

## ARPWM LOCAL HISTORIAN FAQ'S

These are some of the most asked questions concerning the Women's Ministries Historian. Hopefully you will be encouraged to collect material and then write the history of your women and that of your church. Most of these FAQ's come from an article written by Sandra Miller some years ago.

### **1. *Why should there be a written history of Women's Ministries?***

Written records are helpful to learn the happenings of your church, women's group, and community in previous years. Past history can help us plan for the future. *Remember you are telling the story of how God is working in and through your church!*

### **2. *Who writes these histories?***

These histories are usually written by the Historian of the Women's Ministries who will record the current events of the local church women. Many times this person will also include a brief history of the church with the assistance of the Clerk of the Session, etc.

### **3. *What is included in the Women's Ministries History?***

*Tell the story of God's work as your history is more than statistics!*

Suggestions of information to be included: names of officers and committee chairmen, special programs and retreats that your group sponsored; assistance given to your church in various ways; assistance you have given to the different agencies of the ARP denomination. Include a list of those individuals honored with certificates and pins. Include names of those who serve on the Presbytery and Synod level. Tell the story of these facts!

### **4. *What should be included in Local Church History?***

Some suggestions of news of your local church include: names of pastors, church officers, special programs; births, deaths, marriages, new members, baptisms, graduations, etc.; and awards received by members of your church. These awards could list church, school, and community recognitions. *While these facts are important, remember to tell the story of God's work in and through your church!*

### **5. *How should material be gathered and stored?***

Organization is the key to having all the material at your fingertips. Material can be stored in various ways. Some use a box to gather everything during the year. A large notebook with six hole-punched pocket folders lets you have enough room to store information for the current year. Include bulletins, pictures, notes, yearbooks, newspaper articles, copies of WM minutes, etc.

The important thing is to keep all of the material together so you can find everything when the time comes to write your history!

## **6. Should pictures be included in the history? Should programs be included?**

Pictures are useful with the history that is kept in your local church. Please label each photo with names, date, activity, and location. Photos can be included within your history using various software options on computers. Programs of special events can add much to your history.

## **7. Is there a format for writing these histories?**

Yes! Attached is a template for writing the *ARPWM Annual History* in simple format, however you are free to use any format. Also, you can email me to request a digital copy that you can edit on your computer before printing and mailing the finished history.

*Please include your contact information (E-mail and phone) so we can let you know when your history arrives.*

## **8. How many copies of the history are needed? To whom are they mailed?**

Three copies of your history should be made each year on acid-free paper. The local church keeps one copy plus photographs, news articles, yearbooks, and other items which enhance your records. **Two copies are mailed** to the Presbyterial Historian who will send these copies to the ARPWM Historian. One copy will be stored in the Bonclarken Historical Library and the second one will be sent to Presbyterian Heritage Center at Montreat College.

Please mail these copies by March 1 each calendar year and write "Do Not Bend" on the envelope.

If you do not know your Presbyterial Historian, please mail your histories to me: Mrs. Cathy Wilson, P.O. Box 36674, Rock Hill, SC 29732  
Cell: (803)322-6670; E-mail: [ARPWMhistorian@gmail.com](mailto:ARPWMhistorian@gmail.com)

Finally, some may ask if the Bible values a recording of history. These verses may speak to that question and encourage us to record our church histories:

### Deuteronomy 32:7

"Remember the days of old; consider the years of many generations; ask your father, and he will show you, your elders, and they will tell you."

### Romans 15:4

"For whatever was written in former days was written for our instruction, that through endurance and through the encouragement of the Scriptures we might have hope."

Thank you for your work! Perhaps you have not sent in histories for some time. Please send them soon, no matter how late they are. Also remember that "your current news today will become your history tomorrow."