

WINNEBAGO PRESBYTERY
Office of the Stated Clerk

Instructions for Submitting Statistical Reports

There are two reports that are expected from each church annually, reflecting information and statistics from each congregation. These are the *Annual Statistical Report* [ASR] and the *Clerk's Annual Questionnaire* [CAQ]. The first deals with mandated congregational data and the second is a series of questions about the life of the congregation for national data-research purposes.

These two reports from the churches to Presbytery and the General Assembly will be handled again this year through electronic submission. As we have done for the last several years, all churches will submit their information online.

Your user ID (permanent PIN/Church ID number) and Password are unique for each church and remains the same as last year. 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 (and if it has not been changed), please contact the stated clerk of Presbytery (michael@winnebagopresbytery.org), who can supply your password. All original passwords end in an exclamation (!).

First: the **Annual Statistical Report** (ASR). A copy of the instructional workbook for the ASR is on the Presbytery website: www.winnebagopresbytery.org and you can consult it there. This workbook gives an overview of the report and general instructions. It is good to take a look at this first.

The actual online report-form for submission of the ASR is available at the following address: <http://oga.pcusa.org/stats> . Click on "Go to Online Statistics Entry System" and enter your user ID (you may not have to use your Password) and then your PIN. The forms will come up in sequence for your data.

The menu options are in three stages in bars at the top: **Church** information; **Clerk** information; and **Statistical** entries. The statistics section has five forms/pages: Membership; Miscellaneous; Racial/ethnic; Financial; and Age & Gender. One may toggle back and forth between the fields, using the menu in a box on the right side of the screen. 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.

The deadline for (ASR) online statistical reporting is 15 February, 2017. Please remember that the last week before the deadline involves substantial computer entry delays. (Procrastination is even evident among Presbyterians!)

Secondly, the annual **Clerk's Annual Questionnaire** (CAQ) is a separate survey for use by the PCUSA Research Services department. Please note that the CAQ is distinct from the Annual Statistical Report and will come to the churches directly from the Research Services Department of the PCUSA in November with directions for submission and a response date in January. Unless you are directed otherwise, the CAQ will utilize your church PIN as the user name and the same password as the ASR.

Please remember that **the ASR is an official annual report** from your church. It is assumed that the Session has reviewed and approved this report (not required of the CAQ report). Session approval is to be done before the report is submitted. Since the ASR is a Session report, it is not necessary that the congregation review or approve any of this data.

Let me reiterate the key elements in this reporting process:

1. You can access the ASR on-line statistics program from any computer that has Internet access. The address is <http://oga.pcusa.org/stats>. This reporting process is simple and does not require advanced computer skills.
2. Access to the reporting system requires your church PIN and an assigned password, which is the same as the one for the church last year (unless it was changed). If for any reason your PIN or password is misplaced, please call the Presbytery Stated Clerk [920.434.8705] or email for replacement: michael@winnebagopresbytery.org.
3. You may, if you wish, change the password to something that is easier to remember or more convenient for you. But, of course, if you do change the password, it is to be preserved carefully, since no one else can then facilitate re-entry.
4. The online instructions (<http://org.pcusa.org/stats>) will lead you through the various steps, which are a simple series of screens.
5. You may enter and leave the program as often as you wish. Your data entries will remain until you return to the program. You may make changes as often as you wish up until you click "Submit" or until the submission deadline. Your figures are not final until you click "submit" or until the submission deadline. If you have uncertainty about the data, **DO NOT CLICK SUBMIT**.
6. Click the SUBMIT option only when you have completed your report.
7. If you discover errors after your final submission, or if you have received new data that you would like to report, please contact the Stated Clerk. For a very limited time (generally one week), the Clerk will have access to a church report after the deadline, but will only resubmit data upon your authorization.
8. You can save or print any page you wish from your report using an option from the main menu. Although presumably the Session will review the whole report, the summary page is a useful option for the Session records and Session minutes.
9. Please note: The ASR submission **deadline is February 15, 2017**.
10. Please do not hesitate to call or contact the Stated Clerk of Presbytery at any time in this process (920.434.8705; michael@winnebagopresbytery.org).

On behalf of the Presbytery, please accept our appreciation for this important effort.