



Presbytery of Great Rivers

Bringing Hope: Every Hour, Every Day

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Annual Reports Memo

Date: December 1, 2011
To: Clerk of Session
From: Sue Krummel, Stated Clerk
Subject: Annual Reports

It's time once again to complete the annual statistical reports for your church. Remember, everything is online, including the booklets. To access all documents for the annual statistics reports please go to our home page www.greatriverspby.org and click on the link "Annual Statistics Report Forms".

All **Clerk's Annual Questionnaire Reports** and **Annual Statistical Reports** are to be submitted electronically starting Friday, December 9, 2011. Please be sure to have your session approve the Annual Statistical Report and the Clerk's Annual Questionnaire as soon as you have it completed. Remember, you do not need to have the congregation approve the report, just the session. You do not need to wait for the session's approval for the other reports. Inserting paper copies of these reports with the session minutes is the best way to meet many of the requirements of your next session records review. (These will now occur every other year.) You are asked to supply information for both the Clerk's Annual Questionnaire and Session Annual Statistical Report and to strictly adhere to the return date which is **February 22, 2012**.

To Submit the Clerk's Annual Questionnaire Report and Annual Statistical Report information online, please use following logon information. **They have an ABSOLUTE deadline of February 22, 2012.** If you do not have access to a computer, please call the office and we will mail you the forms for you to complete and return to us no later than February 10, 2012. Or, if you have any trouble getting the information submitted on time, please send your information to the office and we will enter it for you.

<u>City</u>	<u>Church Name</u>	<u>User ID</u>	<u>Password</u>
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The reports for the Presbytery office are the Necrology Report and Directory Change Form. Even if you have nothing to report on a form, for example the Necrology Report, please return the form. Again, you should also make a copy of all these reports a part of your Session records. Please carefully look over the directory change sheet and print clearly any changes for correct data input in our office. Complete information is very important, especially email addresses for clerks of session and treasurers as more and more of our correspondence is via email.

If you have questions on any of the reports, please contact the Presbytery Office. We will be glad to help you.

cc: Church Secretaries