

Where To Send Annual Histories

PW in the Congregation (PWC)

- Send the original of your annual PWC historical report to Archivist, Columbia Theological Seminary, PO Box 520, Decatur, GA 30031 or email (Word or PDF) to archives@ctsnet.edu. (Mailed submissions should be no more than 1" in thickness and printed on 8.5"x 11" acid-free paper. No newsletters or directories.)
- Send a copy to the PW in the Presbytery historian by January 31.
- Keep a copy for your records.

PW in the Presbytery (PWP)

- Send the original of your annual PWP historical report to Records Archivist, Presbyterian Historical Society, 425 Lombard St., Philadelphia, PA 19147-1516. Your report should be a summary of the PWC histories as well as reflective of activities and priorities of the PWP.
- Send a copy to the PW in the Synod historian annually.
- Keep a copy for your records.

PW in the Synod

- Send the original of your annual historical report to Records Archivist, Presbyterian Historical Society, 425 Lombard St., Philadelphia, PA 19147-1516. The report should be a summary of the PWP histories as well as reflective of activities and priorities of the PWS.
- Send a copy to Presbyterian Women, 100 Witherspoon St., Louisville, KY 40202.
- Keep a copy for your records.

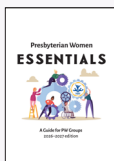


Columbia Theological Seminary's John Bulow Campbell Library
Photo by Jennifer Cuthbertson

Presbyterian Historical Society, the national archives of the PC(USA)



Resources for Historians



PW Essentials:

A Guide for PW Groups

presbyterianwomen.org/essentials

This free PDF (available in English and Spanish) includes sample job descriptions for PW treasurers in the Congregation, Presbytery and Synod, and information on PW's many ministries.



presbyterianwomen.org/histories

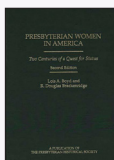
Visit this page for templates for PW histories and timelines, links to retention policies, best practices for archiving and creating PW history displays.



"How to Preserve PW History"

[youtube.com/PresbyterianWomen](https://www.youtube.com/PresbyterianWomen)

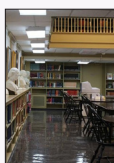
Learn best practices for recording and sharing PW histories in this 80-minute video featuring Presbyterian Historical Society archivist David Stanionas.



Presbyterian Women in America: Two Centuries of a Quest for Status, by Lois A. Boyd and R. Douglas Brackenridge

(Westport, CT: Greenwood Press, 1983 or New York: Praeger, 1996)

Learn about how women's participation in the mission and witness of Presbyterianism in the United States evolved from 1789 to the late 1900s.



Presbyterian Historical Society

pcusa.org/phs

215/627-1852

Visit the website to access denominational history records online, view collections or plan a visit to the archives in Philadelphia. Sign up for free newsletters (monthly eblast or biannual Presbyterian Heritage); on the left side of pcusa.org/phs, click "History Online," then "Publications."



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presbyterianwomen.org
844/PW-PCUSA (844/797-2872)



PW Historians record the when, where, how and why of living out the PW Purpose. In documenting efforts to stay connected during Covid-19, for example, historians tell the story of PW's everyday and unprecedented ministries.

Presbyterian Women HISTORIANS AND HISTORY KEEPING

*F*orgiven 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.

Responsibilities of a PW Historian

- Maintain the history of your PW group, storing and updating the physical and/or digital files.
- Understand your role in creating or receiving meeting minutes and correspondence for your PW group, depending on the leadership structure.
- Determine budget needs for preserving and/or promoting the history of your group; present the request to your coordinating team.
- Create an annual historical report for your PW group, as well as any documentation requested by PW at various levels of the organization.
- Send annual historical reports, minutes and other administrative records, as well as any commemorative records (photos, newsletters or scrapbooks) to appropriate PW leaders and to denominational archives for safe storage. (See “Where To Send Annual Histories.”)
- Highlight and celebrate the history of your PW group, as well as the history of the national organization and individual Presbyterian women.
- Transfer the physical and/or digital PW history files to your successor.



Courtesy of lewinsville.org

Images can enrich the record of special events—such as a program materials from a celebration of Black women composers (left) or a photo of a banner created to mark 50 years of the Fellowship of the Least Coin.

Creating Annual Historical Reports



Photos of leaders and meetings—like this 1988 image of PW's Churchwide Coordinating Team—serve as both a record of our legacy and reveal how PW's work and structure change over time.

Format—Whether you type the report and print it, or handwrite the report and scan it, create both physical and digital copies of the final, approved document.

- Digital: use Microsoft Word, Google Docs or any word processing software that allows you to type a document, and then save it as a PDF. If your software doesn't have this feature, download a free version of Adobe or other tool to save PDFs. If your report is handwritten, take a picture or scan, then save as a PDF. Save the digital file locally and on a cloud/file storage platform.
- Physical: print, write or photocopy your report one-sided onto 8.5"x 11" acid-free paper. Follow the guidance under “Where to Send Annual Histories” for the level of PW you serve.



Beyond annual summaries, timelines—like this list of women's ordination milestones—can be a useful tool for historians to show significant events over a longer period.



Content—Title your report with the name of the PW group (PWC, PWP or PWS), city and state or synod, period of time covered, and “historical report” at the top center of the first page and in the upper-left corner on the following pages. Number the pages. Date and sign the last page.

Focus on recording what is meaningful to and will serve the mission of your PW group. Many annual histories include

- Names of coordinating team members
- Reports of gatherings, special programs, activities, celebrations
- Names of attendees of conferences and training events
- Recognition of women who have been honored during the year (Honorary Life Membership recipients, leaders in Presbyterian Women or in the governing bodies of the denomination)
- Year-end financial statement, including operating expenses, benevolences and special gifts
- Brief biography of deceased members

If photos are available, select the best and clearest. Print details (date, place, event, names) on a piece of acid-free paper, attaching the photo to it with acid-free photo corners. Consider photographing other artifacts (fabric, banners, buttons, etc.) and detailing similarly.