

### UPDATE OF PCA CHURCH RECORDS In the Stated Clerk's Office

This document gives an overview of the update process used by the Stated Clerk's Office to develop the two publications that provide information about the denomination, and how you as presbytery clerks are involved in the process. The dates shown are based on normal production schedules and current staff resources.

Document	Published	Update method	Input Needed By
<b>Directory</b> (blue)	Beginning of calendar year	<ol style="list-style-type: none"> <li>1. FYI only - Postcard sent to all churches asking for name/address changes (late August).</li> <li>2. Clerks notify Stated Clerk's office of pastoral changes (via Clerks Web site or e-mail to records).</li> </ol>	<ol style="list-style-type: none"> <li>1. Early October</li> <li>2. Early October (Pastoral changes are accepted only from presbytery clerks.)</li> </ol>
<b>Yearbook</b> (gray, 2 Vols.)	Late Spring	<ol style="list-style-type: none"> <li>1. FYI - Ministerial Bio update letter sent to TEs in mid-September; Data posted on web for review.</li> <li>2. Presbytery packets sent to clerks in early November. Clerks update information (rolls, committee chairmen, officers, candidates, licentiates, standing meetings) via Clerks Web site or e-mail to records.</li> <li>3. Stats forms sent to churches early December. Clerks remind churches to respond.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mid-November for Ministerial Bio changes</li> <li>2. Early December or at Clerks Conference</li> <li>3. Mid-February</li> </ol>