

GUIDELINES FOR COMPLETING
2025 Annual Church Statistical Reports
PLEASE SUBMIT YOUR REPORT NO LATER THAN
FRIDAY, FEBRUARY 20TH

If possible, please ask your Session to approve the report before it is submitted.

N.B. If you do not complete the statistical reporting, your statistics from 2024 carry over. Per capita assessments for 2027 and Ruling Elder representation at Presbytery meetings are determined by the 2025 statistics submitted through Church-Wide Statistics and cannot be changed after February 20th.

Before you begin:

- Be sure you know your church's PIN and Password
- Visit <https://church-trends.pcusa.org/church/search/> and search for your congregation by name to locate your PIN.
- If you cannot locate your PIN or password, please contact Stated Clerk Rev. Jacob Douylliez (statedclerk@negapby.org, or by phone/text 912-674-6270)
- The Interim Unified Agency of the PCUSA has created a helpful guide for Statistics Reporting. It may be found here: <https://pcusa.org/resource/guide-statistical-reporting>

Steps for Completing the Report

- 1) Go to: <https://pcusa.org/resources/statistics-lists/statistical-reporting-faq>
(THIS IS A NEW LINK. THE LINK FROM LAST YEAR NO LONGER WORKS)
- 2) Click on “Statistical Reporting & FAQ” located in the box on the left-hand side of the page, then select “Go to the Online Statistics Entry System.”
- 3) Enter your PIN in the highlighted box, then enter your Password and click Login.
- 4) On the next page, you will see your church's name, address, telephone, email, and website address. If any of this is incorrect, please contact the Stated Clerk.
- 5) *Optional:* If you wish to download or print a blank form for reference while entering your statistics, click on the PDF button above your church name.
- 6) In the highlighted bar, click on the “**Statistics Questions**” tab. There will be general information on this page, as well as a box at the upper right labeled “**Tasks**.”
- 7) From the **Tasks** menu select “**Membership Stats**” and answer the questions in this section. When finished, click “**Accept**” at the bottom of the page.
- 8) **Repeat Step 7** for each of the following items in the **Tasks** menu:
 - a. **Congregational Life Stats**
 - b. **Racial Ethnic Stats**
 - c. **Financial Stats**
- 9) After completing all four categories of statistics, return to the **Tasks** menu and click on
- 10) “**Submit Stats.**” **Note:** the data will not be processed until you click “Submit.”
- 11) Click “Logout,” and then bask in the glow of a job well done. If you have any questions at all, please contact Rev. Jacob Douylliez, Stated Clerk.