities, charitable trust, life insurance), stocks, real estate, or other nonmonetary gifts. | Bequests: _____ |
| Enter the total of all monies received from other churches or from presbytery, synod, or General Assembly agencies to be used in local mission and program. | Subsidy or Aid _____ |
| Enter the total of all other income, such as rent or other reimbursements from organizations using church property. This would include such things as tuition/fees for day care, day school, etc. | Other Income: _____ |

| | |
|---|----------------------------|
| Expenditures | |
| The total of all monies, from all sources, expended for current operations of the congregation, such as salaries and wages, pension and social security payments, printing, postage, materials, utilities, insurance premiums, payments of interest and principal loans, whether or not secured by mortgage, etc. | Local Program: _____ |
| The total of all monies paid for local mission programs and projects approved and directed by the session and to local ecumenical bodies. | Local Mission: _____ |
| The total of all monies expended for real property, whether improved or unimproved, the construction of new buildings, extraordinary repairs or renovations of existing buildings, and equipment with anticipated useful life in excess of three years. | Capital Expenditure: _____ |
| Include the total amount of monies newly placed into savings or investments (such as certificates of deposit, stocks, bonds, money market accounts, reinvested dividends) during the year, and remaining invested. Also included would be investment costs such as moneys expended to facilitate new investments or to maintain existing investments or endowments, such as broker's fees or bank charges. Do not include investments made in earlier years, monies invested in earlier years that were switched from one type of investment to another (e.g., stocks to bonds, or one stock to another). | Investment Expense: _____ |
| The total of monies expended for synod, presbytery, and General Assembly per capita apportionment. | Per Capita: _____ |
| Enter the total of all monies expended for mission beyond the local community. | Other Mission: _____ |