

Post-Clerks' Zoom Meeting Notes

December 14, 2023

Dear Clerks of Session:

Thank you everyone who attended our Zoom Meeting on November 29, 2023. The meeting will remain posted for about another week if you still wish to watch it. Otherwise, as promised, here is the supplement to that meeting.

Next Clerks' Zoom: January 12, 2024, at 7:00 pm. We will discuss OGA statistical reporting.*

Next Presbytery Meeting: January 16, 2024, at 5:00 pm, at Lake Burien Presbyterian Church.

Hard Copies of Books of Order and Robert's Rules: Let me know well in advance if you need a hard copy and I will try to have them available to give to you at the presbytery meeting on January 16.

Electronic Book of Order:https://www.pcusa.org/site_media/media/uploads/oga/pdf/boo_2023-2023_publishedversion_cover_and_boo_complete.pdf

List of Year-End Submission and Due Dates:

Congregational and Session minutes & Clerk's Attestation Form (preferably one PDF document. Due by **January 5th**. Please remember to complete and send your Annual Clerk of Session Attestation Form with your minutes.

Necrology (list of Teaching and Ruling Elders who passed away in 2023). Due by January 5th.

OGA Statistical Report.* To be filled out on the OGA website. Let Glen or EJ know if you need a password or other assistance accessing. **Due early-to-mid February** (Exact due date will be given when posted). A copy of the questions on the Statistical Report can be found below.

Pastor Compensation Reporting/Approval. The Commission on Ministry (COM) needs to know: **(1.)** Any change to compensation for called pastors for 2024, which includes even something as minor as a cost-of-living increase, and **(2.)** If you have a temporary or other non-called pastor who you will be renewing your employment contract with. Such contracts are only good for 12 months, and must be approved by COM annually. You may send to me by Monday, **January 8, 2024** (Or as soon as possible after).

Notes on Changes to Book of Order. My notes will be posted to the Clerk's web page.

The Presbytery Stated Clerk's web page has many resources for Clerks of Session:

<https://www.seattlepresbytery.org/clerk>

As always, if you have any questions please let me know.

Glen Ferguson

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***Questions on the OGA Church Statistical Report:**

Note: When answering questions give the best answers possible. It is understood that some numbers will be estimates. If you do not have good numbers, or any basis for an estimate, don't answer those questions. An example is Section 6. Although important, if your church does not track the ethnic/racial make-up of your congregation you are not required to guess.

Section One: Church info. Address, etc.

Section Two: Membership info.

Prior active members	Adjusted membership
Gains	Losses
Youth Professions	Deaths
Professions & Reaffirmations	Deleted for any Other Reason
Total Gains	Total Losses
Total Ending Active Members.	

Section Three: General info.

Baptisms	Average Weekly Worship Attendance
Presented by Others	Ruling Elders on Session
At Confirmation	Do you have Deacons
All Other	

Section Four: Demographic info.

Age Distribution of Active Members	People with Disabilities
17 & Under	Hearing Impairment
18-25	Sight impairment
26-40	Mobility impairment
41-55	Other impairment
56-70	Gender Distribution
Over 70	Women
Total Age Distribution	Men
	Non-Binary

Section Five: Youth in Congregation.

Age 4 and under	Middle School (6 th – 8 th grade)
Elementary School (K-5 th grade)	High School (9 th - 12 th grade)
	Total Youth

Section Six: Racial Ethnic info.

Asian/Pacific Islander/South Asian	Native American/Alaska Native/Indigenous
Black/African American/African	White
Middle Eastern/North African	Multiracial
Hispanic/Latino-a	Total Racial Ethnic

Section Seven. Financial info.

Budgeted Income	
<u>Budgeted Expense</u>	
Receipts	
Regular Contributions	Bequests
Capital Building Fund	Other income
<u>Investment Income</u>	<u>Subsidy or Aid</u>
Expenditures	
Local Program	Investment Expenditures
Local Mission	Per Capita Apprt
Capital Expenditures	Other Mission