

Helps for Entering the Session Annual Statistical Reports Deadline February 22, 2012

<http://oga.pcusa.org/stats>

The option to download Instructions and enter your statistical data will be turned on December 1, 2011.

The Instruction Booklet may also be downloaded from the Presbytery website: pinespby.org. **Print a working copy.** Use the Instruction Booklet to gather your information as the online version will look the same.

Read the instructions thoroughly before you begin (it makes life much easier!).

You must enter the information online before midnight Wednesday, February 22, 2012. The closer it gets to the deadline the slower the online entering process will be, so allow yourself time to enter your statistics at least by early February. **By the last week the entering process is at a snail's pace and very frustrating!!**

(If the presbytery office is entering your information online for you, the information must be in the office by January 30, 2011. Fill out the Basic Church Information (pg. 4) Clerk Information (pg. 6) and data pages (pgs. 8, 10, 12, 14 and 16) — keep a copy- and mail data pages to Presbytery office. Be sure your church name and city is on the pages you send. Once it is entered we will mail you a copy of your report to put in your Session Records.

Entering Your Own Report: If you do not finish entering the report online all at one time. Save each page by clicking the “ACCEPT” button where it appears. You may return to working on it until the deadline date of February 22nd or until you process the “Submit Stats” task. **ONCE YOU HIT THE “SUBMIT” BUTTON YOU CANNOT MAKE ANY MORE CHANGES.** You can get help through the presbytery office.

Call the presbytery office if you need help (318-255-6177) and ask for Cindy. You can also call the help hotline at 888-728-7228, ext 8144 or email OGARecords@pcusa.org

When you have your information together, go online to <http://oga.pcusa.org/stats> (DO NOT USE WWW.). Once there, scroll down to “Online Church Statistics Entry” to login.

1st screen To Login enter your ID Church Pin Number and Password which has been emailed to the Clerk & Minister or is in the letter your Clerk received with this “Help Sheet.” (If you misplace your ID Church Pin Number or Password, call Presbytery office, we have them unless you changed the Password from the original).

2nd screen is your main work area:

-at the top are tabs for “Church” “Clerk” and “Statistics”

-“Tasks” for each of these screens is on the right side of their screens

Choose the “Church” tab at the top. Check the accuracy of the church’s address, phone number, fax number, email address, etc. Make changes where necessary by choosing the “Edit Mailing” or “Edit Physical” (for physical address) tabs.

You may also view and print prior statistical reports on this screen by choosing the “Report” tab.

Choose the “Clerk” tab at the top to make sure that current information is there or make changes choosing the “Edit Mailing” tab (you don’t need to fill in the Physical address for the Clerk).

Choose the “Statistics” tab at the top, and you are ready to begin entering statistical data
-“Tasks” for this screen are on the right.

**“Membership Stats”, “Miscellaneous Stats”, “Racial Ethnic Stats”,
“Financial Stats”, “Age/Race Gender Stats”, and final “Submit Stats”**

Membership Statistics screen

Beginning Active Membership — this beginning number as of 12/31/10 (or whatever the last year you turned in a statistical report) CANNOT BE CHANGED.

If your church did not enter a statistical report last year, you must make adjustments in “other gains” and “other losses” to help make your 2011 total correct.

Please read carefully the Membership Instructions in your booklet, page 9, to understand the terminology for Inactive Members, Baptized Members etc.

THIS SECTION IS VERY IMPORTANT BECAUSE YOUR PER CAPITA APPORTIONMENT IS BASED ON THIS NUMBER. For example, your 2012 per capita is based on the most current membership available to the General Assembly which would be 2010 or the last time your church submitted a statistical report.

MEMBERSHIP NUMBERS MUST BALANCE, but do not automatically calculate. You must enter “Total Ending Active Membership”. Total Adherents will automatically calculate.

Click **ACCEPT** when finished.(You can go back to make changes as long as you haven’t done the final “SUBMIT”)

Miscellaneous Information screen

This section deals with age distribution of members, Christian education, and officers.

Click **ACCEPT** when finished.

Racial Ethnic and Disabilities screen

Deals with number of people with disabilities and racial ethnic composition of the congregation. Use whole numbers not percentages. The figure entered as the total congregation should be equal to or greater than Total Active Membership and the total Elder and Deacons should be equal to or greater than Total Active Officers.

Click **ACCEPT** when finished.

Financial Data screen

This is not intended to be a balance sheet so the numbers do not have to balance. It will not include all funds received or spent by the church. Please read the Financial Instructions for explanations about terminology used on the page.

Click **ACCEPT** when finished.

Age/Race Gender Distribution screen---This is new

Data requested by Advocacy Committee for Women's Concerns.

Click **ACCEPT** when finished.

NOTE

When completely finished with your report and it is Submitted, you should print out the report for your church from "Report" task under "Clerk" tab, and file with your Session Records. Also keep a copy of your Clerk's Annual Questionnaire to file with your Session Records. Don't panic if you cannot immediately print out your report, close out of the website completely and allow 24 hours for the system to update your information, then login again, by then the "2011" option should be available.

If you submit your report, print it and then find an error, call Presbytery Office, we can correct it until the deadline, February 22, 2012.