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Dear Clerk of Session:

Every year churches are asked to complete an Annual Statistical Report. The statistical information is helpful for us as we plan how the Presbytery can support your church's ministry more effectively. In addition, the information is forwarded to the General Assembly (GA) for their records and in conducting the important ministries of the denomination.

Instructions for completing the 2025 Statistical Report and additional information form:

- Use your USER ID and PWD will be provided in a separate email. Please note that the "!" is a part of your password.
- There is no longer a workbook being produced. The program has been updated to include both helpful tools and definitions to complete the process. The Statistical Report Support Sheet can be found on the website [here](#). It has been created with regard to the questions and definitions being asked so that you can gather information prior to input into the system.
- Use the link on the Presbytery website here or go directly to the GA website at <http://oga.pcusa.org/section/churchwide-ministries/stats/statistical-reporting-faq/> to enter the data for your church. You will be able to start entering your data on Friday, January 2, 2025.
- The deadline for completing the Statistical Report is February 20, 2026.

**Important note: This is a SESSION report so it does not need congregational approval but does need session approval before hitting the final submit button. The completed report is to be included in the official session minutes.**

Please do not hesitate to contact the Presbytery Office for any assistance.

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*Sonja Gaertner*  
*Office Manager*