

Helpful Hints for Historians

I. Keeping Materials

- A. Ask the secretary for a copy of the minutes from PW and CT meetings and make a file.
- B. Keep a copy of any programs, brochures, study materials, publicity, photographic records (prints, slides, video, motion pictures, etc.) and all oral recordings.
- C. Obtain, if possible, copies of any histories regarding any Presbyterian Women's organizations that preceded your Presbyterian Women's group.
- D. Acquire and preserve copies of artifacts: any buttons, fabrics, porcelain, glass, etc., objects created with the name or to illustrate programs of your group.

II. Guidelines for Writing Histories

A. 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. Date and sign your name on last page.

B. 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), governing bodies of PW, and those in 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 PWP/S..
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 of interest to others.
12. Photographs—sent digitally or submitted with report—which illustrate the historical report.

C. Separate Sections at the End of the Historical 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.

III. Submitting Histories

DUE JANUARY 31

1. Original. Mail to: Special Collections & 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
757-480-7323

3. 3 Copies: save for church, PWC, your files.