

GUIDELINES FOR SUBMITTING INFORMATION

Many of the updates and changes listed on this form may also be made through the Presbytery Portal. For more information about the Presbytery Portal, please reference page 007 – PCA Clerks Online Tools.

022 OFFICIAL CHANGE OF PRESBYTERY ROLLS – MINISTER – OR USE PORTAL

*Clerk of **initiating presbytery***: The receiving presbytery should be the primary, or initiating, presbytery in a transfer. However, it is better for us to receive two sets of information rather than none at all. Remember that the change is not officially complete until both presbyteries have done their receiving/dismissing. A man remains in his presbytery until received by another.

- Mail copy to Stated Clerk of General Assembly or use Presbytery Portal.
- Keep a copy for your files.
- Mail 2 copies to clerk of other presbytery.

023 OFFICIAL CHANGE OF PRESBYTERY ROLLS – STATUS OF CHURCH/MISSIONS – OR USE PORTAL

This form is for churches coming into or leaving the PCA or becoming a particular church from a mission work. This may also be done on the Presbytery Portal.

- Date Organized: Use if it has become a particular church from a mission work.
- Date Received: Use if it has come into the PCA from another denomination.
- Check Other Change of Status: If "Other", please tell us what other change there is.
- If both a church and pastor change status, please also send form 022.

024 OFFICIAL CHANGE NAME/ADDRESS/PHONE – OR USE PORTAL

- If church meeting and mailing address differ, please indicate both. Also, if pastor's office phone is different from the main church number, please indicate.
- Please circle whether address change is for pastor or clerk of session.
- Please include area code with phone number.
- Please give the 4-digit extension on zip codes whenever possible.

FORMS 022, 023, 024

Please send changes to the PCA Stated Clerk's Office within 10 days.

- The PCA Stated Clerk's Office accepts this information in "free form" via email to records@pcanet.org, or through the PCA Clerks Portal.
- Date and sign the form (or identify yourself if sending via email).
- No need to send certificates to the PCA Stated Clerk's Office.

Forms 025 and 026

These two forms are used to compile the *PCA Yearbook*. Please encourage your members, especially new members to fill out these forms. They may also fill out the bio information online here:

Form **025 MINISTERIAL BIOGRAPHICAL DATA** is used for new ministers or ministers new to the PCA. Please ask these men to fill one out as soon as they are ordained and return it to the PCA Stated Clerk's Office.

Form **026 SUPPLEMENTAL MINISTERIAL BIOGRAPHICAL DATA** updates information in following years.

Please note that information submitted should not be abbreviated. Abbreviations that appear in the *Yearbook* are standardized, and the common abbreviation used for a term may not be used in some instances where, for example, two colleges are both known as UofP.

RPR MATERIALS

In 2019, the General Assembly approved significant changes to how materials are submitted to RPR. RAO 16-4.a now states:

The stated clerk of each presbytery is to provide the Stated Clerk of the General Assembly with copies of all minutes to be reviewed, in one of two formats: (1) four bound, paginated hard-copies or (2) two bound, paginated hard-copies and one paginated digital copy (preferably as a single document).

So you should now send in your materials either:

-4 hard copies

-or-

-2 hard copies **and** 1 digital copy

When sending in **MINUTES** always send the approved minutes, directory, and standing rules. Minutes should be bound in some way – remember each set of minutes is then sent out to reviewers who may be getting minutes from multiple presbyteries at one time.

For instructions on how to submit digital records, please email Margie Mallow, mmallow@pcanet.org.

OTHER INFORMATION TO BE SUBMITTED

We depend on **ENROLLMENT REPORTS** for information about new churches/missions, pastors transferred in/out of the presbytery or denomination, candidates, licentiates and churches lost from the denomination.

STATISTICS FROM INDIVIDUAL CHURCHES are absolutely necessary in order to gather and distribute information about our denomination and its growth. We ask that Stated Clerks of presbyteries follow up to get churches to send them in.