

Information for Presbyterian Women Historians in Local Churches

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.

Period Covered: January 1 – December 31, 2016

The responsibilities of the PW Historian of the local Church include (please note that the first two starred items below both need to be done and sent to two separate recipients):

- * 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 one-page summary of that narrative history in list format (see example on p.19 of the Handbook), and email it to both the PW Historian (Teresa Carpenter, teresacarpen@aol.com) and the PW Moderator for the Presbytery of WNC (Tina Joyner, tjoyner10@yahoo.com).
- * 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. This is for you to **KEEP**.

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.

For the longer report to Columbia Theological Seminary, place name of PW group (congregation), location (city, state), and 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: 404/687-4628

Email: patonc@ctsnet.edu