

December 16, 2025

Dear Presbytery of West Virginia Clerks of Session and Pastoral Leaders,

Advent Greetings! December brings glad tidings of great joy and the season of covenant renewals, statistical reports, and year-end reports. As a presbytery, we are asking you to complete and return either a Covenant Renewal or Pastor's Compensation Report and a Necrology Report. **The statistical report goes to the Interim Unified Agency of the Presbyterian Church (U.S.A.) and is required.** The details for reporting follow.

1. Covenant Renewals

The Covenant Renewal forms for Temporary Supply Pastors, Commissioned Pastors (CPs) and Lay Supply Pastors are posted online - <https://wvpresbytery.org/documents/>. **DO NOT USE FORMS FROM PREVIOUS YEARS** as the Committee on Pastoral Ministry may return them to you to complete on the correct form. If you are unsure about the correct form or need a copy of a covenant, please contact the Committee on Pastoral Ministry chair, Julie Olt, your liaison, or me. The deadline for submitting these forms is **January 12, 2026**. The annual report forms for CPs are also posted online; the deadline for these reports is **January 12, 2026**. These need to be received for CP covenant renewals to be recommended to presbytery.

2. Statistical Report for 2025

The deadline for completing this report is February 20, 2026. Churches may start submitting their report on January 2, 2026. Here is a link to the report:

<https://ogaapps.pcusa.org/security/Login.aspx?RequestUrl=http%3a%2f%2fogaapps.pcusa.org%2fsoc%2f>. There is also a link through the Presbytery's website. There is no longer a traditional instruction booklet; the instructions are now listed under FAQs, *What information will I need for my report?* Click on English. **You will need to download the questions to assist you as you put your data together.** Once the information is gathered, you can then enter it online.

The user IDs and Passwords have not changed; if you need your ID and password, please contact me or info@wvpresbytery.org. You do not need to send an electronic or paper copy of the Statistical Report to me, as I am able to access these online. **Ministers serving as Moderators in other congregations are asked to assist in getting reports completed for these congregations.**

Please note that staff is here to help if you have difficulties or if it is not possible for you to work with this material online; to request a print copy of the material, please contact info@wvpresbytery.org. You will then need to send these completed forms back to me by February 1, 2025, so that the information can be entered for you online.

Please note that membership numbers are based on the successful completion of this report. Churches are responsible for completing the annual statistical report. The membership numbers reported to the General Assembly are the basis for each church's Per Capita assessment; the membership numbers reported for 2025 are the basis for the 2027 Per Capita assessment.

3. Presbytery Year-End Reports

The Year-End forms are posted online; if you need a printed copy of either report, please contact the office.

- Pastor's Compensation Report – **Only churches with designated or installed pastors need to complete this form.** If you submit a covenant, you do not need to complete a Pastor's Compensation Report.
- Necrology Report – All churches are asked to complete this form; **if you have no one to report, please put *none*.** All Ruling Elders reported will be recognized during worship at February's Stated Presbytery meeting.

Please send these two completed reports to me (the new address is on page one of this letter) or at leadpresbyter@wvpresbytery.org by **January 22, 2026**. Please note that churches are asked to **include proof of insurance as part of your Session minutes** rather than complete a form!

4. Minutes Review for 2025

The 2025 Record Reviews will be conducted quarterly in person and online. Clerks of Session (or a representative) will need to attend an event by October 2026. The dates of the February events are listed below please watch the new Pieces publication for future dates.

- February 22 – Greater Charleston Area in person event, 3:00 PM
- February 23 – Zoom event, 7:00 PM
- April – Greater Bridgeport/Clarksburg Area in person event & Zoom event, dates TBD
- August – Greater Lewisburg Area in person event & Zoom event, dates TBD
- October – Greater Huntington Area in person event & Zoom event, dates TBD

If I can be of assistance to you with any of these or other matters, please contact me. Thank you again for your ministry as a Clerk of Session!

Grace and peace,

Maureen Wright
Lead Presbyter &
Stated Clerk

leadpresbyter@wvpresbytery.org