

December 21, 2011

Revised Notice to All Clerks of Session,

**Please note the correction made to the link to enter your statistics on-line. The correct link is: <http://oga.pcusa.org/stats>**

It's that time to file the 2011 year-end statistical information for your congregation. Attached are downloadable copies of the Guidelines for On-Line Session Annual Statistical Reporting & the Clerks Questionnaire. Please note the following changes this year:

- ❖ Hardcopies of the Guidelines were not sent from General Assembly. Attached are copies in English, Spanish and Korean. Please print the version you need for your work purposes. **All entries must be made on-line at: <http://oga.pcusa.org/stats>**
- ❖ **Your password is the same as last year WITH ONE EXCEPTION. Add an exclamation point (!) to the end.** If you do not have your password from last year, please contact me at the Presbytery office and I can provide it for you (215-242-1400 x309).
- ❖ The Clerks Questionnaire must be completed on-line at the following link: [www.pcusa.org/clerks2011](http://www.pcusa.org/clerks2011). Hardcopies are included just to help you with assembling your information in preparation for electronic submission.

**PLEASE NOTE:**

- ❖ You can begin entering statistics on-line at: <http://oga.pcusa.org/stats>
- ❖ All information entered is automatically saved. **You may enter the system frequently to complete a section at a time and subsequently hit "Submit" when you have finalized the entire report.**
- ❖ **THE DEADLINE TO COMPLETE THE 2011 ANNUAL STATISTICAL REPORT IS TUESDAY, FEBRUARY 21, 2012.**
- ❖ Information submitted to this on-line site will be reviewed by the Presbytery office---**any questions must be referred to the presbytery office (215-242-1400 x309), not OGA.**
- ❖ OGA cannot make changes to a church's record. **This CAN be accomplished by the presbytery up to Monday, March 5th.**

- ❖ OGA will not release church user names or passwords. You can obtain this information from me at the presbytery office, 215-242-1400 x309.

Please note all of the above information is also now available on our website at the following link: <http://www.presbyphl.org/documents>. Look near the bottom of the page for Statistical Report Forms and Information.

Should you require assistance with filing your statistics electronically, please call me at the Presbytery office, 215-242-1400 x309.

*Peace & Joy,  
Crystal Peterkin*

*Administrative Assistant  
Office of The Stated Clerk  
215-242-1400 x309*