

## SYNOPSIS OF FORMS

The table below gives a rundown of forms that Presbytery Clerks send to the PCA Stated Clerk's Office and whether or not they can be emailed instead of, or in addition to, being mailed.

Please note:

- When you email us, please do not send an additional copy of the information by mail unless specifically requested.
- When emailing information, it may not be necessary to complete the form and attach it; you may use free-form to give us the necessary information. Please refer to the form in the Clerks Handbook to be sure you include all pertinent data.  
**\*All Nominations forms must be used.**
- When in doubt about where to send a form, you are welcome to make use of [records@pcanet.org](mailto:records@pcanet.org) for all communication to the PCA Stated Clerk's Office.

Form Number and Name	OK to Send by			Comments/ Special Instructions
	Email	Mail	Portal	
Minutes, Rolls, Standing Rules for RPR		X		<b>Major changes were made in 2019 to RAO 16 to how RPR materials are submitted.</b>
Rolls	X	X	X	
021 Presbytery Enrollment Report Form	X	X		
022 Official Change of Presbytery Rolls -- Ministers	X	X	X	Be sure to send a copy to the dismissing or receiving presbytery when a transfer is being reported.
023 Official Change of Presbytery Rolls -- Churches	X	X	X	
024 Official Change of Presbytery Rolls -- Names-Addresses-Phones	X	X	X	
025 Ministerial Biographical Data	X	X		
026 Supplemental Ministerial Biographical Form	X	X		
Overtures (see 047 for Format)	X	X		Signed original by mail or scan by email; also request Word file by email
049 BCO Amendments Sent Down to Presbyteries for Voting	X	X		Signed original by mail or scan by email
053 Report of Appointees to Nominating Committee and RPR*	X	X		Signed original by mail or emailed PDF
059 Summary of Nominations*	X	X		Signed original by mail or emailed PDF
060 Nominee Biographical Form*	X	X		Signed original by mail or emailed PDF
064 Report of Appointees to CoC – odd*	X	X		Signed original by mail or emailed PDF
065 Report of Appointees to CoC – even*	X	X		Signed original by mail or emailed PDF
067 Report of Appointees as Floor Clerk & Communion Elder*	X	X	X	Signed original by mail or emailed PDF

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