



To Our Colleagues –

Happy New Year! It is that time again, when Winnebago Presbytery sends out the Informational Packet. We need to keep our files updated with current information so we don't mail or email important information to the wrong person. The Presbytery, the Book of Order, or both require the information being requested. We look forward to you updating the information contained in the packet so that we may stay current. Enclosed in this packet you will find the following:

- Annual Presbytery Checklist
- General Mission Pledge Form
- Loan Information Report
- Terms of Call
- Notice of Apportionment (per-capita report and invoice); scroll down to find your letter
- NEW! Remittance Form for 2026 (see below for more information)
- Contact Information Form
- Necrology Report for 2025
- Proof of Insurance Report
- Names of Elders for Communion authorization

The CCLI and CVLI Licensing Invoice will be provided in a separate communication.

All of the above information has varying due dates which are found on the Annual Presbytery Checklist. Please compile the items and send them to the Presbytery no later than the due dates shown on the checklist. You may need other staff members to help with these forms (Pastors, Finance, Administrative Assistant, etc.). The forms that are not specific to each church are also on our website under the Stated Clerk/Clerk of Session tab in the menu. Some forms are fillable.

The following information is also required, but you will need to send a copy of your current reports.

- Copies of your Property and Liability Insurance Certificates
- Child Protection Policy, Sexual Misconduct Policy, Antiracism Policy, and Harassment Policy (see checklist for information)
- Quarterly per capita requests must be sent to the office
- Articles of Incorporation (if not already done so in last 3 years)

We have a new remittance form for 2026. There is a change in the number of denominational special offerings and this new form lists just the three special offerings that will be received starting this year.

The General Assembly recommended and presbyteries ratified constitutional changes that went into effect in July 2025. These changes include a new requirement for all councils including Sessions to create and implement a policy on adults with vulnerabilities protection policy.



Frequently Asked Questions

Q: Does this mean you will not remind us when items are due?

A: *Communication throughout the year will still occur through News and Notes, and specific emails will be sent as various reminders. For example, pastors and clerks will receive a reminder in early March that the Terms of Call are due March 15. (This is an example of why it is important that the Contact Information Sheet indicates the current Clerk of Session).*

Q: If we have forms and policies completed early, can we send them ahead of time?

A: *YES. You do not need to wait until the due date.*

Q: Do we need to send forms and policies every year even if they haven't changed?

A: *In most cases, the data will change each year (financial information, loans, insurance coverage, etc.), and we need the current year's information. However, if you sent a Child Protection Policy, Sexual Misconduct Policy, and/or your bylaws within the last 3 years and did not make any changes, your Clerk may send a note on behalf of the Session indicating that you have reviewed the policy and not made any changes to the current version.*

Q: Who do I contact if I have any questions?

A: *Please send an email with your question to info@winnebagopresbytery.org. Depending on the nature of your question, one of the Presbytery staff will respond. Please mail/email your completed information by the due date listed to:*

Winnebago Presbytery
181 E. North Water Street Suite 207
Neenah, WI 54956

Email: info@winnebagopresbytery.org

Thank you in advance for your participation in this annual event. Your cooperation is greatly appreciated.

Bob Boswell

Stated Clerk, Winnebago Presbytery