

Helpful Hints for Church Historians

I. Source Materials to File

- A. Minutes from Coordinating Team meetings and any church-wide PW meetings and Gatherings.
- B. Programs, brochures, study materials, publicity, photographs etc..
- C. Copies of any histories regarding any women's organizations that preceded your Presbyterian Women's group.
- D. Annual Congregational Report, newsletters, bulletins etc.

II. Guidelines for writing histories

A. Information to include in the Historical Report

1. Names of pastors and associate pastors .
2. Number of women members of the congregation and in PW circles, and names those who hold leadership positions in the church, (staff, session, committees and governing bodies of PW, and the denomination.
3. Names and positions of Coordinating Team Officers.
4. Number of circles, their meeting times, and Bible studies used.
5. Significant meetings, programs, activities, and fellowship events such as parties, Birthday and Thank Offering Gatherings, teas, guest speakers, hosting of Presbytery events etc.
6. Names of women who attended PW Gathering, conferences, training events, and other programs sponsored by PW at any level...
7. Service projects within the congregation, community, and nation.
8. Special offerings for missions within church, community, nation, and world.
9. Fund-raising events to underwrite mission projects.
10. Joint projects and programs with other congregations.
11. Any other activities that do not fit the categories mentioned, but are of interest to others.
12. Photographs—sent digitally or submitted with report—which illustrate the historical report.

NOTE: Numbers 1-4 : information may be listed

Numbers 5-12: more creativity is allowed.

B. Separate Sections at End of Report

- 1 Recognition of women who have been honored during the year (Honorary Life Membership recipients, Women of Faith, etc. and a description of why they earned the honor.)
2. Year-end financial statement, including operating expenses and benevolences and special gifts
3. Necrology Report, including the full name, dates of birth and death, church, and a brief biography of her involvement within the church and the community and other personal details of her life.

C. Set up of Historical Report

1. Type original on acid-free paper (many churches use this but office supply stores also have it). Copies can be on regular paper.
2. Type reports single-spaced one side of page; double space between paragraphs. Use block form (no indentation of paragraphs). Insert page numbers on center bottom .
3. Place name of PW church, location (city, state), presbytery, synod, and period of time covered in the historical report at the top center of the first page. Place the name and location of the church and the period of time covered in the upper-left corner on the following pages.

Be certain to date and sign your name on last page.

III. Submitting Histories DUE JANUARY 31

1. Original. Mail in a large flat envelope to:

Special Collections and Archives

John Bulow Campbell Library

Columbia Theological Seminary

P.O. Box 520, Decatur, GA 30031

2. Copy (electronic or paper) to:

Elizabeth N. Graves

7607 Nancy Dr., Norfolk, VA 23518

enybakken@cox.net 757-480-4732

3. Three Copies: church files, PW files, and your files.