

HOW TO WRITE PW CHURCH HISTORY

HOW TO BEGIN

*Use acid-free paper because it does not yellow or crumble as quickly as other paper does. Use 8 ½ x 11 paper with 3-ring holes. Purchase at office supply store.

*Use full names (for women, use the married and maiden name; example, Kate Smith, Kate Smith Jones, Mrs. James Jones). Those doing research in the future will need both.

*Write the church history from January 1 through December 31. List officers and leaders in the year that they are elected. If some events are discussed in one year but happen in another, they need to be included in the year in which they happen.

*Begin to keep records at the beginning of the year. Do not wait until the next January. Some historians suggest jotting down a few things each Sunday or at the very least do it monthly. A spiral notebook is essential.

Resources

*P W Officers

*Bulletins and Newsletters

*Personal attendance at functions

*Honorary Life Memberships—If Honorary Life Memberships are given at the church level, write Honorary Life Member sketches. These should have the full name of the person as a title. The sketch should include important events in the life of the honored person, church activity, and a picture. The name of the group conferring the honor is important. Use the Biographical Sketch Sheet to help gather this information.

*Financial (end of year) report of PW

TOPICS TO INCLUDE IN HISTORY

*Names and titles of your PW Board

*Names of women clergy, Elders, Deacons, Director of Christian Education & Youth Leaders, Sunday School teachers

*Activities of Presbyterian Women (circles, banquets, special events, bible studies, mission projects, training) Names and total membership of each circle.

Annual Statistical Report/Presbyterian Women

Church _____ City _____

By _____

All figures pertain to the total number of women in your church.

Total number of women members _____

Active in PW _____

On Session _____

On Diaconate _____

On Board of Trustees _____

Attended Annual PW Gathering _____

Attended PW workshops _____

Attended joint conference _____

Attended Women's conference
at Montreat _____

Attended Bible Study event _____

Attended Church Women United events _____

How much did you contribute?

Birthday Offering _____

Thank Offering
(including Health Ministries) _____

Church Women United _____

Other _____

On a separate sheet or reverse, complete the following:

1. List other special offerings or gifts given and to whom.
2. List sewing projects completed and distributed.
3. List fund-raising projects, i.e. bazaar, rummage sale, etc.
4. List subject and speakers for the general gatherings.
5. List Bible studies used in lieu of *Horizons*.
6. List recipients of Honorary Life or Memorial Memberships; specify.
7. List names of PWs who died during the year and date of death.
8. List special collections made by PW (i.e., local food pantry).
9. List names of PW serving on presbytery, synod, or General Assembly committees and/or other church boards or agencies and identify committee or board.
10. List all other interests pursued by your PW in support of PW purpose.

Specifics about your PW

of Circles _____

of general gatherings _____

Horizons subscriptions _____

Was *Horizons* Bible study used? _____

blankets or \$ to Church Women United _____

Date history mailed _____

Do you have a PW banner? _____

Month you install PW officers _____