

University Products, Inc.
517 Main St, Holyoke, MA 01041
800/628-1912; www.universityproducts.com

- Some items may be found in stationery stores: UHU Stic (nontoxic glue sticks), Plastiklips (nontoxic pH neutral paper clips), transparent sheet protectors (avoid plastic with an odor; discard black mounting sheets), and Mylar (polyester).
- Do not roll or fold documents for storing.
- Use acid-free folders for storage.

Displays

A well-planned and attractive exhibit which tells some facet of your organization's history will be of interest to all. The following guidelines will help in planning and constructing a display:

- Protect items from theft, fire and other potential hazards.
- Develop a theme to tie the materials together. Carefully select artifacts that carry out the theme, and label with concise, readable captions.
- Display items of different colors, sizes and textures to make an eye-catching exhibit.
- Change the exhibit regularly to maintain interest and to ensure that materials are not damaged by light, dust, temperature and humidity.
- Protect items from harsh light such as direct sunlight or unshielded fluorescent light in display cases. A two- or three-month exposure may be tolerated; change exhibits on a quarterly basis. Do not exhibit fragile items.
- Order and use the *Amazing Heritage of Presbyterian Women History Exhibit Kit* from www.presbyterianwomen.org/shop (item PWR18137).

Accumulating and Maintaining Files

Collecting the records

- Receive a copy of all meeting minutes from your PW secretary.
- Obtain for your file a copy of any programs, brochures, study materials, publicity, photographic records (prints, slides, video, motion pictures, etc.) and all oral recordings.
- Obtain, if possible, copies of histories of Presbyterian women's organizations that preceded your PW group.
- Acquire and preserve copies of artifacts: buttons, fabrics, porcelain, glass, etc.— objects created with the name of, or to illustrate programs of, your group.

Distributing the records

- *PW in the Congregation*: Send the *original* of your report to Archivist, John Bulow Campbell Library, Columbia Theological Seminary, PO Box 520, Decatur, GA 30031. Send a *copy* to the PW in the Presbytery historian by January 31. Keep a copy for your records.
- *PW in the Presbytery*: The PW in the Presbytery historian will summarize all the PW in the Congregation histories and send the *original* summary to the Presbyterian Historical Society (PHS), 425 Lombard Street, Philadelphia, PA 19147. Send a copy to the PW in the Synod historian by March 31. Keep a copy for your records.
- *PW in the Synod*: The PW in the Synod historian will summarize all the PW in the Presbytery histories and send the *original* summary to PHS. Send a *copy* to the PW churchwide historian by April 30. Keep a copy for your records.
- *PW Churchwide*: Send a report of your synod summaries and your churchwide report to the PHS by June 1.

Resources for PW Historians

- "Frequently Asked Questions about Presbyterian Women's Church Histories"; download from ctsnet.edu/wp-content/uploads/2018/07/PW-FAQs-2018.pdf
- *PW Manual: A Guide for PW Groups* (item PWR16121, \$6*)
- *Horizons* magazine (especially the January/February 2008 and March/April 2018 issues*)
- *Presbyterian Women in America*, by Lois A. Boyd and R. Douglas Brackenridge (Westport, CT: Greenwood Press, 1996)**
- *How to Write Church History* (item PWR02105, \$3.50; www.pcusastore.com)
- *Historians' Handbook of the Presbyterian Church (U.S.A)* 2nd ed., edited by Carolyn Atkins (Philadelphia: Presbyterian Historical Society, 1992)*

* Order PW and *Horizons* materials from www.presbyterianwomen.org/shop or call 800/533-4371.

** Out of print; may be available from a used-book source.

Repositories

- C. Benton Kline, Jr. Special Collections and Archives
John Bulow Campbell Library
Columbia Theological Seminary
PO Box 520, Decatur, GA 30031
404/687-4628; archives@ctsnet.edu
ctsnet.edu/library/collections-and-archives
- Presbyterian Historical Society
425 Lombard Street
Philadelphia, PA 19147
215/627-1852; 215/627-0115 FAX
refdesk@history.pcusa.org
www.history.pcusa.org/services

Copyright 2018
Presbyterian Women in the PC(USA), Inc.
www.presbyterianwomen.org



PRESBYTERIAN
WOMEN

Purpose

Forgiven and freed by God in Jesus Christ, and empowered by the Holy Spirit, we commit ourselves:

- to nurture our faith through prayer and Bible study,
- to support the mission of the church worldwide,
- to work for justice and peace, and
- to build an inclusive, caring community of women that strengthens the Presbyterian Church (U.S.A.) and witnesses to the promise of God's kingdom.

Why PW Historians?

“The LORD is my chosen portion and my cup;
you hold my lot,

The boundary lines have fallen for me in
pleasant places; I have a goodly heritage.”
—*Psalms 16:5-6 (NRSV)*

Presbyterian Women historians preserve the record and write the story of how its members and organizations serve God, the church and the world. In doing so, the PW historian brings praise and thanksgiving to God and builds up the church by making it more appreciative of the trials and triumphs of its women.

Responsibilities of a PW Historian

- Know yourself as a Presbyterian woman. Gain a basic knowledge about the heritage of the Presbyterian Church (U.S.A.) in general, and specifically about women in the church. See “Resources” for suggested readings.
- Know your Presbyterian Women’s group. Accumulate information regarding your particular PW group. Organize a permanent historical file for your use and to pass on to your successor.
- Compose the history of your Presbyterian Women’s group. Write an annual historical report. Retain a copy or your file; send one to the PW historian at the next governing body level.
- Promote the history of the church in general, and of Presbyterian women in particular, by
 - emphasizing our heritage in the coordinating team’s program planning;
 - preparing displays about the church’s heroines and about women’s groups (order *the PW Amazing Heritage History Exhibit Kit* (item PWR18137; \$20) and supplement with your own materials;
 - sharing the annual historical report at your PW gathering and other church-related events.

- Determine budget needs for preserving and promoting the history of your group; present the request to your coordinating team.
- Support the Presbyterian Historical Society and receive various resources depending on level of support—*Presbyterian Heritage* newsletter, the *Journal of Presbyterian History* and other resource materials.
- Attend workshops sponsored by the Presbyterian Historical Society at select Presbyterian training events. For more information, see www.history.pcusa.org.

Remember, you are the keeper of the memory of your group. Keeping that memory fresh will help the group maintain interest in its past and enthusiasm for the future. Remind your PW group of the struggles, trials and contributions of women as they remain faithful to God’s call. Your preservation of that heritage will help your group and the church to grow in its service to God and the world.

Guidelines

Creation and Preservation of Records

Written

- Use acid-free paper for all written minutes and annual historical reports. This type of paper is widely available from office supply stores and library suppliers.
- Type minutes and historical reports single-spaced on one side of each page; double space between paragraphs. If handwritten, use a black pen.
- Place name of PW group (congregation, presbytery, synod, churchwide), location (city and state), period of time covered in minutes and “historical report” at the top center of the first page and in the upper-left corner on the following pages. Date and sign your name on the last page.

- Annual historical report: During the year keep a file for entering information as significant events take place.
- Decide how to organize the report—chronologically or thematically or a combination of the two (each method has advantages and disadvantages). Avoid doing the report month by month.
 - Chronological: an easy, calendar approach, but can be repetitious.
 - Topic/subject: avoids repetition and is more interesting, but needs good organization.
- Prepare an outline. Start writing. Use direct quotes, where appropriate, and anecdotes to make the story interesting. Vary sentence length and sentence beginnings.
- Record dates and names accurately.
- Identify the source of any quotes.
- When reporting a controversial event, be fair to all sides, compassionate, and use good judgment.

Information to Include in Report

- Names of coordinating team members
- Reports of gatherings, special programs, activities, celebrations
- Names of women who attend conferences and training events
- Recognition of women who have been honored during the year (Honorary Life Membership recipients, members in leadership positions in Presbyterian Women or in the governing bodies of the denomination)
- Year-end financial statement, including operating expenses and benevolences and special gifts
- Brief biography of deceased members
- Photographs to illustrate the report; balance the number of photographs and the written commentary within the report; be sure to provide captions for photos (see next column).

Photographs

- Collect photographs of leaders, groups and events. As much as possible, acquire black-and-white photographs, as they last longer than color prints.
- Handle prints or negatives along their edges. The emulsion side (duller sheen) of a negative is easily damaged.
- Do not write or type directly on the picture front or back.
- Write or type identifying information (date, place, event, names) on a piece of acid-free paper and lightly glue to the back of the photograph with acid-free glue. Write this same information on an acid-free or polyethylene cover into which the negatives can be placed.
- Store photos and negatives together flat in acid-free boxes or file folders.
- Store digital image files on CD or DVD, with list of subjects, dates and names.

Publications

- For any printed materials produced on poor quality paper, such as newspaper clippings, if at all possible, make a photocopy on acid-free paper for your files. The originals can be destroyed or retained in a polypropylene sleeve.

Miscellaneous

- Avoid plastic tape, rubber bands, staples, metal paper clips, rubber cement, albums with adhesive-coated pages, plasticized (PVC–polyvinyl chloride) sheets.
- Archival products can be purchased from the following sources:
 - Gaylord Bros., Inc.
PO Box 4901, Syracuse, NY 13221-4901
800/448-6160; www.gaylord.com
 - Hollinger Metal Edge
9401 Northeast Dr., Fredericksburg, VA 22408
800/634-0491; www.hollingermetaledge.com