



# The Presbytery of Western North Carolina

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## **Time Sensitive: All Reports due by February 16, 2017**

To: Churches in the Presbytery of Western North Carolina  
From: Tonya Williams  
Date: December 6, 2016  
Re: Annual Statistical Reports

Happy Advent! I know each of you eagerly await the arrival of this letter annually! The link from the Office of General Assembly is now active for you to complete your church's Annual Statistical Report. You can access information by clicking on the link below:

<http://oga.pcusa.org/section/churchwide-ministries/stats/>

A copy of the 2016 Instruction Workbook can also be downloaded from this page (on the right) under "Featured Resources."

**Your User Name and Password have not changed.** If you can't find your information, give me a call or email me (828/438-4217/[twilliams@presbyterywnc.org](mailto:twilliams@presbyterywnc.org)) and I can look it up for you. If you are having trouble logging in, remember that the most common mistake in entering your login information is omitting the exclamation mark (!) at the end of your password.

As you are working on the report, keep in mind that you don't have to enter everything at once. As long as you hit the "accept" button at the bottom of each page, your data will be saved and you can come and go as often as you like. Also remember that this is a wonderful time to evaluate your membership rolls. This benefits not only your church, but the Presbytery as well.

The 2017 Church Data Form is attached. It will also be posted on Presbytery's website ([www.presbyterywnc.org](http://www.presbyterywnc.org)) under "Useful Forms" by mid-month.

**All reports are due by Thursday, February 16, 2017.** Failure to comply is a violation of the *Book of Order*. At midnight, the system locks and you will not be able to key any more data. Please keep this important date in mind and don't wait until the last minute to key your information. Every year, the website bogs down close to the deadline because so many users are on the network. Plan ahead and avoid the frustration!

Thank you for the time that you expend to make this reporting process a success. As always, if I can be of help, please contact me.

Wishing you all the best this holy season!