



To: Clerks of Session
From: Rev. Randall Clow, Stated Clerk Beaver-Butler Presbytery
Re: Year-end Statistical Reports

Greetings:

It is that time of the year! Time to submit the annual statistical reports and other necessary information. All forms which are to be submitted to the Presbytery Office are attached here in .pdf and Word (so you may enter directly into the form). The Statistical Report required for the Office of the General Assembly is to be completed on-line (see below). Please set aside the time to gather the information from the various sources within the church. The attached workbook should make things easier for you, as you can now e-mail this to those who have the information and ask them to finish their section and return it to you to compile. Information should be tallied as of December 31, 2024.

- **2024 Necrology Report** – due **Monday, January 6, 2025**. Reports received after this date will not be included in the service of honor at the January 25, 2025 Presbytery meeting. In the past, the amount of time needed for our office to receive the information, mail invitations to family members and prepare for the service to honor the deceased has resulted in families receiving the invitation too late to make arrangements to attend. In an attempt to provide ample time, we are asking you, the church, to send the invitations. Attached is a letter of invitation which we hope you will reproduce and mail to the family members of the Ministers, Elders, Deacons, or Trustees who have passed in 2024. The report is needed in our office for our records and so the deceased may be honored at the service. *
- **Annual Statistics** - Completed on-line at the Office of The General Assembly web site: <https://ogaapps.pcusa.org/soc>. Your Username and Password remain the same as last year. If you need your Username and Password, please call our office at 724-452-7515 or Email: office@beaverbutler.org. (The deadline for filing the *Statistical Report* with the Office of the General Assembly is **Monday, February 3, 2025** at midnight Eastern Standard Time.) **
- **Annual Review of Terms of Call** - due **Monday, February 3, 2025**. *
- **Directory/Elder Information** - due **Monday, February 3, 2025**. *
- **2025 Remittance Form (please pass to your Treasurer)**– to accompany all funds sent to the Presbytery Office. December 19, 2024 is the final day for remittances to post to 2024. *

Failure to report these statistics impacts not only the mission and ministry of the denomination, but it also impacts the per capita that is assessed to your church and to our presbytery. Your call to this ministry of administration is vital to the church. Thank you for your diligence and gifts.

Dates to Remember: **Monday, January 6, 2025** and **Monday, February 3, 2025**

* Return to Presbytery Office via Email: office@beaverbutler.org, USPS: P.O. Box 279, Zelienople, PA 16063, or FAX: 724-452-7522

** Complete On-Line