

6 January 2022

Dear clerks:

Many of you have been anticipating receipt of information about completing the Annual Statistical Report. If you are not the person who should receive this, please forward it to that person, correct the clerk information on the ASR report, and report the change to me.

The process for completing the ASR is the same as it has been for some time, so if you are not a new clerk this will be familiar. Website, user ID, and password are the same (unless you changed your password).

The web address is <http://oga.pcusa.org/stats> . Click on "Go to Online Statistics Entry System" and enter your user ID / PIN and then your password. Please remember that the user ID requires 5 digits, so if your permanent PIN has only four numbers add a zero as the first digit. If you no longer have the password for your church (or it has not been changed without transmission to you), please contact me. I will be able to provide it for you. ([alysonjanke@yahoo.com](mailto:alysonjanke@yahoo.com) or 608-296-2096)


When you go to the web page, there are a series of frequently asked questions, which may provide useful information for you. Click on "*Go to the Online Statistics Entry system.*" to access your church's statistics page.

The forms will come up in sequence for your data. The menu options are in three tabs in bars at the top: Church information; Clerk information; and Statistical entries. Please edit the church or clerk information, if it is inaccurate, by clicking on the edit options on the right.

The statistics section has five forms/pages, listed in the task bar at the right of the screen: Instructions; Membership; Congregational Life; Racial/ethnic; and Financial. 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 get information from others in your church to supply information in 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 church-school class sizes, 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.

You may enter and leave the program as often as you wish. Your data entries will remain once you have clicked "accept" on the page you have worked on. You may make changes as often as you wish **until you click "Submit" or until the submission deadline**. Your figures are not final until you click "submit" or until the submission deadline. In fact, it is not necessary to click submit at all. When the deadline comes the information you have provided at that point will be received. If you have uncertainty about the data, DO NOT CLICK SUBMIT. Click the SUBMIT option only when you have completed your report. If you discover errors after your final submission, or if you have received new data that you would like to report, please contact me. I have a window in which I can make changes after your deadline.

One of the standard questions may be difficult for you again this year: average attendance. We know that some of us have not been worshipping in our sanctuaries all year, some are zooming, some are posting recordings, some are livestreaming. It means that counting cannot be done in the usual way. The number you put in that box should be a number that seems to your session to be an honest reflection of the "attendance" (by whatever means) in your congregation.

The ASR is an official annual report from your session. The session needs to review the report and **vote to approve it**. You can save or print any page you wish from your report using a report option from the main menu. the summary page is a useful option for the Session records and Session minutes. You can print it by clicking on the pdf button: **Church Report:**  located on the first screen of the report by your church information.

The **deadline for submitting ASRs is Monday, 14 February 2022.**

Don't hesitate to call or email me with questions or for help. I do appreciate your work on this.