



December 2, 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 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 2021 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.** There are two very important supplemental questions at the end that ask for additional financial information. *Please* take the time to also fill out that question. The denomination is working to create a new funding model and that information is critical to see if the new proposed funding models will work for both our local congregations and the councils of the church higher than the session.

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
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CHECKLIST
(for your use only)

The following reports are due to the Presbytery Office by February 20, 2020. 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 2020 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 20, 2020**

The Annual Statistical Report is the session's report and does not need approval at the congregational meeting and is available for data entry starting December 6. 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
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CHURCH INFORMATION FOR 2020

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
100 S. Spring Ave #175
Sioux Falls, SD 57104**

**ANNUAL REVIEW OF
PASTOR'S COMPENSTATION
EFFECTIVE JANUARY 1, 2020**

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 each year. 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 20, 2020 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 (In POSD must be at least \$32,000)**
- \$ _____ 7. Manse amount (must be at least 30 percent of lines 1-6)
- \$ _____ **Total effective salary (sum of lines 1-7).**
- 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

Clerk of Session _____ Pastor _____