

2011 HISTORIAN REPORTS
FOR LOCAL CONGREGATIONS

Two reports for the local congregation are due January 31, 2012: the **annual statistical report** and the **annual historical report**. 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.

Statistical Report:

The form for local congregation statistical report can be downloaded from the Arkansas Presbytery PW website. Go to www.presbyteryofarkansas.org, then, *ministries*, then, *Presbyterian Women* then, *annual statistical report*. You may call 1-479-452-2515 for one to be mailed to you. 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
4607 South R. Street
Fort Smith, AR 72903

Historical 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. Additional information is located in your Presbyterian Women Manual, Section 8: *Helps for PW Coordinating Teams*, page 8-5. **Do not mail any reports to the Philadelphia or Louisville locations.** The actual, physical pictures from your church should be kept in your scrapbook; 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

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

For clarification or questions, please call Caroline Jones at 479-452-2515 or e-mail at cvj4607@cox.net.