

# PRESBYTERY OF THE TWIN CITIES AREA

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November 24, 2021

**TO: Treasurers/Administrators, Clerks of Session, and Moderators of Session**  
**FROM: Steve Robertson, Presbytery Treasurer**  
**RE: Per Capita, Congregational Remittances, and Unified Mission Support**

**1. Statement of 2021 YTD Per Capita Apportionment Payments:**

Enclosed with the postal mailing of this letter is your congregation's Statement detailing your congregation's 2021 per capita apportionment and payments received year-to-date. If there are any discrepancies with your records, please contact me as soon as possible.

To those who have paid your per capita in full or are paying regularly, **THANK YOU!** If your congregation has not fully paid your 2021 per capita apportionment, **we urge you to do so before year-end.**

**2. Cutoff Date for Crediting 2021 Per Capita and Remittances**

The presbytery office closes for the Christmas holiday beginning on **Thursday, December 23, 2021**. All per capita payments and remittances received after that date will be processed and credited in 2022 **with the EXCEPTION of 2021 Unified Mission** as noted below.

**If your congregation is making a year-end 2021 contribution to Unified Mission Support and wants to make sure that payment is credited for 2021, please send that contribution in a separate check with a Remittance Form to be received by the presbytery office by Friday, January 7, 2022.**

**3. 2022 Congregational Remittances (aka Benevolences):**

Congregational Remittances include all Special Offerings (One Great Hour of Sharing, Pentecost, Peace and Global Witness, and Christmas Joy), Unified Mission Support, Extra Commitment Opportunities (mission co-workers your congregation supports), Presbyterian Disaster Assistance contributions, and gifts to the Theological Education Fund. These contributions are received and processed through the presbytery's Mission Treasury Service.

**Please use the enclosed REMITTANCE FORM to remit your payments, payable to the Presbytery of the Twin Cities Area, directly to the Presbytery of the Twin Cities at 2115 Cliff Drive, Eagan, Minnesota 55122.** Make copies of the Remittance Form as needed or find additional copies on the presbytery website: [www.ptcaweb.org](http://www.ptcaweb.org), under "Resources and Forms"

and then “Church Treasurers.”) You are encouraged to put multiple payment items on one check and one remittance form.

For **Presbyterian Disaster Assistance contributions**, you MUST indicate the response name (Ex: “Ukraine earthquake”) and/or disaster response reference number (if known). For example:

DR000148	General Undesignated Disaster & Program Support
DR000165	U.S. Wildfires Response

**CHANGE FOR 2022:** For **Mission Co-Workers Support**, beginning in 2022, all mission co-workers (MCWs) will be supported under ONE Fund D500115 - Mission Personnel. Congregation can still indicate that they are giving in support of a particular MCW by **giving in their honor by their name**. The MCW will still get a monthly report with a list of those giving in their honor.

This is a significant change from the past when every MCW has had a unique fund ID that could be used to give to their support. **In your remittances to the Presbytery, please be sure to list the name of the Mission Co-Worker you are supporting.**

For **Other Extra Commitment Opportunities** (special mission projects) you MUST indicate the name and code number of the particular project to make sure your contribution is received as intended. For example:

E867157	Korean-American Ministries
H999999	Presbyterian Hunger Program

Enclosed is a **Quick Reference Guide** to many of the codes we see most often. If the project or your congregation wishes to support is not on the list, please contact PTCA Office Manager Jennifer Schultz for assistance before sending your contribution. We have access to the denomination’s list with thousands of codes! **We cannot process your contribution without these details.**

#### 4. **2022 Per Capita Apportionment:**

The enclosed spreadsheet shows the per capita apportionment for your church for 2022. The apportionment for each church is determined based on the number of active members each congregation reported to the General Assembly from 2020 (i.e. from two years prior.) The per capita levels established for 2022 are the same as those for 2021:

General Assembly	\$ 8.98
Synod	\$ 5.50
Presbytery	<u>\$22.02</u>
<b>TOTAL</b>	<b>\$36.50 / member</b>

We request churches pay their apportionment to the Presbytery of the Twin Cities Area (PTCA) as soon as possible after January 1, 2022. However, some churches find monthly or quarterly payments to be convenient.

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Make copies of the Remittance Form as needed or find additional copies on the presbytery website.

**5. 2022 Unified Mission Support Pledge:**

You also are receiving the **2022 Per Capita and Unified Mission Support Pledge Form** for your use in reporting the Unified Mission Support pledge of your congregation. Please complete this form and return it to the Presbytery of the Twin Cities Area, 2115 Cliff Drive, Eagan, Minnesota 55122 by January 31, 2022.

General Unified Mission Support gifts sustain the Presbytery's work of equipping leaders and supporting congregations. Your Unified Mission Support gifts also are shared with the Synod of Lakes and Prairies and the PC(USA) General Assembly. Unless your congregation's session indicates otherwise, the General Unified Mission Support is distributed in the following percentages: General Assembly - 17%; Synod of Lakes and Prairies - 17%; our own Presbytery - 66%.

The presbytery encourages every congregation to make a pledge of at least 5% of their total receipts toward Unified Mission Support. For those congregation who are able, consider increasing your Unified Mission Support up to 7% to 10% or more of your congregation's total receipts.

Thank you for your attention to these matters, and for your service to your congregation and the wider church through these financial matters.

If you have questions about any of the information, please contact me. Office Manager Jennifer Schultz is also available to answer questions at the Presbytery of the Twin Cities Area office.

*Steve*

Steve Robertson  
Presbytery Treasurer  
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Cell Phone: 612-655-7594

Encl: Your Congregation's 2021 Year-to-Date Per Capita Statement (incl with postal mailing only)  
Per Capita and Remittance Form  
2022 Per Capita Apportionment Spreadsheet  
2022 Per Capita & Unified Mission Giving Support Pledge Form  
Quick Reference Guide to Often-Used PDA & ECO Codes