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January 11, 2021

**TO: Those Responsible for Filling Out Reports**  
**FROM: Ted McCulloch, Stated Clerk**

For the reporting of annual statistics, this year will be the same as last year. The Office of General Assembly no longer prints workbooks or forms but they do provide us with all the documentation online to distribute to congregations. There is not a paper option for submitting Annual Statistics or the Necrology Report.

Please note that as of two years ago the "Church Staff and Officer List" form was replaced with the "Church Contact Checklist and Preparedness Information" form. Much of the information collected is the same but some additional information is needed for the required Emergency Preparedness form.

We have set up a page just for annual statistics reporting purposes. On that page you will find links to:

- The denomination's site for the online reporting of Annual Statistics
- The 2020 Necrology report to presbytery
- The Church Contact Checklist and Preparedness Information form

Your congregation's username and password to login to the General Assembly's website has not changed from last year. More information is available on the [Annual Statistics](#) page of our website.

Please note the final **deadline for entering statistics is February 18, 2021**. There are no exceptions as GA closes the system that day. You can edit your information at any time prior February 18<sup>th</sup>.

If you have any questions do not hesitate to contact the Recording Clerk, Staci Percy, at [spercy@presbylh.org](mailto:spercy@presbylh.org).

I appreciate the work you do and am grateful for your co-operation in completing this task.