**MEMO:
2025 Clerk of Session Annual Reports – Grand Canyon and de Cristo Presbyteries**
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 past 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.

**PLEASE NOTE THE FOLLOWING DEADLINES FOR REPORTS:**

**Open January 2, 2025 thru FEBRUARY 15, 2025**

**Annual Statistical Report** - **This is an online report used to calculate your church’s annual per capita dues and to confirm to the General Assembly the official size of the denomination.** It is important that this is filled out each year so that you are invoiced the proper amount for per capita and other GA, Synod, and Presbytery reports and documentation. 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 **Mica Bissinger** at **pby.rec.office@gmail.com** and she will provide you one to use. It will need to be returned to her **NO LATER THAN January 29, 2025** 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 THEIR INFORMATION!**

**JANUARY 15, 2025**

**NECROLOGY REPORT** - Each year at the January Annual meeting of the Presbyteries, 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 **Mica Bissinger** an email with your list **no later than January 15, 2025** to be included at that Presbytery meeting. (**Mica’s email** is **pby.rec.office@gmail.com**)

**MARCH 7, 2025**

**ANNUAL PASTOR’S SALARY REPORT** - This report is presented at the Spring Presbytery meeting being held on March 29, 2025 to make sure that your church is in compliance with the Board of Pensions**. There are forms for Grand Canyon and de Cristo. Please see the website** [**www.azpresbyteries.org**](http://www.azpresbyteries.org) **. If your church has an interim pastor, please provide salary information for the interim also.**

**We have some tools for you!**

1. All the materials referenced are available on the Presbytery website under “**Files - Clerk of Session**”. Visit [**www.azpresbyteries.org**](http://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 480-235-2261 and her email is **rlgclg6\_6@hotmail.com**.
3. **Mica Bissinger can also assist you in completing these tasks. You can reach her at the following email:** **pby.rec.office@gmail.com**.

**PLEASE CHECK THE “Files” PAGE ON THE PRESBYTERY WEBSITE FOR FORMS AND RESOURCES THROUGHOUT THE YEAR.**

**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 2025, please make sure this gets to them as the deadlines come shortly after.)**

 **Questions? Contact Mica Bissinger at** **pby.rec.office@gmail.com** **or by leaving a message at the Presbytery Office 602-468-3820 ext. 5.**

**PRESBYTERY DIRECTORY UPDATES - We are planning to update the directory quarterly. The first update will be available for posting on the website in time for the Spring Presbytery Meeting. Deadline for updates for this first 2025 update is March 1, 2025. Please send the Directory Update Form found on the website to Carol Gerlach at email:** **rlgclg6\_6@hotmail.com****.** Her phone number is 480-235-2261, if you have questions. This includes requested contact information for session members and the committees they serve.

**REVIEW OF SESSION RECORDS - Session records will be reviewed in 2025 on a regional basis. Dates and locations will be announced at the January 25, 2025 Combined Annual Meeting. The 2025 reviews will be for years 2023 and 2024. If you have minutes prior to 2023 that have not been read, these may be reviewed also. Please let us know ahead of time if this is the case so we have enough readers available to read more than two sets of documents per church.**