

MEMO:

Clerk of Session 2023 Annual Reports – Grand Canyon

Dear Clerk of Session:

It's that time of year again! Lots of reports to fill out and turn in. Let us first thank you for the hard work you have done throughout the year in keeping your books in order. It is a thankless job, but we truly appreciate your dedication. This memo is designed to help you with some of the annual housekeeping duties that go along with the job. Please make note of the deadlines and please ask questions as needed.

Presbytery of Grand Canyon has a new mailing address. Please let your staff know. P. O. Box 2507, Mesa, AZ 85214-2507

PLEASE NOTE THE FOLLOWING DEADLINES FOR REPORTS:

 **Now thru FEBRUARY 16, 2023**

Annual General Assembly Statistical Report- This is an online report used to calculate your church's annual per capita dues. It is important that this is filled out each year so that you are invoiced the proper amount. Recently, the form was greatly simplified, and there are fewer statistics required! Here is the Link. <http://oga.pcusa.org/section/churchwide-ministries/stats/statistical-reporting-faq/>. This website has a tutorial for your assistance. If you require a manual form, please contact **Sue Houser** at pbyoffice@gmail.com and she will provide you one to use. It will need to be returned to her **NO LATER THAN February 10, 2023** to get your statistics entered for you. **PLEASE- DO NOT WAIT UNTIL THE LAST MINUTE AS THE ONLINE SYSTEM GETS OVERLOADED WHEN EVERYONE RUSHES LAST MINUTE TO SUBMIT THEIRS!**

 **JANUARY 20, 2023**

NECROLOGY REPORT- Each year at the January Annual meeting of Presbytery, we honor those Ruling and Teaching elders who have passed away in the previous year. Please find the form on the Presbytery website to submit or send Beth Kath an email with your list **no later than January 20, 2023** to be included at that Presbytery meeting. (Beth's email is pbyassoc@gmail.com)

 **FEBRUARY 16, 2023**

ONLINE DEADLINE FOR SUBMITTING STATISTICAL REPORTS. (SEE ABOVE)

All of the forms outline above will be found on the Presbytery website under FILES.
www.azpresbyteries.org

 **March 3, 2023**

ANNUAL PASTOR'S SALARY REPORT- This report is presented at the Spring Presbytery meeting to make sure that your church is in compliance with the Board of Pensions. **The form is attached.**



March 31, 2023

PRESBYTERY DIRECTORY UPDATES- We thank you for your patience as we have updated church information throughout 2022. We will be formatting that information for use by Presbytery members. Since we have recently finished collecting data, we are not asking for **2023 data to be submitted until March 31.** Please send the attached form to Carol Gerlach at rlgclg6_6@hotmail.com for use in updating the Presbytery directory and website. This includes requested contact information for session members and the committees they serve. **The 2023 form is attached.**

We have some tools for you!

- 1) All the materials attached are available on the Presbytery website under “Files- Clerk of Session”. Visit www.azpresbyteries.org and pull down the FILES menu item along the top. (Also note the Clerk of Session handbook!)
- 2) Carol Gerlach of Mesa First is your “go-to” person for Clerk questions- Her phone number is 480-962-7381 and email: rlgclg6_6@hotmail.com
- 3) We hope to renew the Review of Records prior to the end of 2021. More information will be distributed when dates become available.

**PLEASE CHECK THE “Files” PAGE ON THE PRESBYTERY WEBSITE FOR FORMS AND RESOURCES THROUGHOUT THE YEAR.
ALSO, CHECK THE WEEKLY EMAIL FOR ITEMS TO REPORT TO SESSION EACH MONTH!**

Lastly, if you are no longer the clerk, please forward this to the new clerk ASAP and let us know their name and contact information so that we can communicate effectively with the proper person. (If a new clerk is coming on in January 2023, please make sure this gets to them as the deadlines come shortly after)

Questions? Contact Sue Houser at pbyoffice@gmail.com or by leaving a message at the Presbytery office 602-468-3820.