

Presbytery of Yellowstone

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December 9, 2019

TO: Clerks of Session in the churches of the Presbytery of Yellowstone

FROM: Jim Tarr, Stated Clerk

RE: 2019 Year End Reports

Greetings to all of you. I want to thank each one of you for your efforts on behalf of your congregation.

Listed below you will find information about the 2019 year-end reports. Susan has posted all the necessary instructions and report forms on the website under: Documents, Annual Forms, and Report Forms. Please do not hesitate to contact me should you have any questions about these materials, or about how to complete them. If this is your first time doing these reports, please contact me before you try to enter the data on the GA website.

New in 2020. Session Clerks are required to attend one meeting of the Presbytery during 2020 and you are to bring the church minutes recorded covering at least years 2018, and 2019 and the church roll book. Be prepared to come to the meeting being held closest to your church and be prepared to stay for some training during the meeting. The checklist for document review is now on the Website.

Session Annual Statistical Report (Due by February 13, 2020). This report must be submitted electronically. Susan has posted a link to the entry site as well as to the booklet "Instructions for Session Annual Statistical Report" on the Presbytery website. The booklet walks you through the process for getting the data ready to submit. Your per capita statement each year is based on the membership numbers that you report (12 months prior). It is important to report increases and decreases in membership. The clerk portal is now open, so I recommend you go on-line and check it out and make sure you know what information you will need to put together.

Your user name and password are:

Church: _____ Username _____ Password _____

Reports and payment to send to Presbytery office:

Necrology Report for 2019. (Due by January 24, 2020). Form is on the website. The due date for

this report is necessary in order for your information to be included at the first Presbytery meeting of the year and for the presbytery to remember their service in the memorial worship time. Please report separately a named listing of the Ruling Elders who passed away in 2019, the date of ordination and the date of death.

Per Capita Assessment for 2019. (Due by January 31, 2020). Statement is attached.

Should you need to make partial payments on your Per Capita, please indicate this on your form when sending in your payment.

Basic Mission Giving Pledge Form for 2020 (Due by January 31, 2020). This form reports your church's pledge to mission causes of the Presbytery (and the General Assembly). The form should be sent to the Presbytery office (even if your pledge is zero) as our Finance Team needs the information to confirm the Program budget for the Presbytery. The form may be found on the website. Note that the default is 80% to the Presbytery and 20% to the General Assembly. If your church would like to use different percentages, you will need to indicate those numbers on the form. Since all mission support from the Synod to the Presbytery was suspended in 2019 it is essential for your Church to consider increasing your mission giving or begin a pledge if you have not done so in the past.

Ministers Annual Report – Part 2 (Due by February 12, 2020). This form reports terms of call for pastors. Please complete and sign the form and return to the Presbytery office. This form may be found on the website along with other forms indicated above.

NOTE: This is a separate form from the one that you must file with the Board of Pensions to report salary changes. Links to the Board of Pensions may be found on the website.

