



December 15, 2022

Dear Sister and Brother Clerks of Sessions - of Chicago Presbytery Churches,

*Advent Tidings to you and yours – as we move through Advent – and soon to Christmas.*

We hope the Advent and Christmas celebrations at your church will be more joyous and celebrative this year as we continue to emerge from this pandemic. Thankfully our message continues to encourage and inspire us: the good news of great joy still arrives, for us and for all people, for to us is born a Savior, who is Christ the Lord.

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. We remain most grateful for your participation as Clerks of Session - and perhaps Church Secretaries, Administrators, and Pastors - in this process.

For our report to the General Assembly (called the “*Session Annual Statistical Report*”), we continue to use the computer and the Internet. Using your computer at home or in your church, please log into the system housed in the Office of the General Assembly at 100 Witherspoon Street in Louisville, KY, and enter your church’s statistical information.

The instruction booklet is no longer being produced, but the program has been updated to include helpful tools and information for you to complete the process. Multiple languages are also available – English, Korean, and Spanish.

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

Church:

City:

Username / ID:

Password:

Please remember that these reports are a 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 contributions at an honest and true number. We encourage you to complete these reports as soon as you can – but no later than February 1, 2023.

Here are the items we are asking you to complete:

1. **Session Annual Statistical Report for the Year Ending 2022.** This is the report you complete online, using the above login information. The absolute last day to submit this online report is **Wednesday, February 1, 2023.** 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 2023. It also needs to be included in your 2022 Session Minutes.

2. **2022 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 2022. This report is due to the Presbytery Office by **Wednesday, February 1, 2023**. 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 include your name and email as Clerk of Session, and then scan and email or mail this report to the Chicago Presbytery Office.
3. **2023 Ruling Elders Commissioners and Church Leadership Form.** Please list on this form any ruling elders who may be serving as a Ruling Elder Commissioner to a Presbytery Assembly meeting during the 2023 year, including their email addresses. **Due date - February 1, 2023.**
4. **2023 Changes in Terms of Call Reporting Form for Installed Pastors and Associate Pastors.** The due date is **March 1, 2023** – 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 make extra copies as needed for any additional pastors / associate pastors on the church staff. 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). Please complete this form, noting the requested signatures from the pastor(s) and from you Clerk, and scan and email (or send by regular mail) this report to the Presbytery Office as soon as it is approved by the Congregation (no later than March 1, 2023).

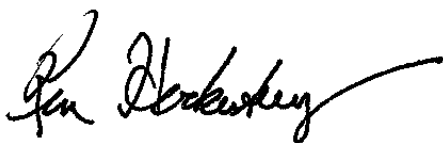
Please do your best to complete these reports during the month of January 2023, and submit them to the Presbytery Office by the appropriate due dates.

Thank you so much for your support of 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](mailto:khockenberry@chicagopresbytery.org) or [mhendrickson@chicagopresbytery.org](mailto: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