

# **GUIDELINES FOR PREBYTERIAN WOMEN (PW) IN THE CONGREGATION FOR SUBMITTING CHURCH HISTORIES TO THE ARCHIVIST AND PRESBYTERY HISTORIAN**

**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, 2019

Record PW events from January through December of each year. Follow the guidelines below for a narrative report **OR** in a bulleted format.

## **What to include in the narrative or bulleted history report:**

- Name and address of church and name of pastor(s)
- Number and title of women serving as pastors, deacons, elders, etc., in the congregation
- Names of the Coordinating Team (CT) or contact person(s) of PW in the congregation
- Number of groups/circles, number of women active in PW, and how often circles meet
- Number of deaths of PW during the year with names and dates of death
- Name of Bible Study (*Horizons* or other)
- Special Gatherings/Meetings held during the year (Annual Gathering/Meeting, etc.)
- Names of persons receiving Honorary Life Memberships, recognition and memorial gifts, along with a brief biography of each (on a separate sheet of paper)
- Summaries of missions supported and special programs, including offerings (Birthday Offering, Thank Offering, Least Coin, Guatemala Fund, etc.), and list of benevolences **with no amounts**
- Names of those who attended PW Gatherings, training, etc., in the Presbytery, Synod, and Churchwide
- Names of those who served in the PW Presbytery, Synod, or Churchwide and in what capacity they served

## **How to prepare the narrative or bulleted history report:**

- Use a one and one-half (1 1/2) inch left margin and a one (1) inch right margin, allowing room for punching holes in the report to be filed in a notebook at the Archives
- Within the margin, type the following in the upper left-hand corner of each page –
  - Name of Church
  - Address
  - Name of Presbytery
  - PW History – Date

- Organize material by topic (**not** by calendar event)
- Make **three** (3) one-sided copies on acid free paper
- Print and sign your name, title, and date at the end of all three copies
- Keep **one** copy for your PW, including an actual year-end financial statement
- Mail **one** copy to:

Archivist  
John Bulow Campbell Library  
Columbia Theological Seminary  
P. O. Box 520  
Decatur, GA 30031

- **Mail one copy to the Presbytery PW Historian listed below by January 31.**

Teresa Carpenter, PW Presbytery  
Historian 1298 Bluestone Court  
Morganton, NC 28655

**Questions?** Contact Teresa by phone (828/443-7727) or by [email teresacarpen@aol.com](mailto:teresacarpen@aol.com)