

Statistical Reporting and Frequently Asked Questions

Churches and presbyteries can [access the year-end statistics online reporting system](#).
[Go to the Online Statistics Entry system](#).

*The system works best with Firefox, Google Chrome and Safari.

*If you need further assistance contact call the Presbytery Office at 803-328-6269 or email OGARecords@pcusa.org.

[Where can I find my user name and/or password?](#)

[My user name and password are not working.](#)

[When I log in there is no tab labeled "Statistics."](#)

[What is the deadline date for entering statistics?](#)

[Do I have to enter everything at one time?](#)

[How do I print a copy of my report?](#)

[Who do I contact if I have a problem?](#)

[Where can I find a copy of the workbook?](#)

Membership Statistics	
Beginning membership shows your church's active membership as of December 31 of last year (G-1.0402). This is the official membership figure that appeared in the xxxx <i>Minutes of the General Assembly, Part II, Statistics</i> . This figure cannot be changed. If the actual membership as of 1/1/xx is different than the displayed figure, enter a "New Starting Membership" to correct your beginning balance.	Beginning Membership XXXX New Starting Membership XXXX
	Gains
Enter the number of persons received in xxxx into active membership by certificate of transfer from other churches (G-1.030b)	Certificate Gains XXX
Enter the number of persons age 17 or younger received in xxxx through Profession of faith.	Youth Professions of Faith XXX
Enter the number of members received in xxxx through the (first-time) profession of faith (18 or older), or reaffirmation (G-1.0303a & c).	Professions of Faith and Reaffirmations XXX
	Losses
Enter the number of persons dismissed in xxxx to other churches for whom certificates of transfer have been issued (G-3.0204).	Certificate Losses XXX
Enter the number deleted from the roll in xxxx because of death. (G-3.0204a)	Deaths xxx
Enter all other reductions (G-3.0204a) in xxxx, reasons including persons temporarily excluded or removed from active membership (D-10.0300)	Deleted from the roll for any other reason XXX
Beginning Membership (or New Starting Membership, if corrected), plus Total Gains, then subtract Total Losses. This figure should equal the number of persons that appear on the active member roll. (This is the figure presbytery per capita is based on.)	Ending Active Membership as of 12/31/xx XXXX

The ending active membership does not automatically calculate. The page must balance in order for changes to save.

Congregational Life

	Baptisms:
Enter the number of infants and children presented for Baptism by parent(s) or others in xxxx.	Presented by Others XXX
Enter the number of persons who presented themselves for Baptism in xxxx at the time of their confirmation.	At Confirmation XXX
Enter the number of all others who presented themselves for Baptism in xxxx.	All Other XXX
Enter the weekly average of all regularly-scheduled worship services.	Average Weekly Worship Attendance XXXX
Persons who are not members of the Presbyterian Church (U.S.A) who participate in the life and worship of this congregation.	Friends of the Congregation XXXX
Enter the number of ruling elders serving on session as of 12/31/xx.	Number of ruling elders on Session XX
Do you have deacons?	Yes/No
Enter the number of active members in each category. This figure needs to be equal to or less than Ending Active Membership.	Woman XXX Men XXX Non-Binary/Genderqueer XXX
Enter the number of active members in each category. This figure needs to be equal to or less than Ending Active Membership.	Age Distribution of Members: 17 and Under XXXX 18 -25 XXXX 26 – 40 XXXX 41 – 55 XXXX 56 – 70 XXXX 71 and Over XXXX Total (<i>Automatically Calculates</i>) XXXX
Enter the number of Youth in your congregation.	Age 4 and Under XXX Elementary School (K-5 th grade) XXX Middle School (6 th – 8 th grade) XXX High School (9 th – 12 th grade) XXX

Disability and Racial Composition

Persons with a Disability. Statistics gathered on persons with disabilities will be used by entities and committees to formulate programs and policies of the Presbyterian Church (U.S.A.), thus carrying out the mandate for inclusiveness contained in the *Book of Order* (G-3.0103 & F-1.0403).

In order to complete this section, you (as clerk or pastor) are not expected to conduct a survey of the congregation, but to rely on personal knowledge of individuals' disabilities. According to the definition adopted by the World Health Organization, persons with disabilities are those who have physical or mental disabilities that *substantially* limit their participation in one or more of life's activities.

Persons with a major hearing loss.	Hearing Impairment XXX
Persons whose ability to move about is substantially impeded. This would include persons suffering from diseases such as arthritis and persons dependent upon canes, crutches, or wheelchairs, etc.	Mobility Impairment XXX
Persons with severe visual limitations.	Sight Impairment XXX
Persons with less easily discerned disabilities such as heart disease, diabetes, epilepsy, or mental conditions.	Other Impairment XXX

Racial Ethnic Composition of the Church

The 202nd General Assembly (1990) instructed the Office of the General Assembly to gather information regarding Racial Ethnic Composition (*Minutes*, 1990, Part I, p. 282.) Inclusiveness is an important part of the life of the church, “The Presbyterian Church (U.S.A.) shall give full expression to the rich diversity within its membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life.” (G-4.0403)

This information is used in a variety of ways. Two of the ways in which this information is used is as follows:

- (1) The 208th General Assembly (1996) passed a recommendation that “1. affirms the goal of increasing the racial ethnic membership to 10 percent of the Presbyterian Church (U.S.A.) membership by the year 2005, and to 20 percent by the year 2010;” (*Minutes*, 1996, Part I, p. 378).
- (2) The General Assembly Committee on Representation (COR) uses the data

In making the entries for this category, be guided by how an individual describes themselves. The figure entered as the total for Congregation should be equal to or less than the figure shown for Total Ending Active Membership, on the Membership Page.

<p>Enter the number of active members in each category. This figure needs to be equal to or less than your Ending Active Membership.</p>	<p>Congregation</p> <p>Black/African American/African XXXX</p> <p>Asian/Pacific Islander/South Asian XXXX</p> <p>Hispanic/Latinx XXXX</p> <p>Native American/Alaska Native/Indigenous XXX</p> <p>Middle Eastern/North African XXXX</p> <p>White XXXX</p> <p>Multiracial XXXX</p>
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Financial Data

What did you budget to receive and spend in the budget year?	Budgeted Income: XXXXXX Budgeted Expense: XXXXXX
Receipts	
Enter the total of all payments on pledges (current as well as delinquent), loose offerings (cash or check), and special offerings received by all treasurers (the church, all boards, and organizations of the church). Do not include investment income, capital and building funds, bequests, subsidy or aid, and other income.	Regular Contributions: XXXXXX
Include all returns, such as interest and dividends, received from stocks, bonds, and other investments and endowments owned by the church. Also include the proceeds from the sale of investments held by the church. Do not include the monetary value or principal amount of investments that continue to be held by the church.	Investment income: XXXXXX
Enter the total of all monies received for capital purposes, extraordinary repairs, building funds, and equipment with anticipated useful life in excess of three years.	Capital and Building Funds XXXXXX
Include the total monetary values of all new gifts from estates received by the church from January 1 to December 31. Include all one-time contributions of anything of value received by the church from estates, such as bequests, planned gifts (gift annuities, charitable trust, life insurance), stocks, real estate, or other nonmonetary gifts.	Bequests: XXXXXX
Enter the total of all monies received from other churches or from presbytery, synod, or General Assembly agencies to be used in local mission and program.	Subsidy or Aid XXXXXX
Enter the total of all other income, such as rent or other reimbursements from organizations using church property. This would include such things as tuition/fees for day care, day school, etc.	Other Income XXXXXX

Expenditures	
The total of all monies, from all sources, expended for current operations of the congregation, such as salaries and wages, pension and social security payments, printing, postage, materials, utilities, insurance premiums, payments of interest and principal loans, whether or not secured by mortgage, etc.	Local Program XXXXXX
The total of all monies paid for local mission programs and projects approved and directed by the session and to local ecumenical bodies.	Local Mission XXXXXX
The total of all monies expended for real property, whether improved or unimproved, the construction of new buildings, extraordinary repairs or renovations of existing buildings, and equipment with anticipated useful life in excess of three years.	Capital Expenditure: XXXXXX
Include the total amount of monies newly placed into savings or investments (such as certificates of deposit, stocks, bonds, money market accounts, reinvested dividends) during the year, and remaining invested. Also included would be investment costs such as moneys expended to facilitate new investments or to maintain existing investments or endowments, such as broker's fees or bank charges. Do not include investments made in earlier years, monies invested in earlier years that were switched from one type of investment to another (e.g., stocks to bonds, or one stock to another).	Investment Expense XXXXXX
The total of monies expended for synod, presbytery, and General Assembly per capita apportionment.	Per Capita XXXXXX
Enter the total of all monies expended for mission beyond the local community.	Other Mission XXXXXX