

SUGGESTIONS FOR SURVIVING THE 2016 ANNUAL STATISTICAL REPORT

1. **READ ALL INSTRUCTIONS BEFORE ACTING (OR RE-ACTING!)** – Submitting your statistics online may seem overwhelming, but the process is really quite simple to use. The hardest part of the annual report will still be compiling all your data!
2. **YOUR ID AND PASSWORD ARE ESSENTIAL** –The congregation’s ID and password for the online database are available from the presbytery office if you’ve forgotten or mislaid that key information.
3. **ACCURACY** - After completing the worksheets and before posting them on-line, please add up the membership numbers to make sure that they balance. Be sure that all church organizations are included in the financial report including the Board of Deacons, the Presbyterian Women, the youth group, etc.
4. **REMEMBER THE 10-MINUTE RULE** – If, after 10 minutes wrestling with a question, you have a problem or just need help with something, stop and call the presbytery at 937-258-8118 for help!! (There will **not** be a hot-line this year with the Office of the General Assembly—they will send you back to the presbytery.)
5. **DON’T HIT THE “SUBMIT” KEY UNTIL YOU ARE READY AND YOUR SESSION HAS APPROVED THE STATISTICAL REPORT!** – You will be able to make changes or add information to your congregation’s statistics until **midnight, Thursday, February 9, 2017** or until you hit the key to “Submit” your information. Once you have selected the option to Submit, you will no longer have access to changing your data. At that point I will need to input any changes—and I’d prefer not to do much of that.
6. **DON’T WAIT UNTIL THE LAST MINUTE!** – Remember, there are 11,000 plus other clerks of session who have the same general reporting deadline. The closer you get to the deadline, the slower the computer database works!

FREQUENTLY ASKED QUESTIONS

1. **WHAT’S MY USER NAME AND PASSWORD??** – Your user name is the five-digit PIN number for the congregation, and your password is a specific one for your congregation. In entering your password, make sure you include all the strange punctuation. Call the presbytery office if you’re having trouble with the password. You may share this information with a trusted member of your congregation who is assisting you with the on-line data submission.
2. **WHO SHOULD BE ON THE BAPTIZED ROLL??** - Those who have been baptized and for whom your Church has some responsibility for pastoral care, but who have not yet

become Active Members of the Church. These could be people who have begun worshipping with your congregation or more often, the children of members who have not yet gone through a confirmation class. Ordinarily, names are removed from this roll when they join the church or when families move away or leave the church. Note the difference between the Roll of Baptized Members and the Baptism Register. The latter list is the historical record of all who have been baptized in your Church.

3. HOW DO YOU DETERMINE WHO HAS A DISABILITY – Generally, count the individuals who have significant problems with a handicap that makes everyday life problematic. For example, a person who wears glasses will not be considered disabled, but one who is considered legally blind may be counted.

INSTRUCTIONS FOR SUBMITTING YOUR CONGREGATIONAL REPORT

Year Ending December 31, 2016

1. For on-line submission –
 - a. Open web page at <http://oga.pcusa.org/stats> and click on “access the year-end statistics online reporting system.”
 - b. Follow instructions
 - c. Those not having Internet access may send a hard copy of the completed form to the presbytery office
 - d. You do not need to mail a copy to the presbytery if you submit online—we have access to the report for viewing purposes