

# Presbytery of Yellowstone

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December 9, 2016

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

FROM: Debbie Blackburn, Stated Clerk

RE: 2016 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 2016 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.

**Online Reports:** There are two reports which will need to be completed online (with PCUSA).

**Session Annual Statistical Report** (Due by February 10, 2017). This report must be submitted electronically to <http://oga.pcusa.org/stats>. Susan has posted the booklet "Instructions for Completing the On-Line Session Annual Statistical Report" on the web site (top right hand side). The booklet walks you through the process for getting the numbers ready to submit.

Your user name and password are:

Church: \_\_\_\_\_ Username \_\_\_\_\_ Password \_\_\_\_\_

**Clerk's Annual Questionnaire.** (Due by January 31, 2017). See link on website.

**Reports and payment to send to Presbytery office:**

**Necrology Report for 2016.** (Due by January 17, 2017). Form is on the website. Note the earlier due date for this report as the first Presbytery meeting is earlier than it has been in the past.

**Per Capita Assessment for 2017.** (Due by January 31, 2017). Statement is attached. Should you need to make partial payments on your Per Capita, please contact me.

**Basic Mission Giving Pledge Form for 2017** (Due by January 31, 2017). 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.

**Presbytery Directory Updates for 2017** (Due January 31, 2017). Susan sent out an email requesting updates to the directory. This deadline is for reviewing the current directory. However, you should notify the Presbytery office anytime during the year if changes are made. You may send the changes by email or you may complete the Directory Change Form found on the website.

**Ministers Annual Report – Part 2** (Due by February 7, 2017). 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.

**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

