

INSTRUCTIONS FOR 2013 HISTORIAN REPORTS
FOR LOCAL CONGREGATIONS

Two reports for the local congregation are due January 31, 2013: the annual statistical report and the annual historical report, usually in narrative form. The reporting year is January through December. The Presbytery and Synod reports are dependant, both for accuracy and timeliness, on your local congregation report. These reports are mailed to two different locations. Please download the Historians instructions and forms for the Statistical Report from the Arkansas Presbytery PW website. Go to www.presbyteryofarkansas.org then ministries, then Presbyterian Women, then Historian: General Instructions and Historian: annual statistical report. You may call 1-479-452-2515 for one to be mailed to you.

Statistical Report:

This data will be totaled and forwarded to our Synod Historian. Use information for the 2013 calendar year. This report may be typed (preferred) or hand written on acid free paper. If handwritten, use black ink.

This report should be mailed to: Caroline Jones
 PW Arkansas Presbytery Historian
 4607 South R. Street
 Fort Smith, AR 72903

Historical or Narrative Report:

The local congregation Historical Report should be typed on archival quality, acid free paper, single spaced, double spaced for paragraphs. If handwritten, use black ink. You may want to attach a copy of your Statistical Report. It is good information for your archives. The actual, physical pictures from your church should be kept in your scrapbook or your local church. If you desire to include pictures with your report, make photocopies, with identification, for your narrative report.

This report should include:

- a. Names of Coordinating Team
- b. Reports of Gathering
- c. Special programs and activities
- d. Names of women who attended conferences and training events
- e. Recognition of women who have been honored during the year
- f. Year-end financial statement
- g. Brief biography of deceased members
- h. Mission projects

Do not mail any reports to the Philadelphia or Louisville locations.

This report is mailed to: Special Collections and Archives Library
 John B. Campbell Library
 Columbia Theological Seminary
 P. O. Box 520
 Decatur, GA 30031

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