

Tips for Writing Your Annual Church History Reports

One ARP local church historian wrote in their year 2000 history report: *"What is history? History is the branch of knowledge that records and explains past events. In this history we are looking backward... In so doing we share our experiences and ideas and thus are better prepared to go forward in the Lord's work. We hope that some day it will be an inspiration to those following in our footsteps."*

A. Women's Ministry Annual History Report

1. Set the **tone** of your report by writing a **narrative section** telling the story of how God is working in and through the women in your church. Give some examples from the past year. Think of your report as an inverted pyramid with the most important information coming first followed by other information in your report of the supporting details.
2. **Statistics** are merely the raw data of history, but telling the story of God's work in women's lives is our goal. You will want to list names and dates but they are not your main emphasis.
3. The **length** of your history may vary, but use as many pages as needed to tell a quality story without being too wordy. Also, remember what you are writing will encourage future generations! Try to imagine what people 100 years from now will want to learn about your church.
4. On a practical note please use a **cover page** (see template), **number** your pages, do **not staple or paper clip**, and mail **two sets** of **one-sided** copies.
5. **Share** your history at your church by reading it at an event, putting it in the church library, or include portions in the newsletter.

B. Local Church Annual History Report

1. You can use a separate cover page for the Church History.
2. Include the church mission statement or philosophy of ministry.
3. Some historians list key church events under monthly headings.
4. This report complements the Women's Ministry report (see template).