



December 1, 2023

Dear Clerks of Sessions - of Chicago Presbytery Churches,

Advent and Christmas Tidings to you and yours.

We hope the Advent and Christmas celebrations at your church will be joyous and festive – as we again welcome again the “good news of great joy” – God’s arrival among us as a newborn child, who became for us the Savior, Jesus Christ.

This is also the time of year when we ask you to make your [Annual Reports](#) to the Presbytery of Chicago and to the General Assembly of the Presbyterian Church (U.S.A.). We remain most grateful for your participation as Clerks of Session - and perhaps Church Secretaries, Administrators, and Pastors - in this annual reporting process.

Please remember that these reports are an annual requirement of our PCUSA Constitution in our Book of Order (*see G-3.0108 and G-3.0302e*). Taken together, these reports give us a picture of ourselves as a Presbytery and as the Presbyterian Church (U.S.A.). These reports also keep your Per Capita requested contribution amounts at an honest and true number.

Here are the annual reports and items we are asking you to complete:

1. **Session Annual Statistical Report for the Year Ending 2023.** This report is completed online, using the login information below. The absolute last day to submit this online report is **Thursday, February 1, 2024**. PLEASE NOTE - this report should be submitted to the Session for their review. You can print a pdf version using the “pdf button” on the home page when you submit this report online. The Session should see this report sometime in January or February of 2024. This pdf version also needs to be included in your 2023 Session Minutes.

Instructions for completing this report are contained in the reporting program, which is in multiple languages - English, Korean, and Spanish.

Here is the website: <http://oga.pcusa.org/stats>

Click on the words “Go to the Online Statistics Entry system.”

Below is your User ID and Password:

Church:

City:

Username / ID:

Password:

2. **2023 Necrology Report.** This is a listing of all ruling elders and ministers of the word and sacrament affiliated with your church who died in the year 2023. This report can be completed on our Presbytery Website – at this [link](#).

This report is also due to the Presbytery Office by **Thursday, February 1, 2024**. We like to include these names in the “roll call of the saints / presbyters” in our worship service for an

upcoming Presbytery Assembly meeting. Please be sure to include your name, phone number, and email as Clerk of Session.

3. **2024 Ruling Elders Commissioners.** Please list on this form any ruling elders who may be serving as a Ruling Elder Commissioner to a Presbytery Assembly meeting during the 2024 year, including their email addresses. This report can also be completed online – at this [link](#). The due date is **February 1, 2024**.

4. **2024 Church Contact Form.** This report asks for any changes in your church / congregation information page on the Presbytery of Chicago Online Directory - any staff changes, changes in Clerk of Session, Treasurer, Financial Secretary, Office Staff, and others. This report can also be completed online – at this [link](#). The due date is **February 1, 2024**.

Note: If you wish to review the current information on the Presbytery website for your congregation, [please use this link](#).

If you need your personal passphrase, please [email Megan Hendrickson](#).

5. **2024 Changes in Terms of Call Reporting Form for Installed Pastors and Associate Pastors.** This report asks for any changes in the Terms of Call for ministers in an installed pastoral relationship in your congregation. The due date for this report is later - **March 4, 2024** – to allow time for your congregation to meet early in the new year and vote to approve any changes in terms of call for your pastor(s). Please remember the Congregation and Chicago Presbytery must approve any changes in the Terms of Call for all installed pastors and associate pastors (*see G-2.0502*). This report can also be completed online – at this [link](#). The due date is **March 4, 2024**. If your church has more than one pastor or any associate pastor(s), please submit a form for each individual.

Please do your best to complete these reports during the month of January 2024, and submit them to the Presbytery Office by the appropriate due dates. All reports – for the first time – can be submitted online, electronically.

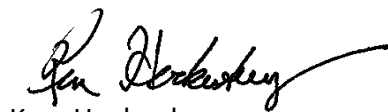
Thank you so much for your support in this effort, and for your service as Clerk of Session and/or Church Secretary in completing these reports.

If you have any questions, please call Ken or Megan at the Presbytery Office: 312-488-3000 (Ken is at Ext 4; Megan is at Ext 7). You can also email us:

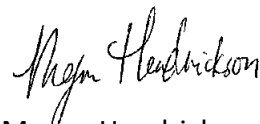
khockenberry@chicagopresbytery.org or mhendrickson@chicagopresbytery.org

Thank you for your efforts in these matters. We remain,

Yours in Christ,



Ken Hockenberry
Stated Clerk



Megan Hendrickson
Senior Administrative Assistant