

To: The Presbytery of Western North Carolina's Churches & Clerks of Session  
From: Tonya Williams, Administrative Assistant  
Date: December 7, 2011  
Re: 2011 Annual Statistical Report Information

*Blessings to you this advent season!* Included herein is information on the 2011 Annual Statistical Report. **PLEASE READ OVER THIS CAREFULLY AS THE LOOKS OF THE PROGRAM AND THE LINKS HAVE CHANGED!** Just as last year, you will notice that **EVERYTHING** is online. **No workbooks or forms will be mailed.** All the necessary information you need can be found hyperlinked in this letter and should be on our website in the next few days. Please designate one person to complete this report and have it submitted by **February 22, 2012.**

Data for the 2011 Statistical Report will be entered at: <http://oga.pcusa.org/stats>. This is the main page for entering the On-Line Church Statistical Reporting program, as well as accessing the instruction workbook. Once you click the green link above, you will then click "[access the year-end statistics online](#)," found in the first sentence on the OGA page. This will take you to the Security Page, where you will enter your username (church pin number) and password. These are the same as last year, with the exception that an "!" has been added to the end of your password. (If you can't find it, or don't remember what it is, call the Presbytery office ~ 828/438-4217.) Click the "Statistics" tab to begin entering your information. Click the "Clerk" tab to update your Clerk of Session information. Menu options are provided on the right hand side of the screen. The instruction workbook will assist you in completing your online submission and can be found attached to this email, at the green link above, and at the following link: [Stat Instruction Workbook](#)

The Clerk's Annual Questionnaire (CAQ) for 2011 can be found at: [CAQ](#) (Use the same username and password that you use for the Annual Statistical Report!)

The 2012 Church Data Form can be found on Presbytery's website ([www.presbyterywnc.org](http://www.presbyterywnc.org)) under "Useful Forms," and attached to this email.

**All statistical information has to be entered online by Wednesday, February 22, 2012.** You will be locked out of the system at midnight, EST, on **February 22, 2012, no exceptions.** (Failure to comply with this date is a violation of the *Book of Order*.)

Remember . . .

- Under the financial section, all monies expended for Synod, Presbytery and General Assembly should be listed under "**Validated Mission PC(USA)**." Your church's 2011 year-end benevolence statement will be mailed by January 20, 2012.
- **DO NOT hit the submit button until you have completed the entire report and have session approval!** Once you hit the submit button, changes cannot be made without resetting your record and starting over from the beginning!
- **This is the perfect time of year to evaluate your membership rolls!** In reviewing last year's figures, about 50 churches need to purge their rolls. Presbyteries pay per capita based on church membership totals. Please help us to be good stewards by making sure your membership records are accurate and up-to-date. As a general rule, if your average attendance is less than half of your total adherents, you need to purge your rolls!
- Call or email me (828/438-4217 or [twilliams@presbyterywnc.org](mailto:twilliams@presbyterywnc.org)) if you have questions!