**THE JOHN KNOX PRESBYTERY**

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To: Clerks of Session in John Knox Presbytery

Date: 2 January 2025

Subject: Filing Annual Statistical Reports

Happy New Year. I trust that your holidays provided refreshment and you are ready for a new year.

I am sending along the information for completing the Annual Statistical Report (ASR) for congregations. **Your last date to file your report is Monday, 10** **February**.

There are some new things this year, first among them, a new way to access the report.

 From the homepage of the new website ([pcusa.org](https://www.pcusa.org/)) . . .

o   Click the ‘circle with a picture in it “Church Leaders”

* Scroll down to the “Learn and Connect” section, and under the “Annual Statistical Reporting” block click the “Get the Details” button. This takes you to Annual Statistical Reporting. There you will find FAQs and the link to the web page for reporting. Clicking on “ACCESS THE SYSTEM” button will take you to the pages of data fields in which you report.
* Or you may use this direct web address (URL) for the “Information for Session Annual Statistics Reporting” page: <https://www.pcusa.org/resources/statistics-lists/statistical-reporting-faq>

If you click on the first FAQ, you will find a helpful guide for reporting. Click “download” and you will have a little booklet with instructions and each of the questions. You may wish to use this for a workbook before you tackle the form on the website.

The ASR entry pages went live yesterday, so you may begin completing your forms at any time now.

You will need your Church ID and your Password to get to your statistical entry page. If you cannot find it from last year, email me and I’ll provide it for you. Once you get into the system, you will see three tabs in the bar at the top: Church; Clerk; and Statistics questions. These words are in blue letters, but the open tab is in red. Please edit the church or clerk information if it is inaccurate, by clicking on the edit options on the right. You may edit this information any time during the year.

Open the statistics folder and you will see five forms/pages, listed in the task bar at the right of the screen: Instructions; Membership Stats; Congregational Life Stats; Racial ethnic Stats; and Financial Stats. One may toggle back and forth between the fields, using the menu in a box on the right side of the screen. You may need to ask others in your church to supply information for some of the data fields. The membership figure is to be precise and accurate. However, if you do not have access to precise figures in other fields, regarding racial/ethnic, age, gender figures, or youth, a “best estimate” is better than no data at all. Financial figures are to be dollar-rounded and the income/expense figures do not have to be reconciled.

After you fill in data on each page, you should click the “accept” button at the bottom of the page. You may enter and leave the program as often as you wish. Your data entries will remain in place once you have clicked “accept” on the page you have worked on. You may make changes as often as you wish until the submission deadline. Your figures are not final until the submission deadline. If you discover errors after that, or if you have received new data that you would like to report, please contact me. I have a window of time in which I can make changes after your deadline.

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| You can print any page you wish using your computer print option. But a nice summary of the entire report can be obtained by clicking on the pdf button on the first page (Church tab): **Church Report:** . This summary is ideal for taking to the session and for copying into your session minutes if you choose to do that. |  |

The **deadline for submitting ASRs is Monday, 10 February 2025**.

The ASR is an official annual report from your session. Once you have completed it, you should report the information to the session which needs to review the report and **vote to approve it**.

Don’t hesitate to call or email me with questions or for help. Sometimes I can help figure out why a clerk is stuck some place in the process. My new email: statedclerk@jknox.org

I do appreciate your work on this.