



December 1, 2020

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 2022 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.** You will have access to this report beginning December 4, 2020.

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!

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Stated Clerk  
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***CHECKLIST***  
***(for your use only)***

**The following reports are due to the Presbytery Office by February 20, 2021. 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 2021 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 18, 2021**

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 4. 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**

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

**ANNUAL REVIEW OF  
PASTOR'S COMPENSTATION  
EFFECTIVE JANUARY 1, 2021**

**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.

<b>Church</b>	
<b>City</b>	<b>PIN</b>
<b>Pastor</b>	
<b>Date of Session Review</b>	
<b>Congregational Approval</b>	

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, 2021 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 \_\_\_\_\_

## CHURCH INFORMATION FOR 2021

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		



For resource only. Must be completed online

<b>Membership Statistics</b>	
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 2019 <i>Minutes of the General Assembly, Part II, Statistics</i> . This figure cannot be changed. If the actual membership as of 1/1/2020 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 2020 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 2020 through Profession of Faith	Youth Professions of Faith _____
Enter the number of members received in 2020 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 2020 to other churches for whom certificates of transfer have been issued (G-3.0204).	Certificate Losses _____
Enter the number deleted from the roll in 2020 because of death. (G-3.0204a)	Deaths _____
Enter all other reductions (G-3.0204a) in 2020, 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/____
Enter the number of females included in your total ending active membership.	Women Members _____

**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 <del>2020</del> 2020.	Presented by Others _____
Enter the number of persons who presented themselves for Baptism in 2020 at the time of their confirmation.	At Confirmation _____
Enter the number of all others who presented themselves for Baptism in 2020.	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 12/31/19.	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.	Age Distribution of Members: 25 and Under _____ 26 – 40 _____ 41 – 55 _____ 56 – 70 _____ 71 and Over _____ Total ( <i>Automatically Calculates</i> ) _____
<b>Christian Education Attendance by Age Group.</b> List the number of persons in each category according to the education records for 2020. This total should include, but not be limited to, small groups, such as, Bible studies, spiritual formation groups, and youth groups. This total will automatically calculate when you hit the ‘Accept’ button. Do not include Vacation Bible School.	Age Distribution of Christian Education Groups:  (Same as we currently have but need to write out Teachers/Officers)

## 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 or deficiency	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 208<sup>th</sup> 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 at their Synod Committee on Representation Training Workshops that are held biannually.

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
Persons originating from or descended from black Africa.	Black/African American/African ____
Persons originating or descended from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, Myanmar, the Philippines, Thailand, Hawaii, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas; Tibet, Pakistan, Sri Lanka, and India.	Asian/Pacific Islander/South Asian ____
Persons originating or descended from any races, cultures, and nationalities from Latin American countries (Mexico, Central America, South America, and the Caribbean).	Hispanic/Latino-a ____
Persons descended from American Indian, Eskimo, or Aleut, and regarded as such by the community of which the person claims to be a part.	Native American/Alaska Native/Indigenous ____
Persons originating from or having ancestry from these countries: Egypt, Libya, Algeria, Morocco, Tunisia, Sudan, Armenia, Kurdistan, Bahrain, Cyprus, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Oman, Palestine, Qatar, Saudi Arabia, Syria, Turkey, United Arab Emirates, and Yemen.	Middle Eastern/North African ____
A person having origins in any of the original peoples of Europe.	White ____
Persons descended from two or more racial groups listed.	Multiracial ____

## Financial Data

Financial gifts from donors; rents; fees; income from investments and endowments; special offerings; general purpose fundraisers; and subsidies or grants. Include gifts for capital campaigns, bequests or endowments.	Annual Income _____
The total of all expenditures for the current operations of the congregation including but not limited to personnel, building maintenance, program, mission, and administrative cost. Also include special offerings, contributions to the denomination (presbytery, synod, or General Assembly), staff pensions, payroll tax contributions, utilities, insurance, payments of interest and principal on loans. Do not include capital expenditures.	Annual Expenses _____
The total of moneys given to mission related activities at the local or national level, ecumenical bodies or mission causes not related the Presbyterian Church (U.S.A).	Mission _____ (subset of Annual Expenses)
The total of all expenditures for staff (ordained and non-ordained) including but not limited to salaries, benefits, payroll tax contributions, workers compensation, retirement and health insurance contributions.	Personnel _____ (subset of Annual Expenses)
The total of expenditures related to the place where the congregation regularly gathers for worship, education, and spiritual nurture.	Facilities _____ (subset of Annual Expenses)