

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

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.



The screenshot shows the 'Church Statistics' page for Trinity. At the top, there are three tabs: 'Church' (selected), 'Clerk', and 'Statistics'. Below the tabs, the church name 'Trinity' and its PIN '00001 Synod/Presb: 380-248' are displayed. A 'Church Report:' label is followed by a 'PDF' button. Below this, contact information is listed in two columns. The left column includes Name (Trinity), Address 1 (PO Box 367), Address 2, City/State/Zip (Chinle, AZ 86503-0367), Primary Phone (928-674-3323), Fax, and Website (www.pbygrandcanyon.org/chinletrinity/index.html). The right column includes Mailing, Secondary 1, Secondary 2, City/State/Zip, and Email (navajotrinity@gmail.com).

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.

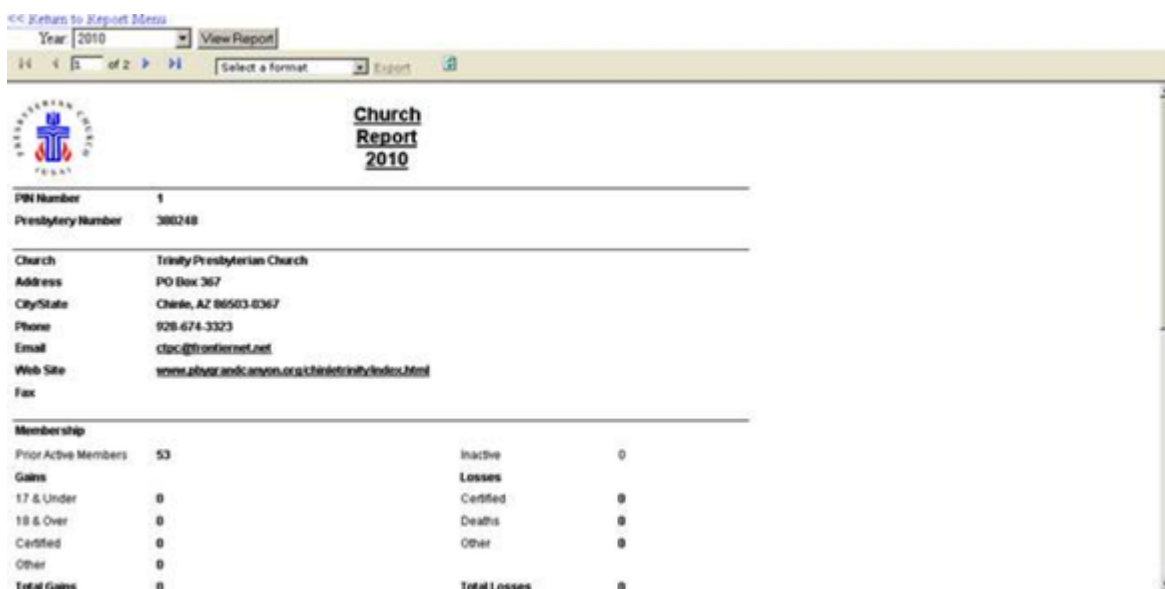


The screenshot shows the 'Church Statistics' page with a 'Tasks' menu on the right side. The menu includes 'Church Report', 'Church Download Report', and 'Logout'. At the bottom of the page, there are links for 'Help', 'Accessibility Statement', and 'Privacy Policy', along with a copyright notice for 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.



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.



Who do I contact if I have a problem?

Call your presbytery for immediate help or email 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.

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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, Part II, 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
Christian Education Attendance by Age Group. 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 208th 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)