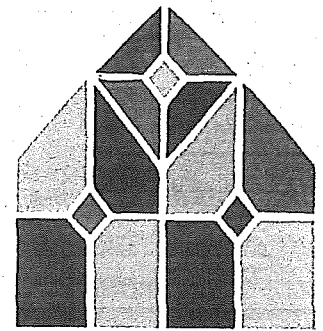


# Preserving History One Church at a Time

PW Histories at Columbia Seminary are important because they:

- Preserve your stories of mission, study and faithfulness
- Create a repository of women's experiences as part of the Presbyterian Church
- Allow your histories to be kept in a physical environment built to maintain the histories over time.
- Allow the histories to be a resource for students and the wider church.

For more information on Columbia Seminary's work with Presbyterian Women Histories visit [www.CTSnet.edu/presbyterian-women](http://www.CTSnet.edu/presbyterian-women)

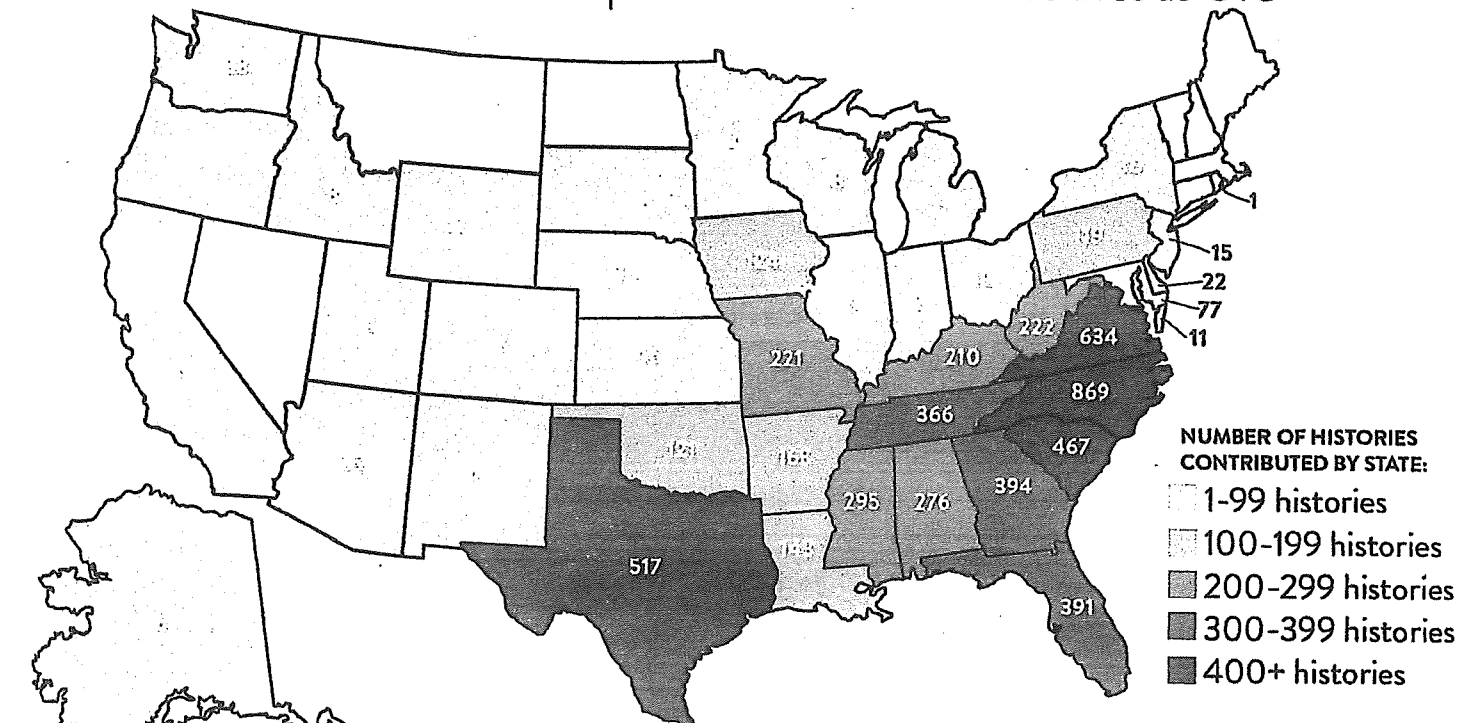


C. BENTON KLINE, JR.  
SPECIAL COLLECTIONS & ARCHIVES

Interested in sending your PW history? Contact: [archives@ctsnet.edu](mailto:archives@ctsnet.edu)

Your histories are an asset for the future. To keep the histories preserved and accessible, consider a gift of one of your taxable assets designated to the archives.  
Call 404-687-4525.

## Your Presbyterian Women Histories by State in the C. Benton Kline Special Collections and Archives at CTS



5,922 congregations have contributed annual reports of the mission work of Presbyterian Women. These are January 2018 numbers and continue to grow.

## Presbyterian Women History 2018

“Presbyterian Women historians preserve the record and write the story of how it's 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 trails and triumphs of it's women.” ( Historian brochure from the PW Leadership Packet).

Presbyterian Women historians write an annual history which is sent to Columbia Theological Seminary's John Bulow Campbell Library. The original is sent to Columbia, a copy to the PW presbytery historian, and a copy remains at the church.

The Presbytery historian then selects information from the histories submitted by church PW groups combines the PWPCT activities and submits a presbytery history to Columbia. Histories are due at the Annual Gathering held in January each year.

These histories are Presbyterian women histories not church histories, although some the information may be the same.

Tips and suggestions for preparing your history:

- Print on acid free paper(most paper is acid-free these days but please double check).
- Type single-spaced on one side of a page; double-space between paragraphs. If handwritten, use a black pen.  
Place the name of the PW group (congregation), location (city, state), period of time covered and “Annual Historical Report” at the top center of the first page and in the upper left-hand corner on subsequent pages.
- Date and sign your name on the last page.
- Using photographs to illustrate the historical report is encouraged. Collect photographs of leaders, groups, and events. Include names and other identifying information (date,place, time, event, etc.).

Please include:

- names of coordinating team
- reports of gatherings, special programs, activities, missions
- names of women who attended conferences and training events
- recognition of women who have been honored during the year
- year-end financial statements
- names and brief biographies of deceased members
- If Honorary Life Memberships are given, include the full name of recipient, important events in her life, her church activities and the name of the group conferring the honor

- Q. What is the mailing address for sending annual histories to the archives at Columbia Theological Seminary?
- A. C. Benton Kline, Jr. Special Collections and Archives  
John Bulow Campbell Library Columbia Theological Seminary  
P.O. Box 520  
Decatur, GA 30031
- Q. Are there size limits?
- A. Yes. Effective with the 2013 histories, submissions should be no more than 1" thick.
- Q. Does the Archives charge a fee or dues for taking care of the histories?
- A. There is no charge for the care or storage of the histories. We gladly accept donations to aid us in preserving the Presbyterian Women's Church Histories for future generations.
- Q. What format should I use?
- A. Histories should be submitted on letter size (8 ½" by 11") paper. Items larger than 8 ½" by 11" cannot be accepted into the history collection.
- Q. How should I attach photographs, bulletins, or other items?
- A. Any loose items that are vital to your history should be attached with acid-free photo corners. Newsletters and directories should not be included in your packets.
- Q. What kind of binder, cover, or page protectors should I use?
- A. Please do not submit histories in binders, report covers, or plastic page protectors. By tradition the histories were stored in 3-ring binders, as the Presbyterian Women's Church Histories continue to grow each year, we now store new histories in archival boxes. If you must use plastic page protectors to house loose items that cannot be attached to the main report, please contact us for brands and sources.
- Q. Can the archives receive electronic files instead of printed copies?
- A. You may send us histories as Word or PDF files. We will then print your history and add it to your binder or box. Please note that we will not accept other file formats, and we will not edit or correct documents that are formatted incorrectly.

- Q. Do I need to complete a deposit agreement for my histories?  
A. No. Deposit agreements are used only for official congregational records, such as session minutes, membership registers, etc.
- Q. How long should my history be?  
A. Some are quite short, others are lengthier. In general, they should not be more than about an inch thick.
- Q. What information should I put in the history?  
A. Women's histories vary widely in content. They usually include the names of leaders, number of circles, number of women participating, life memberships, types and amounts of offerings taken up, and summaries of causes or work supported and major events.
- Q. How can my group donate to the C. Benton Kline, Jr. Special Collections and Archives?  
A. Donations are gladly accepted in a variety of methods. Please see the CTS Institutional Advancement page, <https://www.ctsnet.edu/network/giving-to-columbia/>.  
Checks should be made payable to Columbia Theological Seminary, with "Archives" on the memo line. They should be sent to the CTS advancement office at:  
Gift Box 325  
Columbia Theological Seminary  
P.O. Box 520  
Decatur, GA 30031
- Q. How do I get in touch with the Archives?  
A. You can reach us by mail at the mailing address listed above, by e-mail at the address [archives@ctsnet.edu](mailto:archives@ctsnet.edu), or by phone at 404-687-4628.



**COLUMBIA**  
THEOLOGICAL SEMINARY

CAITLIN REEVES, MA, MLIS, GA  
PROCESSING ARCHIVIST JOHN BULOW LIBRARY  
e: [ReevesC@CTSnet.edu](mailto:ReevesC@CTSnet.edu)

CAMPUS ADDRESS	MAILING ADDRESS	p: 404-687-4615
701 S. Columbia Dr.	PO BOX 520	f: 404-377-9696
Decatur, GA 30030	Decatur, GA 30031	w: <a href="http://CTSnet.edu">CTSnet.edu</a>