



**PRESBYTERIAN
WOMEN**

*Workshop for Historians
in the Congregation*



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If the General Assembly should enjoin upon each of their members to furnish, as particularly as may be, the history of his own church, it is probable that materials (for a complete history of the Presbyterian Church in the United States of America) may be collected without much difficulty. The sooner it is done the better, as time, accident, and the death of ancient people will daily destroy some sources of information.

—Minutes of the
General Assembly,
1791

To the Leader

This workshop is designed to last one hour. It delineates the major points to be covered and contains activities and a list of resources that will be useful to you in planning and leading the workshop. This pamphlet provides the basic framework for your workshop. Please feel free to adapt this model to fit the needs of the women who are historians in your presbytery.

Leadership Preparation

Resources

- *Presbyterian Women Manual* (PWR 07-101) (revised 2007, new Bylaws 2006)
- PW Historian brochure (download from www.pcusa.org/pw)
- PW *How to Write Church History* booklet (PWR 02-105)

These resources are available from Presbyterian Distribution Service. Additional information on writing histories is available from the Presbyterian Historical Society. (See next page for contact information.) Workshop leaders may want to consider displaying examples of the archival types of paper, binders, boxes and other supplies.

Workshop Agenda

Opening Prayer (one minute)

Community Building (ten minutes)

- Have each participant share a unique story about her church. For example: new church building, storm damage, fire, flood, centennial celebrations
- Have two volunteers role play an interview. One woman will be an Honorary Life Membership recipient, the other woman will interview her, using portions of the Biographical Sheet as a guide (Attachment #2 in the *How to Write Church History* booklet).

Importance of Keeping a History (five minutes)

- Preserves records that identify people, events, finances, property, trends and projects of the group
- Connects information from the past with future generations
- Records data from all levels of the Presbyterian Church (U.S.A.)

PW Historian Responsibilities (five minutes)

- Preserve working and historical records by keeping files, brochures, programs, photographs, newspaper articles and other memorabilia
- Serve as resource person to those who are doing research or have questions relative to church and women's work
- Write the annual history for the Presbyterian Women in the Congregation (PWC). Send a copy of the history to the Presbyterian Women in the Presbytery (PWP) historian by January 31. Send the original to Archivist, John Bulow Campbell Library, Columbia Theological Seminary, PO Box 520, Decatur, GA 30031. To reach Columbia Theological Seminary's archivist, call 404/687-4628, or email patonc@ctsnet.edu. Keep a copy for the PW in the Congregation record.
- Maintain a file for her successor that includes her report and the resources she has found useful during her term

A complete list of the responsibilities of the PWC historian is in the *PW Manual*, 3-7 (available from PDS).

Process of Writing the Narrative (30 minutes)

How to Write Church History gives specifics and details on the art of writing a history. Read through this booklet with participants, answering questions as they arise. (Order item PWR-02-105 from PDS, 800/524-2612.)

Questions and Discussion

Encourage questions and discussion among participants.

For example:

Q: Is it ever too late to send in histories?

A: No. Women are encouraged to send their manuscripts, no matter how late.

Q: Are additional resources available?

A: Yes. In addition to resources published by Presbyterian Women, the Presbyterian Historical Society has many valuable helps.

Closing Prayer (one minute)

Resources

A helpful book for PW historians is *Presbyterian Women in America: Two Centuries of a Quest for Status* by Lois Boyd and R. Douglas Brackenridge (Westport, Conn: Greenwood Press, 1996).

To request additional materials and information helpful in writing histories, contact

Presbyterian Historical Society
425 Lombard St.
Philadelphia, PA 19147
215/627-1852
215/627-0509 FAX
refdesk@history.pcusa.org
www.history.pcusa.org

or for the CCT History Committee Chair, contact

Presbyterian Women
100 Witherspoon St.
Louisville, KY 40202-1396
888/728-7228, ext. 8015

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**Order materials from Presbyterian Distribution Service
(PDS), 800/524-2612**

Make checks payable to Presbyterian Women and include shipping and handling charges (10% of order total, \$4.50 minimum, \$60 maximum).

Mail checks to

Presbyterian Church (USA)
PDS Prepaid Sales Processing
PO Box 643674
Pittsburgh, PA 15264-3674

PW Manual (revised 2007, new Bylaws 2006)

PWR-07-101; \$6

Horizons

(six issues and the Bible study)

\$18/year

PW Purpose brochure

(pkg. of 25)

PWR-07-103; free

How to Write Church History

PWR-02-105

1–9 copies, \$3.50 each

10 or more copies, \$2.50 each

Amazing Heritage of PW History Exhibit Kit

CD and video for building your own exhibit

PWR-07-137; \$19.95

PW Historian Brochure

Download from www.pcusa.org/pw



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