

Historical Annual Report / Information Form / Presbyterian Women PC (USA)

Please complete this Annual Report Form and send it along with your local history to your PWP Historian by January 31, 2010. (See Handout H-5 for helpful hints for writing your PW History.)

Name of Church _____ Presbytery : _____
 Address _____ Number of Circles _____
 City _____ State _____ Zip _____
 Person Reporting _____ Title _____ Year _____

PRESBYTERIAN WOMEN INVOLVEMENT:

Number of Active PW _____ Number of Women on Session _____ Number of Women in other Church Offices _____
 at Presbytery _____ at Synod _____ Other Level (s) _____ Month Your New Year Starts _____
 Do you use Horizons Bible Study? _____ If Not, Name of Bible Study Used _____

HOW MUCH DID YOUR PW CONTRIBUTE LAST YEAR?

(Missions and Special Offerings, such as Birthday Offering, Thank Offering, Least Coin, 2 Cents-a-Meal, children's home, Seminary, etc.)

Donation	Recipient
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

LIST PROJECTS OF PW (In this section, give ONLY the name and date of event.):

Fund Raisers (Bazaar/Rummage Sale, etc.);

Missions of the Church (Sewing for Missions, Presbytery Missions, Other Local Missions, etc.):

OTHER GIFTS or SPECIAL OFFERINGS:

Donation	Recipient
\$ _____	_____
\$ _____	_____
\$ _____	_____

INSTRUCTIONS

- 1) Make 3 copies of your Annual History Report (retain the third copy for your PW or Church History Book).
- 2) Send one copy to: Columbia Theological Seminary History Archives Telephone: (404) 378-8821
 701 Columbia Drive, Decatur, GA 30030
- 3) Send one copy to your PWP Historian (address listed below):

_____ Presbytery _____
 _____ (____)
 Street City State Zip Code Telephone Number

Have Questions? Contact: PWS Historian, Sarah A. Ford, 4005 Juniper Drive, Huntsville, AL 35810,
 Telephone: 256-852-7643. Email: saf0725@aol.com

Please use acid-free paper. Number your pages; but please do NOT staple pages.

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“He kept His lamp shining above my head, and by His Light I walked through Darkness.” Job 29:3

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PRESBYTERIAN WOMEN HISTORIAN IN THE CONGREGATION

TYPE OF INFORMATION TO BE INCLUDED IN REPORT

Listed below is some suggested information which you should consider to be included in your PW Annual Historical Report.

1. List names and positions of all PW leaders (include all women leaders in the congregation, i.e. elders, deacons, trustees, and leaders of other organizations and auxiliaries in your local congregation).
2. List names of all PW serving on Presbytery, Synod, or General Assembly committees or offices.
3. List names of all PW who have died during the year - give date of death and line about them.
4. List all other interests pursued by your PW in support of the PW Purpose.
5. Give attendance/location/themes of spring/fall gatherings, fall cluster, retreats, women's conferences, etc.
6. Give names and number of women Sunday school leaders.
7. List recipients of Honorary Life Memberships or other special recognition presented to PW during the year..
8. List names of women serving as a pastor or CLP for your congregation.
9. Mention special events or special guest speakers.

GETTING READY TO WRITE REPORT

Always try to collect, catalogue and maintain the following information which you will later include in your report. Make copies or collect two or three original copies of special programs, bulletins, etc.

- ❖ Bulletins
- ❖ Brochures
- ❖ Newspaper Clippings
- ❖ Program Photographs – list names of people in photo, give date/location/name of activity. Avoid writing on photographs; use address or file labels. If you must write on photograph, write at the very bottom or at the very top to avoid bleed-through of ink.

Additionally keeping or maintaining the following information will be helpful in making sure that you have accurate facts and details:

- ❖ A copy of last year's Annual Historical Report
- ❖ Correspondences, financial data (i.e. budget reports)
- ❖ Minutes of meetings
- ❖ A listing of your PW's projects and programs
- ❖ A list of your CT members and any written reports they may have submitted

SAFE KEEPING OF YOUR HISTORY

Purchase and keep a supply of acid free paper and other specially designed utensils made specifically to maintain and store historical documents.

Your archives should include the following, which will help you when you write your History:

- ❖ Brochures, Newspaper Clippings
- ❖ Program Photographs – list names of people in photo, give date/location/name of activity.

Keep or maintain:

- ❖ A copy of last year's Annual Historical Report, correspondences, financial data (i.e. budget reports); minutes of meetings
- ❖ A listing of your PW's projects and programs

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- ❖ A list of your CT members and their written reports

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Bulletins, newsletters, programs (make a habit of keeping 2 or 3 original copies)

This Annual Report Form should be completed and sent to the Presbytery Historian by January 31, 2008. (If late receiving, please return ASAP.)

Name of Church _____

Address _____

City _____ State _____ Zip _____

Person Reporting _____ Title _____ Date _____

TOTAL OF WOMEN INVOLVED

_____ Active PW
_____ Women on Session
_____ Women in other Church Offices

SPECIFICS ABOUT YOUR PW

Number of Circles _____
Month Your New Year Starts _____
Name of Bible Study Used _____

HOW MUCH YOUR PW CONTRIBUTED LIST PROJECTS OF PW

_____ Birthday Offering
_____ Thank Offering
_____ Other Missions of the Church
_____ Other Local Missions
_____ Presbytery Missions
_____ Other Gifts or Special Offerings

Fund Raisers _____
Bazaar/Rummage Sale _____
Sewing for Missions _____
Other Projects _____

INCLUDE THE FOLLOWING DATA TO WRITE YOUR PW HISTORY USE A SEPARATE SHEET

1. List names of PW serving on Presbytery, Synod, or General Assembly committees or offices.
2. List names of PW who have died during the year - give date of death and line about them.
3. List all other interests pursued by your PW in support of the PW Purpose.
4. Give attendance at Spring/Fall Gatherings, Fall Cluster, Retreats, Women's Conferences?
5. Give number of women Sunday School Teachers? List teachers. Do you have a woman Pastor?
6. If Honorary Life Memberships were presented, state to whom and when.
7. List all officers of the Church: Elders, Deacons, Trustees, PW leaders, and leaders of other church organizations and auxiliaries.

Has anyone been recognized for something special? Did you have any special events or special guest speakers who were noteworthy? Did you build an addition or remodel your building? Tell about any outstanding programs or events for your PW or Church. If this is the only **HISTORY** for your church, tell the number of members and list weddings, funerals, deaths and other events of interest.

Make 3 copies of your Annual History. *One is to be sent to Columbia Theological Seminary History Archives, 701 Columbia Drive, Decatur, GA 30030, (404) 378-8821. *One is to be sent to the Presbytery Historian, and *One is to be retained for your Church History Book.

Please use acid-free paper.

Direct questions or concerns to your PWP Historian or to Sarah A. Ford, PWS Historian
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KEEPING THE ARCHIVES:

Your archives should include the following, which will help you when you write your History:

- ❖ Brochures, Newspaper Clippings
- ❖ Program Photographs – list names of people in photo, give date, location, name of activity.

Keep or maintain:

- ❖ A copy of last year's Annual Historical Report, correspondences, financial data (i.e. budget reports); minutes of meetings
- ❖ A listing of your PW's projects and programs
- ❖ A list of your CT members and their written reports
- ❖ Bulletins, newsletters, programs (make a habit of keeping 2 or 3 original copies)

GETTING STARTED:

You may choose to arrange your history by the month or in anyway you choose. There are **NO hard fast rules** that say you must do it **this way or that**. The important thing is to have a written history. You may want to start with a list of your Church leaders (Minister, Clerk of Session, Elders, Deacons, Trustees, Treasurer, etc.). Follow this list with PW leaders and the leaders or officers of any other organization or auxiliary in your church. Below is a suggested arrangements of your PW History.

TOPICAL ARRANGEMENTS OF INFORMATION:

Leaders (names and titles)

Meetings (Circle Meetings/Activities and Other Meetings)

PW Bible Study (i.e. Horizons' Bible Study, Vacation Bible Study, Special Studies)

PW in Congregational Worship & Life (i.e. flowers, choir, women leaders, congregational fellowship)

Church Projects (i.e. drapes, bulletin boards, visitation, nursery)

Special Projects and Special Offerings

Honors (Honorary Life Memberships, Recognition for Service, etc.)

Outreach Ministries (i.e. nursing homes, back to school care packages, meals for sick & shut-in)

Special Activities/Community Service Projects/Programs (guest speakers, special classes, etc.)

Missions Participation (i.e. White Cross, Birthday Offering, Scholarships, Meals-on-wheels)

Also include:

All committees and their work in your church

Session events

Members, Pastors and other staff

Sunday School activities

Youth, Presbyterian Men, clubs, music programs (choirs)