



Presbytery of Riverside

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Clerks of Sessions of congregations within the Presbytery of Riverside, greetings:

Thank you for your service to God in the person of Jesus through the purpose and passion of the Holy Spirit in your service as the Clerk of Session of the congregation in which God has called you to discipleship.

It is the time in the life of the Presbytery of Riverside and in the Presbyterian Church (USA) during which you are asked to submit year end reports and share financial commitments that support the mission and ministry of God internationally, nationally, and locally.

General Assembly statistical reports/questionnaires are submitted electronically. **These statistical reports require approval by the Session prior to them being submitted.** If you are new to the process or you desire help, please call the Presbytery office and either Carrie Black or myself will help you through the process. The deadline for submitting these reports is February 8, 2019, and submission by that date is necessary. If you desire help, please let us in the office (909.881.1595, M-TH, 8-5.30) help you in order to help you submit these forms in a timeline fashion.

Once you log onto the PCUSA General Assembly statistics site, one difference this year is that there is no workbook that has been prepared. In its place are a number of guides built into the process, guides that can be converted into PDF form for you to read and reflect. Another difference this year is the presence of supplemental questions. Please try to fill these out to the best of your ability as they have been generated by various agencies of the General Assembly in an attempt to better understand persons who are involved in PCUSA congregations. However, they are supplemental and not mandatory as a part of the year-end statistical priority. And if you have questions, please let us know!

In addition, the Presbytery of Riverside requires the submission of the following reports:

1. **Church information sheet 2019**—updating information from 2018
2. **Mission Pledge 2019**—After discerning God's leadership in your midst, please submit your congregation's pledge to support God's mission within the Presbytery of Riverside and the PCUSA.
3. **Minister Compensation 2019 report**
4. **Minister Concurrence**—This is the form on which Ministers of Word and Sacrament declare understanding of and acceptance of the compensation report and the Presbytery of Riverside 2012 Sexual Misconduct Policy.
5. **Salary Sharing Report**—On this form please indicate the Session's action to participate in the salary sharing program. This plan helps ensure all pastors receive at least the Presbytery approved minimum compensation. The recommended contribution is .75% of the church's budget. Each session is encouraged to participate at some level.

These reporting forms are found on the Presbytery of Riverside website: go to the committee's tab and then to the Stated Clerk tab;

<http://www.riversidepresbytery.com/stated-clerks.html>. If you have challenges with these forms, please contact the Presbytery of Riverside office (909.881.1595, M-TH, 8-5,30).

Also included is the notice of your congregation's 2019 **Per Capita Apportionment**. As we have shared in previous communications, the Per Capita Apportionment for 2019 has increased by \$1 to \$36.00 per member. This sum supports the mission of God and administration expenses within the Presbytery of Riverside, the Synod of Southern California and Hawaii, and the General Assembly of the PCUSA. Please share this information with the treasurer of the congregation. We appreciate the receipt of the per capita apportionment on or before April 1, 2019.

Thank you for your prompt attention to these important communication pieces and thank you, again, for your commitment to the God's Gospel in the person of Jesus through the passion and purpose of the Holy Spirit. May 2019 find you continuing to be equipped by the Triune God in the locations where God has planted you and nourished you to bear fruit.

Blessings and Be Well...

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