

## **2020 Session Clerk Workshop**

Sandra Hedrick (Stated Clerk)

and Ed Kelly (Assistant Stated Clerk)

November 16 at 6:30 p.m. and November 21 at 9:30 a.m.

Note: \* Designates a "Written Handout"

Welcome, Opening Prayer, and Introductions

What Clerks Do\*

Session Agendas and Minutes

What to Include in the Minutes

Minutes Reading Checklist\*

Committees and Commissions\*

Robert's Rules in Ten Minutes\*

Members - Types, Adding, Removing\*

Dates to Remember\*

2021 Pledge Card and Cover Letter\*

Necrology Report\*

2021 Terms of Call Report\*

Statistical Reporting\*

How to Report "Attendance"

Presbytery Statistics\*

Preparation for Ministry - Church Members Considering Ministry as Teaching Elders

Articles of Incorporation, Bylaws and Manuals of Operations

What is the Difference/Why Do They Matter?

The Tools of Technology - Meetings, Minutes, and More

What Have We Learned/Congregational Meeting Options

Presbytery Structure/Area Relationship Coordinators\*

Records Retention and Storage\*

Final Questions and Closing Prayer

## **Session Clerk Duties and Responsibilities Presbyterian Church (U.S.A.)**

### ***Book of Order - G-3.0104 - Clerks/Officers***

*Each council shall elect a clerk who shall:*

- record the transactions of the council,
- keep its rolls of membership and attendance,
- maintain any required registers,
- preserve its records,
- and furnish extracts from them when required by another council of the church.

*The clerk of the session shall be:*

- a ruling elder
- elected by the session
- for such term as it may determine.

### ***More Duties and Responsibilities***

Serves as secretary for congregational meetings (G-1.0505)

Receives formal written statements from members when they want to “renounce the jurisdiction” of the PC(USA). (G-2.0407)

Recommends to the session a method for permanent safekeeping of records with the Presbyterian Historical Society or in a temperature/humidity controlled environment of a PC(USA) seminary. (G-3.0107)

Receives the “written statement of alleged offense” when a disciplinary case is filed with the session against a member, elder, or deacon. (G-10.0101)

Performs many other duties not expressly described in the Book of Order, such as working with the moderator to prepare for session meetings, preparing/signing letters for transfer of membership, receiving and sending other official letters, etc.

## Checklist for Session Minutes

### Presbytery of St. Augustine

#### Checklist - Please Complete and Provide with Minutes!

Year of Minutes Reviewed: \_\_\_\_\_

Congregation Name \_\_\_\_\_

Session Clerk \_\_\_\_\_

Does Your Church Have Deacons? Yes \_\_\_\_\_ No \_\_\_\_\_

#### Section I - Each Set of Minutes

*Next to each item, note only the pages where information is missing:*

Name and location of the church \_\_\_\_\_

Date, time, and place of meeting \_\_\_\_\_

Type of meeting (special/stated/etc.) \_\_\_\_\_

If special meeting, how called/purpose \_\_\_\_\_

Names: present, excused, absent \_\_\_\_\_

That there was a quorum present \_\_\_\_\_

Opened/closed with prayer \_\_\_\_\_

Approval of past minutes\* \_\_\_\_\_

Record of motions passed/business done \_\_\_\_\_

Clerk's signature (all minutes) \_\_\_\_\_

Moderator's signature (congregational) \_\_\_\_\_

\*Past minute review/approval takes place at stated meetings.

#### Section II - Members

*Next to each item, note the pages where this information appears:*

Baptisms - Names/Dates \_\_\_\_\_

Members Received (+ their baptized children)

Names/Dates \_\_\_\_\_

How Received\* \_\_\_\_\_

From What Church? (if applicable) \_\_\_\_\_

\*Baptism, Transfer, or Reaffirmation

Members Transferred (+ their baptized children)

Names/Dates \_\_\_\_\_

To What Church? (if applicable) \_\_\_\_\_

Members Otherwise Dismissed \_\_\_\_\_

Members Who Died \_\_\_\_\_

Marriages of Members \_\_\_\_\_

**[Continue to Next Page]**

### Section III - Other Matters

*Next to each item, note the pages where this information appears:*

Record of Celebration of Lord's Supper \_\_\_\_\_

Congregational Meetings Called\* \_\_\_\_\_

\*At least one (annual) meeting

Election, Exam, Ordination/Installation

Nominating Committee\* \_\_\_\_\_

Ruling Elders \_\_\_\_\_

Teaching Elders \_\_\_\_\_

Deacons \_\_\_\_\_

\*election only

Presbytery Commissioners

Election of Commissioners \_\_\_\_\_

Reports from Presbytery Meetings \_\_\_\_\_

Financial Matters

Budget Approved \_\_\_\_\_

Review of Funds/Finances\* \_\_\_\_\_

\*annual review

Review/Consideration of Business of Entities/Councils

\*Church organizations such as Presbyterian Women

\*General Assembly (if applicable) \_\_\_\_\_

Review/Inclusion of Statistical Report \_\_\_\_\_

### Section IV - The Session Minute Book/Rolls/Register

Are the Minute Book and Rolls/Register kept in compliance with G-3.0107 and G-3.0204 of the Book of Order?

Yes \_\_\_\_\_ No \_\_\_\_\_

### Section V - Does Congregation Have:\*

Operations Manual \_\_\_\_\_

Child/Youth Protection Policy \_\_\_\_\_

\*Plans to complete if not have: \_\_\_\_\_

### Section VI - Thank you!

Dear Clerk: You do important work, and most of it is behind the scenes. You complete your work faithfully, even though you may have a full plate of other obligations. What you do matters, and you are very much appreciated.

If you should ever need assistance with understanding your duties, please contact Sandra Hedrick (Stated Clerk) or Ed Kelly (Assistant Stated Clerk).

Sandra's cell phone number is: (904) 612-9766. Ed's cell phone number is: (904) 346-5570. Email addresses are: [sandra@staugpres.org](mailto:sandra@staugpres.org) and [ekelly@rtlaw.com](mailto:ekelly@rtlaw.com).

## **Committees and Commissions 2020 Session Clerk Workshop**

### **From the Book of Order**

### **G-3.0109 Committees and Commissions**

#### **General Principles**

*Councils may designate by their own rule such committees and commissions as they deem necessary and helpful for the accomplishment of the mission of the church, and may create such structures jointly with other councils, in consultation with the next higher council. In appointing such committees and commissions councils shall be mindful of the principles of unity in diversity consistent with the provisions of this Constitution (F-1.0403, G-3.0103).*

*A committee shall study and recommend action or carry out decisions already made by a council. It shall make a full report to the council that created it, and its recommendations shall require action by that body. Committees of councils higher than the session (e.g. the presbytery) shall consist of both ministers of the Word and Sacrament and members of congregations, in numbers as nearly equal as possible.*

*A commission is empowered to consider and conclude matters referred to it by a council. The designating council shall state specifically the scope of the commission's powers and any restrictions on those powers.*

#### **Administrative Commissions**

Administrative commissions are designated to consider and conclude matters not involving ecclesiastical judicial process...

Functions that may be entrusted to administrative commissions include, but are not limited to:

(by sessions) ordaining and installing ruling elders and deacons, receiving and dismissing members, and visiting organizations within the congregation to settle differences therein...

## **Composition of Session Commissions**

A commission of a session shall be composed of at least two ruling elders, and a minister of the Word and Sacrament in an installed or temporary relationship with the congregation governed by that session or a commissioned pastor (also known as commissioned ruling elder).

## **Other Requirements and Principles**

A commission shall keep a full record of its proceedings and shall submit that record to the session for incorporation into its records. *Actions of a commission shall be regarded as actions of the session.* A commission may be assigned additional duties as a committee, which duties shall be reported and handled as the report of a committee.

The decisions of an administrative commission shall be reported to the clerk of session, who shall report it to the session at its next stated meeting.

A session may rescind or amend an action of its administrative commission in the same way actions of the session are modified.

When an administrative commission has been designated to settle differences within a particular organization or session, it shall, before making its decision final, afford to all persons affected by its decision fair notice and an opportunity to be heard on matters at issue.

# **Robert's Rules\* in Ten Minutes**

## **2020 Session Clerk Workshop**

### **Means of Discernment**

- Robert's Rules is a way of discernment and decision
- The process is specified in the Book of Order
- Not all discernment has to take place under Robert's Rules

### **Majority Governs**

- Decisions are made by majority vote (or sometimes greater)
- The Rules preserve the rights of the minority
- One person has the floor at a time
- One matter is considered at a time

### **The Use of Motions**

- Usually a decision begins with a motion
- Another member seconds the motion
- The question is discussed and debated
- The moderator states the question
- The vote is taken (or motion adopted by common/unanimous consent)

### **A List of Common Motions**

- Main motion and motions to amend
- Refer to a committee to report back
- Postpone to a definite time
- Consider by paragraph/divide the question
- Recess or Adjourn

### **A Few More Things**

- Don't need to record who moved, who seconded
- When might you use paper ballots?
- What happens when someone shouts "call the question!"?
- Motion to Reconsider - made by someone on the winning side during the same meeting
- Motion to Rescind - made at a later meeting, requires 2/3 vote unless there is prior notice

\*The newest edition is: *Robert's Rules of Order Newly Revised, 12th edition*, available through Amazon. A shorter resource is: *Robert's Rules of Order Newly Revised In Brief, 2nd edition*, by Robert, Henry M., also available through Amazon.

**Members - Types, Adding, Removing  
(with Special Emphasis on Baptism)  
2020 Session Clerk Workshop**

There is “one Lord, one faith, one baptism, one God and Father of all, who is above all and through all and in all.” (Eph. 4:5–6).

The Presbyterian Church (USA) recognizes all baptisms with water in the name of the Father, of the Son, and of the Holy Spirit administered by other Christian churches.

**Membership and Baptism**

In Jesus Christ, God calls people to faith and to membership in the Church, the body of Christ. Baptism is the visible sign of that call and claim on a human life and of entrance into the membership of the church. (G-1.0301)

**Theology of Baptism**

See W-3.0402 of the Book of Order.

**Entry into Membership** - Persons enter into active church membership in the following ways:

1-Public profession of faith, made after careful examination by the session in the meaning and responsibilities of membership; if not already baptized, the person making profession of faith shall be baptized;

2-Certificate of transfer, when a person is a member of another Christian church at the time of transfer;

3-Reaffirmation of faith, for persons previously baptized in the name of the triune God and having publicly professed their faith. (G-1.0303)

After they are examined and received by the session, new members are presented in worship. As part of their public welcome, it is appropriate for those previously baptized to reaffirm the commitments made in baptism, profess their faith in Jesus Christ, and declare their intent to participate actively and responsibly in the worship, life, governance, and mission of the church. On such occasions, it is fitting for all worshipers to reaffirm the baptismal covenant. (W-4.0204)



## **Types of Members**

**Baptized Member** - A baptized member is a person who has received the Sacrament of Baptism, whether in this congregation or elsewhere, and who has been enrolled as a baptized member by the session but who has not made a profession of faith in Jesus Christ as Lord and Savior. Such baptized members receive the pastoral care and instruction of the church, and may participate in the Sacrament of the Lord's Supper. (G-1.0401) [Note: it is no longer required that an individual be baptized to participate in the Lord's Supper in the PC(USA).]

**Active Member** - An active member is a person who has made a profession of faith in Christ, has been baptized, has been received into membership of the church, has voluntarily submitted to the government of this church, and participates in the church's work and worship. Active members participate in governance (e.g., voting) and may be elected to ordered ministry (see G-2.0102). Active members shall regularly, after prayerful consideration, recommit themselves to the disciplines and responsibilities of membership outlined in G-1.0304. The session is responsible for preparing those who would become active members of the congregation. (G-1.0402)

**Affiliate Member** - An affiliate member is a member of another congregation of this denomination or of another denomination or Christian body, who has temporarily moved from the community where the congregation of membership is situated, has presented a certificate of good standing from the appropriate council or governing body of that congregation, and has been received by the session as an affiliate member. An affiliate member may participate in the life of the congregation in the same manner as an active member except that an affiliate member may not vote in congregational meetings or be elected to ordered ministry or other office in the congregation. (G-1.0403)

## **Membership Roll - Adding and Removing**

There shall be rolls of baptized, active, and affiliate members.... The session shall delete names from the roll of the congregation upon the member's death, admission to membership in another congregation or presbytery, or renunciation of jurisdiction. The session may delete names from the roll of the congregation when a member so requests, or has moved or otherwise ceased to participate actively in the work and worship of the congregation for a period of two years. The session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity.

## **Registers**

The session clerk is responsible to keep a register of baptisms authorized by the session, of ruling elders and deacons, of installed pastors with dates of service, and such other registers as the session may deem necessary.

## **Responsibility for Baptism**

Baptism shall be authorized by the session and administered by a minister of the Word and Sacrament. The session's responsibilities for baptism include: encouraging parents (or those exercising parental responsibility) to present their children for baptism without undue haste or undue delay; encouraging new believers to be baptized; examining candidates for baptism, or their parents, and instructing them in the significance of the sacrament; enrolling those who are baptized as members of the congregation; and providing for their ongoing nurture and formation for baptismal life in the world.

The congregation as a whole, on behalf of the universal Church, is responsible for nurturing baptized persons in Christian life. The session may designate certain members of the congregation as sponsors or mentors for those who are baptized or for their parents.

When a young child is presented for baptism at least one parent (or person exercising parental responsibility) should be an active member of a Christian church, normally the congregation in which the baptism takes place. The session may consider a request to baptize a child whose parent is an active member of another church. If the session approves such a request, it should communicate with the council of the other congregation and notify them when the Sacrament has been administered. Those presenting children for baptism will promise to nurture and guide them until they are ready to make a personal profession of faith and assume the responsibility of active church membership.

A council may authorize a baptism, to be administered by a minister of the Word and Sacrament, in certain situations beyond the congregational setting, such as hospitals, prisons, schools, military bases, or other ministry settings. In these cases, the minister of the Word and Sacrament is responsible for ensuring that the name of the newly baptized person is placed on the appropriate roll of a council (G-3.02, G-3.03). (W-3.0403)

**DATES TO REMEMBER**  
**Fall 2020-Fall 2021**

*Session Clerk Workshop*  
*November 2020*

*12/04/20      Opening of 2020 Year-End Statistical Report Online Portal*

All congregations provide statistical information to the PC(U.S.A.) through the statistics program, which is described at <http://oga.pcusa.org/section/churchwide-ministries/stats/>. The most critical piece of information is the year end membership total. The presbytery and church per capita contributions for 2022 will be based on this number. If you would like to see your congregation's statistics (and pin number), go to the home page of the denomination's website, and search for your congregation in the "Find a Congregation" section.

*TBA              End-of-Year Closing (Financial Contributions)*

This is the last day for which a congregation's per capita and unified giving contributions for 2020 may be received and posted to the 2020 totals. Please contact Office Manager Cyndi Rigley with any questions: [cyndi@staugpres.org](mailto:cyndi@staugpres.org) or (904) 733-8277, ext. 120.

*01/01/21      Return Commitment to the Work of the Larger Church*

Each church's pledge card is to be returned to Cyndi Rigley at [cyndi@staupres.org](mailto:cyndi@staupres.org). The form shows your congregation's contribution to the "unified giving" to the presbytery and also shows the per capita contribution and other offerings. If you miss the deadline, please send the form as soon as you can after that date.

*01/14/21      Last Day to Provide 2020 Necrology Report*

This report includes the full names and dates of death of elder-members of your church who died during 2020. Please submit the report to Marigrace Doran at [marigrace@staugpres.org](mailto:marigrace@staugpres.org). We have provided a form, but you don't have to use it. If there were no deaths, please let us know that there were "none." These elders will be listed and honored during worship at the Winter Stated Presbytery Meeting to be held on February 6, 2021.

*02/06/21 Winter Stated Meeting of the Presbytery at Silver Springs Shores Presbyterian Church in Ocala, FL*

*02/08/21 Presbytery Reading of 2020 and Prior Unread Session Minutes Begins*

*02/18/21 Last Day to Enter Statistical Reports*

*03/03/21 Last Day to Provide 2021 Terms of Call to Presbytery Office*

At our Spring Stated Meeting in May of each year, we publish the terms of call for all ministers and commissioned ruling elders serving in our presbytery. If you have an installed pastor/associate pastor, we will need your completed terms of call form by March 3 so that a presbytery commission (the Call Commission) can review and approve them at a meeting in mid-March.

If you have a temporary pastor (stated supply, interim, etc.), and the contract is current (up to date as of 03/03/21), then there is no need to submit a separate terms of call form. For installed pastors, any changes have to be approved by the congregation and the presbytery. For all other pastors, changes are approved by the session and the presbytery. Please provide reports to the stated clerk at [sandra@staugpres.org](mailto:sandra@staugpres.org).

*05/04/21 Spring Stated Meeting at Montgomery Presbyterian Conference Center*

*10/05/21 Fall Stated Meeting at Montgomery Presbyterian Conference Center*



## PRESBYTERY OF ST AUGUSTINE PLEDGE CARD 2021



### 2021 COMMITMENT TO THE WORK OF THE LARGER CHURCH through the Presbytery of St. Augustine

Church Name: \_\_\_\_\_

City: \_\_\_\_\_

**A. Unified Mission Pledge:**

\$ \_\_\_\_\_

- Provides the basic support of the Presbytery of St. Augustine, the Synod of South Atlantic and the mission arm of the General Assembly. (Your 2020 unified mission pledge amount was \$\_\_\_\_\_.)

**Additional Selected Mission Pledge to the Presbytery**

- In addition to our Unified Mission gift, we commit to provide **extra support** beyond the budget for the dedicated missions of the Presbytery of St Augustine.
- Montgomery Conference Center: \$ \_\_\_\_\_
- Other: \$ \_\_\_\_\_

**Additional Selected Mission Pledge to the General Assembly**

- Project # \_\_\_\_\_ \$ \_\_\_\_\_
- Project # \_\_\_\_\_ \$ \_\_\_\_\_

**Total Unified Mission Pledge for your church:**

\$ \_\_\_\_\_

**2021 General Assembly Per Capita Giving**

The General Assembly apportionment ("Per Capita") for 2021 is \$8.98. Based on your membership statistics your portion is:

\$ \_\_\_\_\_

**B. Total Per Capita Pledge for your church**

*(this should be the same as the line above):*

\$ \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE PRESBYTERY OFFICE BY JAN. 1, 2021, OR  
CONTACT US EARLIER TO LET US KNOW WHEN WE MIGHT RECEIVE IT.**

**Presbytery of St. Augustine  
1937 University Blvd, West  
Jacksonville, FL 32217**



# Presbytery of Saint Augustine

1937 University Blvd. W. • Jacksonville, Florida 32217  
Telephone (904) 733-8277 • Fax (904) 737-6658

Dear Pastor and Session,

As we are about to enter into the seasons of Thanksgiving and Christmas, there is little question that this year has been a time of great uncertainty. You as leaders of the 56 churches of our Presbytery have undoubtedly had to think outside the box, providing ministry in unique and innovative ways to your congregation because of the COVID 19 pandemic. We as a Presbytery had to reassess how we could gather together as a body of Christ and carry out the daily mission of ministry, particularly in a COVID 19 world. What has been certain and constant in 2020 has been God's faithfulness with us! How I am reminded of those words from a very old hymn which proclaims, "O God our help in ages past, our hope for years to come," calling to our attention that as God has been with us through the ages, through 2020, God will be with us as we move into 2021.

We praise God for your faithfulness as members and leaders of this Presbytery, and it is at this time of the year that we are asking for your continued support and partnership in ministry through your church's pledge to the United Mission Giving. Your prayerful giving supports all the many ministries, programs, and services that the Presbytery provides during the year. Looking forward to 2021, your continued giving will make it possible for the Presbytery to support the new Ministry and Mission Coordinator on the Presbytery staff, along with our new Office Manager, and the continued excellence of our Communications Coordinator, Stated Clerk and Area Relationship Coordinators. Further, we have exciting goals in 2021 that increase opportunities for training, connections, and communications (including social media).

For your prayerful consideration of your gifts and giving we have included a Pledge Card that outlines the amount you pledged in 2020 and we have provided space for you to pledge for 2021. It is our hope that you will prayerfully consider matching or possibly increasing this amount for 2021. Your contributions are greatly appreciated and will allow us to provide resources for the many needs of the churches and ministries of our Presbytery.

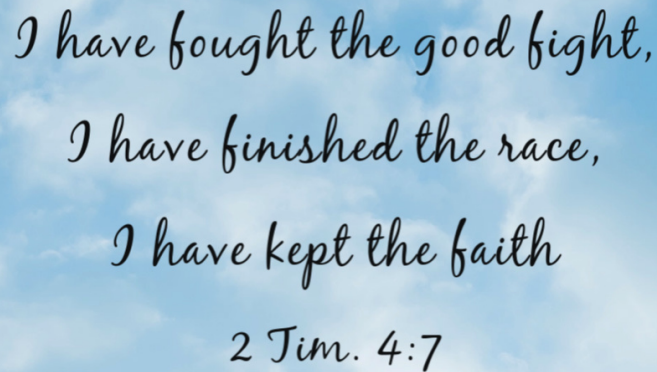
The General Assembly apportionment ("Per Capita") for 2021 is \$8.98. **Based on your membership statistics, your portion is \_\_\_\_\_.** The presbytery forwards these per capita amounts to the support all of the programs and ministries of the Presbyterian Church U.S.A.

We thank you for your prayers, your support and your partnership in ministry. Though this year has been challenging, we look forward to what God will do in 2021, through you, your church and the Presbytery of St. Augustine.

Yours in Christ,

*Diane M. Wilson*

Chair of Coordinating Council



*I have fought the good fight,  
I have finished the race,  
I have kept the faith*  
2 Tim. 4:7

## NECROLOGY REPORT

Please report the names of the ruling elders of your church who died in 2020 while on the member roll. Include all ordained elders whether or not they served on your session. All names will be read at the Stated Presbytery Meeting on February 6, 2021, and will be included in the meeting minutes. Email this form to: [marigrace@staugpres.org](mailto:marigrace@staugpres.org).

Elder's Name

Date of Death

_____	_____
_____	_____
_____	_____
_____	_____

Name of Church: \_\_\_\_\_

Reporter's Name/Phone: \_\_\_\_\_

**REPORT OF TERMS OF CALL**  
**Presbytery of St. Augustine**  
**2021**

*Complete the fillable fields  
below, print, sign and return  
via email or mail.*

Pastor / Certified Educator \_\_\_\_\_ Telephone \_\_\_\_\_

Church or employing entity \_\_\_\_\_

Terms of Call	2020	2021
<b>A. Personal Compensation</b>		
1. Annual cash salary	_____	_____
2. Housing allowance (if no manse)	_____	_____
3. Utilities allowance (if applicable)	_____	_____
4. Medical supplement (if any)	_____	_____
5. <b>OPTIONAL</b> SECA tax reimbursement (above required 50%)	_____	_____
6. Deferred income	_____	_____
7. Other income (specify _____)	_____	_____
8. Manse amount (30% of total of lines 1-7)	_____	_____
 9. <b>Total effective salary</b>	_____	_____
 <b>B. Expenses</b>		
10. Reimbursable professional expenses		
a. Auto expenses	_____	_____
(OR provision of auto w/full expenses)	_____	_____
b. Book allowance	_____	_____
c. Other reimbursable expenses	_____	_____
11. Continuing education allowance	_____	_____
 12. <b>Total Expenses</b>	_____	_____
 <b>C. Required Benefits* (<a href="#">click here</a> for Board of Pensions Calculator)</b>		
13. Major medical (27% of line 9)	_____	_____
14. Pension / Disability (10% of line 9)	_____	_____
15. <b>REQUIRED</b> 50% SECA Reimbursement	_____	_____
 16. <b>Total Benefits</b>	_____	_____
 <b>TOTAL PACKAGE</b>		
	_____	_____
 <b>D. Vacation and Leave</b>		
Vacation	_____	_____
Study Leave	_____	_____
Parental Leave	_____	_____
<b>Additional Terms (may use separate page)</b>	_____	

\_\_\_\_\_  
PNC Chair or Clerk of Session

\_\_\_\_\_  
Pastor/Associate Pastor / Certified Educator / CRE  
Designated Pastor / Interim Pastor / Stated Supply

**\*Section C is required by our minimum terms of call for installed positions; SECA is provided for many of our contract positions. BOP benefits – if provided for contract positions – may be subject to different calculations. Please check with a tax advisor for tax advice.**

Please return by **March 3, 2021** by email to Sandra Hedrick, Stated Clerk ([Sandra@staugpres.org](mailto:Sandra@staugpres.org)) OR  
By mail: Presbytery of St. Augustine, 1937 University Boulevard W., Jacksonville, FL 32217



# Statistical Reporting and Frequently Asked Questions

Access the online reporting portal from this webpage:

<http://oga.pcusa.org/section/churchwide-ministries/stats/statistical-reporting-faq/>

\*The system works best with Firefox, Google Chrome and Safari.

\*If you need further assistance contact your Presbytery or email  
[OGARecords@pcusa.org](mailto:OGARecords@pcusa.org)

## Where can I find my user name and/or password?

Contact your presbytery for information related to your user name or password.

## My user name and password are not working.

Be sure that you are using five (5) numbers for your user name. The user name for a church is the PIN number. You will need to add leading zero's if your PIN is fewer than five numbers. Example, you PIN number is 123. The user name would be 00123.

The passwords are also case sensitive. The letter O and number zero 0 often look the same, as well as the letter I and the number one 1. If one does not work try the other.

## When I log in there is no tab labeled "Statistics."

In most cases, this is an issue with the browser you are using. We suggest using Firefox for best results.

## What is the deadline date for entering statistics?

Contact your presbytery for information. Presbyteries establish their own deadline.

## Do I have to enter everything at one time?

No. Hitting the 'Accept' button on the bottom of a page saves the data. You may exit and return to enter additional pages at a later time.

# How do I print a copy of my report?

You have two options.

On the main screen when you first log into the program, above your church address area you will see a button that says “PDF.” Pressing this will create a copy of your current year report as a PDF.

## Church Statistics

Trinity

Pin: 00001 Synod/Presb: 380-248

Church	Clerk	Statistics
<b>Church Report:</b> <input type="button" value="PDF"/>		
<b>Name:</b> Trinity		
<b>Mailing</b>		
<b>Address 1:</b>	PO Box 367	<b>Secondary 1:</b>
<b>Address 2:</b>		<b>Secondary 2:</b>
<b>City/State/Zip:</b>	Chinle, AZ 86503-0367	<b>City/State/Zip:</b>
<b>Primary Phone:</b>	928-674-3323	<b>Email:</b> <a href="mailto:navajotrinity@gmail.com">navajotrinity@gmail.com</a>
<b>Fax:</b>		
<b>Website:</b>	<a href="http://www.pbygrandcanyon.org/chinletrinity/index.html">www.pbygrandcanyon.org/chinletrinity/index.html</a>	

The other option:

After logging into the program, on the right side, you’ll see the option Reports. Below is the portion of the workbook (page 5) explaining how to print.

To print or download a copy of your report press the option “Reports.” You’ll need to work through a series of options.

Church Statistics	
<a href="#">&lt;&lt; Return to Menu</a>	<b>Tasks</b> <a href="#">Church Report</a> <a href="#">Church Download Report</a> <a href="#">Logout</a>
<a href="#">Help</a>   <a href="#">Accessibility Statement</a>   <a href="#">Privacy Policy</a>	Copyright © 2011 Presbyterian Church (U.S.A.)

To view or print a copy choose “Church Report.” It will then ask you for the year you would like to view.

<< Return to Report Menu  
Year: 2010 View Report

Your report will appear in a box, scroll down to view page one, then use the blue arrow buttons on the top of the page to move to the second page. To print a page use the drop down box that reads “Select a Format.” I suggest using the Acrobat (PDF) option for a clean copy of your report. Press the Export button to download your desired format.

<< Return to Report Menu  
Year: 2010 View Report  
14 4 of 2 Select a format Export

---



**Church  
Report  
2010**

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PN Number	1
Presbytery Number	300248

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Church	Trinity Presbyterian Church
Address	PO Box 367
City/State	Chino, AZ 86503-8367
Phone	928-674-3323
Email	clpc@frontiernet.net
Web Site	www.azpc.us/and/or/pcusa.org/christianity/index.html
Fax	

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<b>Membership</b>			
Prior Active Members	53	Inactive	0
<b>Gains</b>		<b>Losses</b>	
17 & Under	0	Certified	0
18 & Over	0	Deaths	0
Certified	0	Other	0
Other	0		
Total Gains	0	Total Losses	0

## Who do I contact if I have a problem?

Call your presbytery for immediate help or email [OGARecords@pcusa.org](mailto:OGARecords@pcusa.org) for additional help.

## Where can I find a copy of the workbook?

There is no longer a workbook being produced. PDFs have been created related to the questions and definitions being asked. Click on the appropriate link below for your language of choice. The program has been updated to include both helpful tools and definitions to complete the process. It's available in the following languages:

한국어, Español, and English.

Access the online reporting portal from this webpage:

<http://oga.pcusa.org/section/churchwide-ministries/stats/statistical-reporting-faq/>

Membership Statistics	
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 xxxx <i>Minutes of the General Assembly</i> , Part II, <i>Statistics</i> . This figure cannot be changed. If the actual membership as of 1/1/xx is different than the displayed figure, enter a "New Starting Membership" to correct your beginning balance.	Beginning Membership XXXX New Starting Membership XXXX
	Gaines
Enter the number of persons received in xxxx into active membership by certificate of transfer from other churches (G-1.030b)	Certificate Gaines     XXX
Enter the number of persons age 17 or younger received in xxxx through Profession of faith.	Youth Professions of Faith   XXX
Enter the number of members received in xxxx through the (first-time) profession of faith (18 or older), or reaffirmation (G-1.0303a & c).	Professions of Faith and Reaffirmations   XXX
	Losses
Enter the number of persons dismissed in xxxx to other churches for whom certificates of transfer have been issued (G-3.0204).	Certificate Losses     XXX
Enter the number deleted from the roll in xxxx because of death. (G-3.0204a)	Deaths    xxx
Enter all other reductions (G-3.0204a) in xxxx, reasons including persons temporarily excluded or removed from active membership (D-10.0300)	Deleted from the roll for any other reason   XXX
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/xx   XXXX
Enter the number of females included in your total ending active membership.	Female Members     xxxx

**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 xxxx.	Presented by Others XXX
Enter the number of persons who presented themselves for Baptism in xxxx at the time of their confirmation.	At Confirmation XXX
Enter the number of all others who presented themselves for Baptism in xxxx.	All Other XXX
Enter the weekly average of all regularly-scheduled worship services.	Average Weekly Worship Attendance XXXX
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 XXXX
Enter the number of ruling elders serving on session as of 12/31/xx.	Number of ruling elders on Session XX
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 XXXX 26 – 40 XXXX 41 – 55 XXXX 56 – 70 XXXX 71 and Over XXXX Total ( <i>Automatically Calculates</i> ) XXXX
<b>Christian Education Attendance by Age Group.</b> List the number of persons in each category according to the education records for xxxx. 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	XXX
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	XXX
Persons with severe visual limitations.	Sight Impairment	XXX
Persons with less easily discerned disabilities such as heart disease, diabetes, epilepsy, or mental conditions.	Other Impairment	XXX

## 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 XXXX
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 XXXX
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 XXXX
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 XXX
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 XXXX
A person having origins in any of the original peoples of Europe.	White XXXX
Persons descended from two or more racial groups listed.	Multiracial XXXX

## 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    XXXXXXXX
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    XXXXXXXX
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    XXXXXXXX (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    XXXXXXXX (subset of Annual Expenses)
The total of expenditures related to the place where the congregation regularly gathers for worship, education, and spiritual nurture.	Facilities    XXXXXXXX (subset of Annual Expenses)



## 2019 Presbytery Statistical Report

### Presbytery

St Augustine

### Address

1937 Universtiy Blvd W, Jacksonville, FL 32217-2013

### Phone

904-733-8277

### Fax

904-737-6658

### Email

[info@staugpres.org](mailto:info@staugpres.org)

### Web Site

[www.staugpres.org](http://www.staugpres.org)



### Membership

Prior Active Members	13044	Adjusted membership	12957
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### Gains

Certificate	96
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Youth Professions	55
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Professions & Reaffirmations	318
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<b>Total Gains</b>	<b>469</b>
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<b>Total Ending Active Members</b>	<b>12123</b>
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### Losses

Certificate	64
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Deaths	257
--------	-----

Deleted for any Other Reason	982
------------------------------	-----

<b>Total Losses</b>	<b>1303</b>
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### Baptisms

Presented by Others	88
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At Confirmation	19
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All Other	14
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Average Weekly Worship Attendance	4895
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Female Members	7306
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Friends of the Congregation	1194
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Ruling Elders on Session	464
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Do you have Deacons? Yes / No	15 / 27
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### Age Distribution of Active Members

25 & Under	828
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26 - 40	1460
---------	------

41 - 55	1675
---------	------

56 - 70	2709
---------	------

Over 70	3644
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<b>Total Age Distribution</b>	<b>10316</b>
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### People with Disabilities

Hearing impairment	577
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Sight impairment	101
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Mobility impairment	473
---------------------	-----

Other impairment	514
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### Christian Education

Birth - 3	97
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Age 4	81
-------	----

Kindergarten	76
--------------	----

Grade 1	68
---------	----

Grade 2	67
---------	----

Grade 3	65
---------	----

Grade 4	74
---------	----

Grade 5	94
---------	----

Grade 6	98
---------	----

Grade 7	88
---------	----

Grade 8	83
---------	----

Grade 9	82
---------	----

Grade 10	58
----------	----

Grade 11	68
----------	----

Grade 12	59
----------	----

Young Adults	351
--------------	-----

Over 25	1743
---------	------

Teachers/Officers	531
-------------------	-----

<b>Total Christian Education</b>	<b>3783</b>
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### Racial Ethnic

Asian/Pacific Islander/South Asian	53
------------------------------------	----

Black/African American/African	577
--------------------------------	-----

Middle Eastern/North African	21
------------------------------	----

Hispanic/Latino-a	62
-------------------	----

Native American/Alaska Native/Indigenous	6
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White	10125
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Multiracial	24
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<b>Total Racial Ethnic</b>	<b>10868</b>
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### Financial Data

Annual Income	18,761,007
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Annual Expenses	17,835,225
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Mission Expenses	1,414,302
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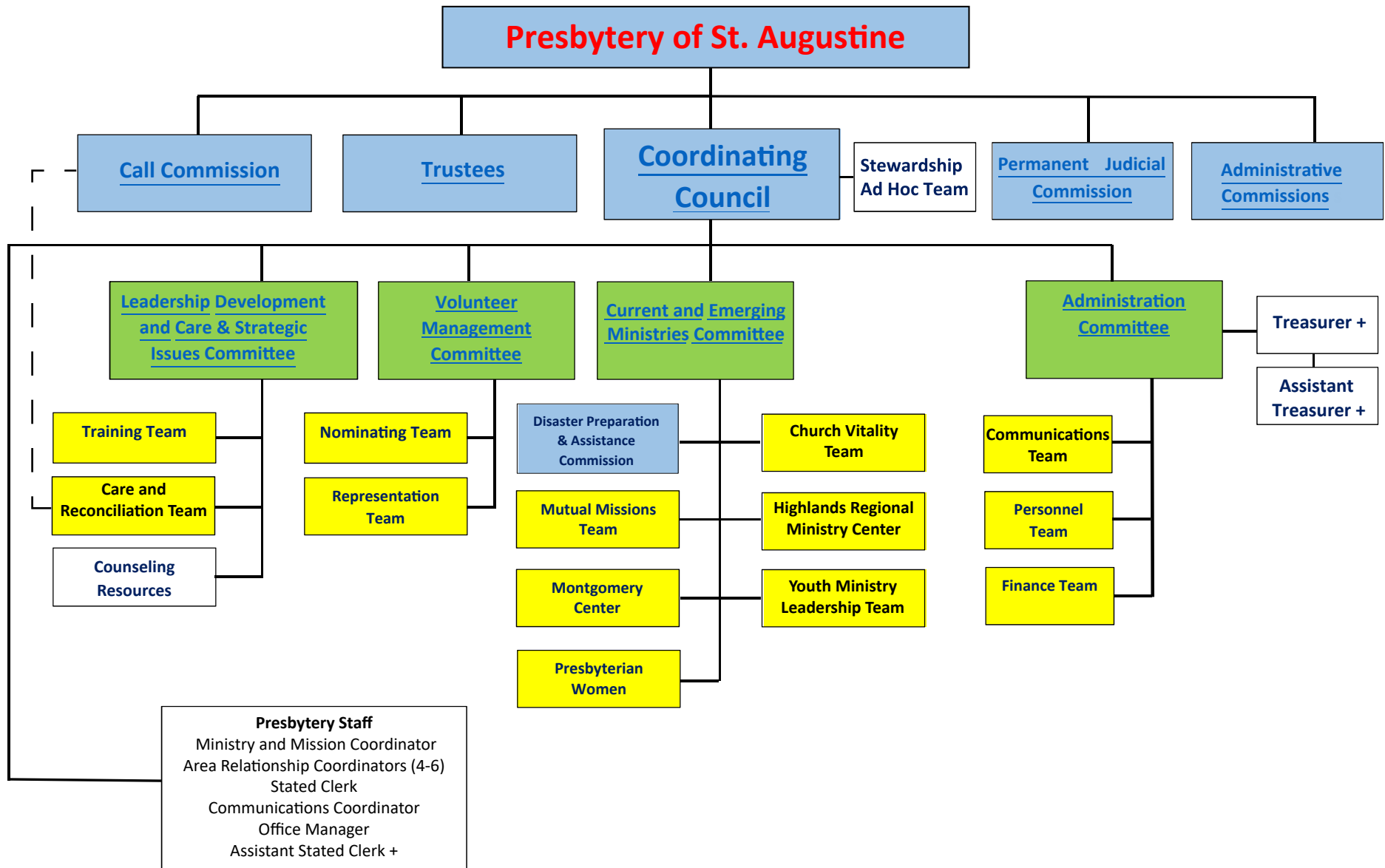
Personnel Expenses	10,367,974
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Facilities Expenses	2,918,919
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## Summary Membership Report as of December 31, 2019

<u>Location</u>	<u>Pin #</u>	<u>Church Name</u>	<u>Members</u>
Alachua	20112	First	15
Archer	20113	Bethlehem	38
Atlantic Beach	20114	Community	647
Branford	20115	Branford	45
Crescent City	01312	First	50
Dunnellon	20116	Dunnellon	194
Fairfield	20117	Fairfield	47
Fernandina Beach	20118	First	829
Gainesville	10920	Covenant	48
Gainesville	20119	First	703
Gainesville	20120	Grace	72
Gainesville	20122	Kanapaha	66
Gainesville	10075	Westminster	97
Green Cove Sprgs	01316	First	163
High Springs	20123	First	47
Jacksonville	20124	Arlington	44
Jacksonville	20125	Calvin	16
Jacksonville	20128	Fort Caroline	59
Jacksonville	03679	Highlands	372
Jacksonville	11320	Hodges Boulevard	275
Jacksonville	11713	Iglesia Nueva	16
Jacksonville	11319	Kirkwood	119
Jacksonville	10739	Korean	52
Jacksonville	20129	Lake Shore	60
Jacksonville	20130	Lakewood	356
Jacksonville	20133	Murray Hill	42
Jacksonville	20140	Peace	65
Jacksonville	20136	Riverside	863
Jacksonville	20139	South Jacksonville	314
Jacksonville	20137	St Andrews	104
Jacksonville	20138	St Johns	427
Jacksonville	00234	Woodlawn United	446
Jacksonville Beach	04017	Palms	1102
Jasper	20143	First	71
Lake City	20144	First	220
Lake City	20145	Mikesville	58
Mayport	20147	Mayport	28
McIntosh	20148	Mc Intosh	88
Melrose	20149	Faith	38

Middleburg	10998	Middleburg	39
Ocala	11000	Countryside	233
Ocala	20150	First	602
Ocala	20151	Fort King	148
Ocala	10738	Marion Oaks	56
Ocala	20152	Silver Springs Shores	134
Orange Park	20153	Orange Park	219
Orange Park	23306	St Giles	313
Palatka	20154	First	163
Palm Coast	10591	Trinity	395
Perry	20155	First	156
Reddick	20156	Reddick	11
Saint Augustine	01320	Memorial	809
San Mateo	20157	San Mateo	85
Starke	20158	First	68
Switzerland	10999	Geneva	183
Weirsdale	01324	Weirsdale	175
White Springs	20159	White Springs	6
Williston	20160	First	32
			<hr/>
<b>Totals</b>			<hr/>
			12123



+ Volunteer position



Published on *Presbyterian Historical Society* (<https://www.history.pcusa.org>)

[Home](#) > [Printer-friendly](#) > [Records of Congregations](#)

## Records of Congregations

The Presbyterian Historical Society supports the record-keeping activities of all entities of the Church. For congregations, we carry out that mission by digitizing records; storing records of permanent value; and providing advice on records retention, storage, and preservation.



### RECORDS DIGITIZATION

We digitize original records and microfilm for PC(USA) congregations at a subsidized rate.

[digitization](#)

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## RECORDS DEPOSIT

We hold original records of permanent value on deposit in an environmentally controlled archival storage area with specialized fire detection and security systems. Congregations can deposit records at no charge. You retain ownership of the records and may request their return at any time with written authorization from the clerk of session.

### Records Deposit

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## ADVICE ON RECORDS MANAGEMENT

The Presbyterian Historical Society provides advice to congregations on records management but does not hold congregation records of temporary value. Our general retention schedule for congregations follows below. Retention requirements for financial and administrative records vary from state to state. For further assistance, congregations should consult Records Archivist [David Staniunas](#), an accountant, or legal counsel.

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## RETENTION SCHEDULE FOR CONGREGATIONS

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<b>Types</b>	<b>Retention Period</b>
Minutes	permanent
Registers	permanent
Annual reports	permanent
Bylaws/charters	permanent
Incorporation records	permanent
Annual budgets	permanent
Annual audits	permanent
Annual financial statements	permanent
Subject files: correspondence, minutes, or other records surrounding subject matter of continuing administrative	permanent

or legal value, or comprising information on the mission, vision, and actions of the congregation

Manuals/handbooks	permanent
Newspapers/newsletters	permanent
Brochures/promotional material (1 copy)	permanent
Photographs	permanent
Architectural drawings, plats, plans, blueprints	permanent
Wills, bequests	permanent
Legal/judicial case records	permanent
Loan agreements	satisfaction + 20 years
Property appraisals, records of sale	20 years after sale
Personnel records/employee records	employment + 7 years
Contracts	active + 6 years
Accounts payable	7 years
Accounts payable invoices	7 years
Accounts receivable records	7 years
Bank statements	7 years
Canceled checks	7 years
Cash receipt records	7 years
Donations (regular, weekly)	7 years
Expense reports	7 years
FICA / W2 records	7 years
Payroll records	7 years

Petty cash records	7 years
Receipts of purchases	7 years
Bank deposit slips	3 years
General/routine correspondence (acknowledgments, requests, travel arrangements, etc.)	3 years
Travel plans/arrangements	3 years
Periodic financial statements	2 years
Data for updating mailing lists	1 year
Invitations	1 year
Meeting notices	1 year
Mailing lists	active
Reference/resource materials	active

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**Source URL:** <https://www.history.pcusa.org/services/records-management/records-congregations>