

**DATES TO REMEMBER**  
**Fall 2022 - Fall 2023**

*Session Clerk Workshop*  
*November 2023*

*12/01/22    Return Unified Giving Pledge Card or Enter Pledge Online*

Our presbytery's ministry and mission budget is funded by unified giving from our congregations. We mailed a letter and pledge card to our church moderators and session clerks in mid-October. Pledge cards should be returned to Office Manager Lisa Wells at [lisa@staugpres.org](mailto:lisa@staugpres.org). The online option for entering the information may be found at: <https://www.staugpres.org/2023-online-pledge-form/>

*12/02/22    Opening of 2022 Year-End Statistical Report Online Portal*

All PC(USA) congregations provide statistical information 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 2024 will be 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.

*01/10/23    End-of-Year Closing (Financial Contributions)*

Per capita and unified giving contributions for 2022 may be received and posted to the 2022 totals through January 10, 2023. Please contact Office Manager Lisa Wells with your questions: [lisa@staugpres.org](mailto:lisa@staugpres.org) or (904) 733-8277, ext. 120.

*01/10/23    Last Day to Provide 2021 Necrology Report*

The annual necrology report includes the names and dates of death of elder-members of your church who died during calendar year 2022. Please provide the report to Stated Clerk Sandra Hedrick at [sandra@staugpres.org](mailto:sandra@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 4.

*02/04/23 Winter Stated Meeting of the Presbytery*

*2/16/23 Last Day to Enter Statistical Reports*

After this date, the session clerk can no longer access the statistics portal. Should you need to make a change, the presbytery stated clerk can make some updates for you for a very short period of time. 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.

*03/01/23 Presbytery Reading of 2022 and Prior Unread Session Minutes Begins*

*03/06/23 Last Day to Provide 2023 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 (CREs) serving in our presbytery. If you have an installed pastor/associate pastor, we will need your completed terms of call form by March 6. Any compensation changes - up or down - must be approved by both the congregation and the presbytery (through the Call Commission).

If you have a temporary pastor (stated supply, interim, etc.), and the contract is current (up to date as of 03/06/23), then there is no need to submit a separate terms of call form.

Send the terms of call report to Stated Clerk Sandra Hedrick at [sandra@staugpres.org](mailto:sandra@staugpres.org). When the designated recipient changes in early 2023, we will give notice with the new contact information.

*05/02/23 Spring Stated Meeting of the Presbytery of St. Augustine*

*10/02/23 Fall Stated Meeting of the Presbytery of St. Augustine*