

THE PRESBYTERY OF BEAVER - BUTLER

P.O. Box 279 * 134B South Main Street * Zelienople, Pennsylvania 16063-0279
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November 20, 2019

To: Clerks of Session
From: David D. Byers, Stated Clerk Beaver-Butler Presbytery
Re: Year-end Statistical Reports

Greetings:

It is that time of the year! The annual statistical report is to be completed on-line (**) and other necessary information submitted to the Presbytery Office (*). Please set aside the time to gather the information from the various sources within the church.

- **2019 Necrology Report** * (Ministers, Elders, Deacons, or Trustees who have passed in 2019). Due **Wednesday, January 8, 2020**. Reports received after this date will not be included in the service of honor at the January 25, 2020 10:00 am Presbytery meeting, which will be held at the Old Union Presbyterian Church in Mars. 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 to the family members of the deceased.
- **Annual Statistics Workbook** ** Completed on-line at the Office of The General Assembly web site: <http://oga.pcusa.org/stats>. Your user name and password remains the same as last year. If you need your User Name and Password, please call our office at 724-452-7515 or the Stated Clerk at 724-601-1881 (email: statedclerk@beaverbutler.org). (The deadline for filing the *Statistical Report* with the Office of the General Assembly is **Wednesday, February 5, 2020**.)
- **Clerks Annual Questionnaire** ** You will receive an Email with Subject Line: Clerks Annual Questionnaire. Please follow the link and complete the form when you receive the Email.
- **Annual Review of Terms of Call** * Due **Wednesday, February 5, 2020**.
- **Directory/Elder Information** * Due **Wednesday, February 5, 2020**.

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: **Wednesday, January 8, 2020 and Wednesday, February 5, 2020.**

* **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**