

## **DATES TO REMEMBER**

**Fall 2021 - Fall 2022**

*Session Clerk Workshop  
October 2021*

*12/03/21    Opening of 2021 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 2023 are based on this number.* If you would like to see your congregation's prior annual statistics/pin number, go to the home page of the denomination's website, and search in the "Find a Congregation" section.

*12/31/21    Return Commitment to the Work of the Larger Church*

The pledge cards we receive help us prepare our annual presbytery budget, so timing is important! Each church's pledge card is to be returned to Office Manager Lisa Wells at [lisa@staugpres.org](mailto:lisa@staugpres.org). We are grateful for each church's contribution to the "unified giving" to our ministry and mission. The form also confirms your per capita contribution and other offerings. If you miss the deadline, please send the card as soon as you can after that date. *Our goal is to have 100% of our congregations pledging to support this work. Even if your commitment is just \$100, please send it in to show your support.*

*01/10/22    End-of-Year Closing (Financial Contributions)*

This is the last day for which a congregation's per capita and unified giving contributions for 2021 may be received and posted to the 2021 totals. Please contact Office Manager Lisa Wells with your questions: [lisa@staugpres.org](mailto:lisa@staugpres.org) or (904) 733-8277, ext. 120.

*01/11/22    Last Day to Provide 2021 Necrology Report*

This report includes the names and dates of death of elder-members of your church who died during calendar year 2021. Please provide 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 honored during worship at the Winter Stated Presbytery Meeting on February 5.

02/05/22 *Winter Stated Meeting of the Presbytery*

02/06/22 *Presbytery Reading of 2021 and Prior Unread Session Minutes Begins*

Contact the stated clerk at [sandra@staugpres.org](mailto:sandra@staugpres.org) for more information.

02/17/22 *Last Day to Enter Statistical Reports*

Once the portal closes, and the presbytery's ability to enter information closes a few days later, it is not possible to make any further changes (ever) to a congregation's statistical report.

03/04/22 *Last Day to Provide 2022 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 4 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 03/04/22), 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).

05/03/22 *Spring Stated Meeting of the Presbytery of St. Augustine*

6/18/22 *Opening of 225th General Assembly of the PC(USA)*  
*For more information and news sign-up: <https://ga-pcusa.org/>*

07/09/22 *Last Day of 225th General Assembly*

10/04/22 *Fall Stated Meeting of the Presbytery of St. Augustine*