

Information for Presbyterian Women Historians

Accountability: to the Coordinating Team and Presbyterian Women in the Congregation.

Purpose: to maintain and preserve historical records of the Congregation's organization of Presbyterian Women.

The responsibilities of the PW Historian of the local Church include:

- * To write the annual narrative history (of the previous calendar year, Jan. through Dec.) and SEND it to the Columbia Theological Seminary address below.
- * To write an up-to one page summary of that narrative history, and SEND it to the PW Historian for the Presbytery of WNC. (Name and address on next page.)
- * To create and maintain, either by scrapbook or files, a collection of photos, a list of CT officers for your organization, reports of mission projects/unique fundraisers, benevolences granted, programs of interest, such as Gatherings or social events, news articles, meeting minutes, etc.

For written items and annual historical reports, use acid-free paper or high quality bond typing paper. Type these items single-spaced on one side of paper; double space between paragraphs. If handwritten, use black ink.

Synod level history: For the longer report to Columbia Theological Seminary, place name of PW group (congregation), location (city, state), period of time covered at the top center of the first page and in the upper left-hand corner on the following pages. Date and sign your name on the last page. If you collected photos of leaders, groups, and events, you may wish to send some. As much as possible, acquire black and white photographs, as they will last longer than color prints. Include identifying information (date, place, event, names). Include the names of the coordinating team members, reports of gatherings, special programs, activities, names of women who attend conferences and training events, recognition of women who have been honored during the year, year-end financial statements, and brief biographies of deceased persons.

Send to: Ms. Chris Paton, Archivist
John Bulow Campbell Library
Columbia Theological Seminary
Post Office Box 520
Decatur, GA 30031
Phone: 404 687-4615

Email: Patonc@ctsnet.edu

Writing the **brief** summary for the **Presbytery:**

WHO should report?

Answer: Each congregation's organization of Presbyterian Women. PW is a functioning group of women, within a Presbyterian church (USA) that meets regularly to fulfill the developed purpose of Presbyterian Women. Every woman within a Presbyterian church may not choose to participate in a PW group. PW is a specific group of women that may initiate, develop, work on, and/or supervise projects/fundraisers, programs or events in order to provide financial and/or other support for the needs of others. This support could be for local, national or worldwide purposes. Group Bible study is also a part of their agenda.

Information for Presbyterian Women Historians (continued)

WHAT should be reported in this brief summary?

Answer: Inform us of the number of Circles, number of women participating, and **PW** 2008 activities, including projects/fundraisers, to whom benevolences are granted, programs (such as Gatherings or Mother-Daughter events), achievements, Bible studies, attendance of your members to Presbytery or Synod meetings or Gatherings, and what special things happen within your group. In addition to your group's selected missions, let us know if you support the Birthday and Thank Offerings and Least Coin. A PW member often contributes her time, talents, and/or financial support to various other activities or functions of the church as a whole; e.g., singing in the choir or playing hand-bells, serving as an elder, teaching Sunday School, participating in hospitality events, etc. These are considered to be (whole) church activities, *not* those specifically of the PW organization. We ask for a summary that records the accomplishments and activities that involve the acknowledged PW group members and are planned, carried out, and/or supervised by them. At times, PW may join other church groups or members to do a big project. The PW historian reports on PW involvement and outcomes as differentiated from whole church activities.

WHEN are the summaries due?

Answer: By January 31, 2010. (The history is for January 1-December 31, 2009.)

WHERE are the summaries to be sent?

Answer: Send to: Becky Lineberger, Presbytery Historian
1738 Charles Raper Jonas Hwy.
Mount Holly, NC 28120
Phone: 704/827-2607
beckyl@carolina.rr.com

If your church does **not** have a PW group that is guided by the PW Purpose, or does not connect with or participate in the Presbytery, Synod or church-wide goals and missions, you may still wish to share summaries of your women's work, accomplishments, and benevolences with other churches. We could include these in a portion of our History Booklet. Please note at the beginning of your summary if yours is **not** a PW organization. Sharing ideas about the work of women in the church is a purposeful way to inform each other of good programs and projects for giving to those in need.

Summaries of 2008 histories are printed in the "History of Presbyterian Women of the Presbytery of WNC" booklet distributed to PW moderators of local churches at the 2009 Spring Gathering, or were mailed to those not attending. We avoid printing examples in the *Handbook* because it is too difficult to select some while automatically eliminating others. You must read those summaries to appreciate all that small and larger PW groups have accomplished. After reading these, you will know how to write your up-to-one page summary of 2009. Also, you can use these wonderful reports to select projects your group may want to do in the future. So many ideas, so much caring!!!! Thank you to each group.