

# FINDING AID

## **Smithfield United Church of Christ Archives Pittsburgh, Pennsylvania**

*Last Revised: February 13, 2012*

### **SCOPE AND CONTENT NOTE**

The collection consists of materials relating to the creation, history, and polity of what is now known as the Smithfield United Church of Christ of Pittsburgh. This church was founded in 1782 by Rev. Johann Wilhelm Weber in association with approximately two dozen residents of what was then the small town of Pittsburgh. This town, which had approximately 300 to 400 inhabitants at that time, had grown up around the British (later American) outpost called Fort Pitt, built in 1759 after an earlier French fort at the Forks of the Ohio River had been captured. These two dozen founders, nearly all of whom were German in origin, came from both the Reformed and the Lutheran Protestant religious traditions. SUCC is the oldest organized congregation in the city of Pittsburgh.

This church was officially known as the “Evangelical German Protestant Church in Pittsburgh” from 1812 until 1942 and as “Smithfield Evangelical Church (Congregational) in Pittsburgh” from then until 1994, when it adopted its present name. Many of the records, both written and printed, are in German. *Note: for the sake of brevity and consistency, “SUCC” will often be used in references to this church, whatever its official name was at the time.*

The Smithfield Street United Methodist Episcopal Church of Pittsburgh (founded in 1788 and located a short distance from SUCC) formed a union with SUCC in 1969. Under terms of this union, the two congregations shared most financial and functional responsibilities and took turns supplying the pastoral leadership for the combined congregation. The union continued until 1994, when the Methodist partner dissolved and the surviving institution was renamed the Smithfield United Church of Christ of Pittsburgh. *Note: all original records of the Smithfield Street United Methodist Episcopal Church of Pittsburgh have been deaccessioned and donated to the Senator John Heinz Regional History Center in Pittsburgh.*

Members of the Slavonic Congregational Church of Pittsburgh (1903-1950) were absorbed by SUCC when their church closed, but the two entities did not formally unite.

Except for its first few years, during the 1780s, SUCC has worshipped in five different structures it has built on the property – encompassed by Smithfield Street, Strawberry Way, Montour (formerly Miltenberger) Way, and Sixth Avenue – that it received in a

grant from the Penn family in 1787-88 and still owns in its entirety. A cemetery occupied a portion of this property until 1860.

The entire collection consists of approximately 130 linear feet, arranged in ten series. The series and sub-series shown in this finding aid are not original but were created when the archival records were analyzed and organized (2007-2011).

Further information about SUCC's history can be found in printed histories written by two of its pastors, Rev. Friedrich Ruoff (1882) and Rev. Carl A. Voss (1907, updated in 1932). Both histories were written in German, but there are English translations of each. *Note: see **Series VII** for more information about these histories.*

*Note: this finding aid provides general information about the contents of the collection; more detailed information about the collection is available at the archives.*

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<sup>2</sup> Also see files for particular ministers for their installation and memorial services.

<sup>3</sup> Many cemetery records, including those identifying burial locations, have been deaccessioned and transferred to Homewood Cemetery. Some financial, legal, and managerial records related to SUCC's ownership of its cemetery have been retained in this collection.

## Series I *Basic Institutional Documents*

### A. Formative Documents

Documents related to SUCC's formation in 1782 and subsequent changes in the nature, name, polity, and organization of the church.

This series contains the Penn family's deed, dated June 18, 1788, for its land grant to SUCC's predecessors for the church's property in Pittsburgh and the church's first charter, drawn up in 1821 (written in German); there are also materials relating to subsequent charter amendments. Although such amendments appear to have been made in 1850, 1874, 1893, 1907, 1942, and 1961, not all of these changes are documented in the surviving records. The 1961 amendment cites official (non-church) public records for the amendments in 1850, 1893, 1907, and 1942. *Note: as transcriptions of the 1788 land grant and the 1821 charter are also available, the original documents must not be handled or otherwise disturbed.*

There is also correspondence and the articles of federation documenting SUCC's union with the Smithfield Street United Methodist Church in 1969; revisions and restatements of those articles in 1975 and 1989; and the 1994 agreement for merger of the Smithfield Street United Methodist Church into SUCC, at which point the name of the surviving corporation became the "Smithfield United Church of Pittsburgh."

### B. Constitution and By-laws

Also in this series is what appears to be a charter or constitution, written in German, date not given; materials from a By-laws Committee (1951-56) that include proposed changes in SUCC's by-laws; copies of approved by-laws dated 1831, 1882, 1893, 1910 (all of these written in German), 1921 (written in both German and English), 1928, 1942, 1959, 1962, 1993, and 2005 (written in English only). Some of these by-laws, published in pamphlet form, are also available. The 1942 pamphlet also includes the text of the church's charter, which was revised that year. One folder relates to by-law changes made during 1975-77. *Note: also see **Series III** for a copy of the 1850 constitution and by-laws, found in the front of a volume of membership records beginning in 1855 (but marked 1863-1882).*

Duplicate copies of many of the published by-laws are also contained in this series.

## Series II *Governance and Management*

Materials related to the governance and management of SUCC, including records of congregational meetings, council meetings, and the meetings and deliberations of various subordinate groups; financial and legal records; planning documents; and similar materials, as well as complementary items reflecting SUCC's affiliations with multi-church ecclesiastical bodies.

### A. Congregational and Council Meetings

Of primary importance are the records showing the deliberations of and decisions made by SUCC's congregation, which is regarded in the church's polity as the ultimate author and arbiter of SUCC's decisions; in practice, the congregation has typically delegated the operational responsibilities for the church's affairs to an elected council subject to the congregation. Early in the church's history its pastors had considerable influence in the decision-making process, but major governance changes in 1821 and 1850 codified the primacy of the congregation and its elected leadership.

There have been other bodies with broad delegated responsibilities, including trustees and elders, but because of the way in which SUCC has been governed over the years the materials from congregational meetings and council meetings are the principal source of information about decisions made by and within the church.

Throughout most of its history SUCC has been an independent church, but at times it has affiliated with larger regional, state, and national denominational groupings. The first of these was the German Evangelical Protestant Church of North America, which SUCC helped to form in 1885. When that small denomination dissolved after World War I, SUCC became part of the national Congregational denomination (1924); that denomination (then called the Congregational Christian Church) subsequently united with the Evangelical and Reformed Church (1957) to create the United Church of Christ, which SUCC joined three years later.

Little is known of SUCC's records before 1812, and presumably most of these earlier records have not survived. *Note: the remnants of SUCC's earliest records, unbound and in poor physical condition, are found in **Series VIII** (see description below). Also see **Series III** for references to records and transcriptions of records relating to membership, baptisms, and confirmations prior to 1812. Protokol books and related materials exist from October 1812 onward. The original materials through 1852 are described in **Series VIII**.*

Congregational and council minutes and related materials are often intermingled in what were originally called "Protokol" books, whose contents are generally in chronological order. The Protokol books were written in German into the 1920s. English translations

of minutes and other entries are also found in these books until about 1924, when the records, now called minutes, began to be written exclusively in English.

Over time, these records came to incorporate many of the materials the Council reviewed and made decisions about, from leases of property to budget reports to ballots for elections. *Note: some of these related materials are only loosely attached, so the volumes in this series must be used with care. Items that were originally loose or had become unattached have been removed and placed in folders corresponding to the dates of the bound Protokol and minute books, so researchers should check both locations; these folders are filed within this series. Cards have been placed in the bound volumes indicating that unbound materials have been removed, and all materials in the supplementary folders are marked to indicate their original locations if they were removed from bound Protokol or minute books.*

The series contains bound Protokol and minute books from 1854-1869 onward, with volumes for 1869-1881, 1881-1890, 1890-1906, 1906-1916 (the last one to use the German term "Protokol"), 1916-1924, 1924-1933, 1934-1943, 1943-1952, 1952-1957, and 1958-1974. These books generally include records of both congregational and council meetings.

There are also unbound congregational and council records from 1974 onward, along with miscellaneous materials relating to both bodies. The latter materials include the loose items removed from Protokol and minute books as described above and such other materials as announcements of meetings, agendas, correspondence and memoranda, drafts, budgets, lists of individuals, and ballot summaries. These items date from 1903 through 1987 but fall mainly between 1952 and 1987.

## **B. Designated Leadership**

### **1. Trustees, Elders, Wardens, and Boards**

Serving under the congregation and the elected councils have been a variety of other leadership groups, along with committees of various types. Records for trustees cover the years from 1956 through 2000, when this body evidently was dissolved. Contents include minutes, budgets, and various supporting items. There are similar records for Elders, Wardens, and various joint boards (including the joint board that functioned during the 1969-1994 Methodist-Congregational union), but not every group has records for every year.

### **2. Committees and Similar Groups**

Records for committees are sporadic and incomplete, both as to committees and to years during which they existed. There are bound records for several related committees, as follows: Building, in German (1873-1877); Renovating, in German (1890-1903); Building, in English (1923-1927); and Architect, in English (1924); there is also a folder of loose items from the bound volume for the 1923-1927 Building Committee and a bound volume for the Cemetery Committee, in English (1947-1960).

There are also folders for approximately thirty other committees, arranged in alphabetical order by name. Some of these committees were active only during the mid-1950s, when SUCC briefly sought to apply a business model to its work: Church Organization, Building and Insurance, Charity/Missions and Benevolences, Community, Coordinating Committee on Youth Activities, Evangelism, Finance and Budget, Fund-Raising, Music, Nominating, Promotion of Christian Life, Salary, and School and Religious Education.

Other committees with files here include Architectural Study (1962), Cemetery (1955), Christian Education (1992-1993), Membership (1987-1992), Merger (1992-1994), Missions and Benevolences (1960-1964), Music (1976-1989), Outreach (1991-1992), Pastor and Parish Relations (1976-2000), Property (1923), Public Relations (1989-1992), Pulpit (1953-1956), Religious Education (1960-1973), Search (1988 and 1993-1998), Stewardship and Membership (1981-2001), Study Committee of Women's Activities, Transition (1988, 1993), and Worship (1977-1993). There is also a folder with organizational charts.

In addition, there are four bound volumes with records, in German, relating to the management of SUCC's Sunday School from 1851 through 1925, along with a folder of loose items from the last of these books.

### **C. Financial and Legal Records**

SUCC's records of its financial operations and legal matters are incomplete, not segregated by type of transaction, and sometimes in poor condition; in addition, many of the early records are in German. Legal records are sparse overall but do include materials documenting several major cases involving the church.

#### **1. Financial Records**

##### **a. Income and Assets**

These include contributions, both regular and special, from members, including pew rentals (begun in 1898); special internal and external fund-raising efforts; grants received from outside donors; bequests and wills from or in honor of members; gifts to the church's scholarship fund; loans, mortgages, notes, and rental income; and investments. Financial information about SUCC's cemetery is sometimes mixed into the records. *Note: because some of the financial records in this series are intermingled with those for expenses, also see the information about expenditures later in this series. Also see **Series VIII** for loose records from SUCC's early years, as some of them include information about pledges, subscriptions, and contributions. That series also contains transcriptions, made during the 1880s, of some of the church's earliest financial records.*

Subscriptions and other commitments to support the SUCC financially during later years can be found in early Protokoll books and elsewhere. The first separate listings of these are found in two bound volumes, in German, for 1877-1907 and 1907-1921; the entries are by date. Two other volumes include income records (unindexed) for 1878-1890 and

1892-1915; these appear to be pew rental fees. Also there is a folder of loose items from the two volumes.

There is then a gap in the church's financial records until 1935-1953, for which a number of very large registers show detailed records of member contributions. Each register contains quarterly summaries of contributions for individual members (names and addresses for whom are shown), arranged by member number from 1 to 1,100 or higher. These numbers are in approximate alphabetical order, but there are many exceptions. Some registers cover more than a single year.

Additionally, there are records pertaining to SUCC's fund-raising campaigns, both internal (1926 on) and external (2007 on); grants; bequests and wills from which SUCC benefited (arranged alphabetically by name of individual); a scholarship fund (1988-2003); loans, mortgages, notes, and rental income (1870s-1980); and investments (1922 on). Most of these files are small except for the Jericho Campaign (2008-2009) and the external campaign that followed it (2009 on). *Note: a red folder in this series detailing pledges for and contributions to the Jericho campaign contains information that is confidential in nature and not open for research.*

#### **b. Expenditures and Liabilities**

Records of SUCC's expenditures are also spotty and somewhat disorganized. They include various general operational registers and receipt books; ledgers and journals; and folders with other information. There is particularly voluminous information about the insurance the church held, but this information is principally for the 1930s and 1940s. *Note: because some of these records of expenditures are intermingled with those pertaining to income, see the income information described above.*

There are four ledgers and journals covering 1870-1889, 1927-1959, 1944-1956, and 1981-1985, along with loose items from 1882-1883. Additional ledgers and journals cover 1907-1927. Other materials include receipts, often in bound volumes, and other payment records for 1907-1912 and 1925. Ledgers and journals for 1958-1959 and 1974-1985 also exist.

There is a nearly complete run of receipts for payments and other records for SUCC's monthly expenditures – from wages for hourly employees to heating costs – for three years, 1980-1982; these records thus document rather fully this one short period in the life of this church. *Note: also see Series VI for information about repairs to the church's buildings.*

The insurance policies in this series are primarily for buildings, vehicles, and other assets.

There are also some miscellaneous financial records from 1847 onward.

### **c. Financial Statements and Audits**

This series holds financial statements and audits for many but not all years beginning in 1903. *Note: congregational and council records, along with those of trustees and the joint boards, often include summary financial information.*

### **2. Legal Records**

SUCC's legal records are principally related to disputes involving the church's right to a secure title for the property the Penn family granted and the purposes for which this property could be used, along with disputes involving the proximity to the church of establishments serving liquor.

The first of these disputes culminated in a celebrated Pennsylvania Supreme Court case that spanned 1914 through 1917. This case, ultimately decided in the SUCC's favor, resolved the question whether the Reformed Church Synod, successor of one of the two original partner groups that had received the Penn grant during the 1780s, could rightfully claim (as it sought to in 1907) one-half of the value of the Smithfield Street property and the income therefrom. The second dispute stemmed from SUCC's challenges to the issuance of liquor licenses to various establishments close to the church; most of these challenges came during 1978 to 1991. Other materials in this series include powers of attorney, deeds and wills, releases of liens, and information about SUCC's name change in 1942. There is also a list of citations to Allegheny County, Pennsylvania, public records pertaining to SUCC. *Note: also see the leases found in **Series V** below.*

### **D. Mission, Vision, and Planning Documents**

Several times during its recent history, SUCC has sought through various planning exercises and processes efforts to identify, clarify, and expand its mission and vision. This series contains information about such efforts during 1950-1952, 1975, 1984, 1994, 2001, and 2007.

### **E. Denominational Affiliations and Partnerships**

Even though SUCC has generally considered itself an independent church, on occasion it has affiliated with regional, state, and national ecclesiastical bodies. The first of these was the Evangelical Protestant Church of North America, an alliance of about thirty primarily German churches clustered along the Ohio River between southwest Pennsylvania and southern Indiana that SUCC helped to create in 1885. This series has documents illustrating that relationship, including copies of a catechism published in 1905.

After the decline in this small denomination, particularly following World War I, SUCC affiliated with the Congregational Church in 1924. The series contains correspondence, publications, meeting programs (1930-1935, 1954), reports, and related materials for this affiliation, which involved relationships on both the national and local levels. Most of

this material pertains to the Western Pennsylvania Association of Congregational and Christian Churches and comes from the period between 1932 and 1956. Included is information about this body's state conference, which was held in Pittsburgh in 1954. There is also a published history of this conference for 1887-1962, after the national Congregational and Christian Church had merged into the United Church of Christ (UCC). Another folder contains information regarding the Congregational Women's Missionary Federation of the Pittsburgh District.

From at least 1942 onward, the national Congregational Church began contemplating a merger with another denomination, the Evangelical and Reformed Church, though there was a persistent and vocal opposition to this step – including within SUCC. This division of opinion was serious enough to cause the departure of one of SUCC's pastors. *Note: see the newspaper clippings in Series IX for details.* The merger discussions resulted in an agreement to create the UCC in 1957. One folder here contains materials related to this agreement and SUCC's attitudes regarding it.

There are materials relating to the formation and nature of the UCC, which SUCC would join in 1960. They include general information (the merger agreement, for example) and items regarding meetings, particularly the UCC's 1983 General Synod meeting held in Pittsburgh. There are also copies of SUCC's annual reports to the UCC regarding membership, finances, attendance, and other statistics from 1963 onward. *Note: the UCC's published annual reports with the data from SUCC and other UCC churches are housed in SUCC's library.* There is also a copy of the UCC's "Manual on Ministry," undated but probably issued during the 1980s.

The UCC's regional organization for Southwestern Pennsylvania, formed in 1962, was named the Penn West Conference. There is information about this group, including its constitution and by-laws; agendas and programs for and reports from meetings; newsletters and other publications; correspondence; and directories. A Pittsburgh Association was subsequently created within the Penn West Conference, and this series also contains materials relating to this group for 1977 to 1993. In the series, too, is a folder for the Downtown Ministerium of Churches (which includes SUCC) and miscellaneous items stemming from SUCC's contacts with other churches in Pittsburgh and elsewhere.

Additionally, there is a bound volume, in German, of minutes for the Board of Delegates of the Evangelical German Church of Pittsburgh (a city-wide group in existence from 1896 to 1916) and a folder with loose items removed from this volume.

## Series III *Membership*

Information about SUCC's members and confirmands, as well as visitors, found in a variety of documents, not all of them indexed.

*Note: information about individuals who were members of SUCC during the 18th and 19th centuries can be inferred from early records described elsewhere in this finding aid, including the Protokol books in **Series II** and the registers and other records in **Series VIII** below. In these materials there are also lists of communicants, who may or may not have been members of SUCC.*

### **A. Members and Visitors**

There are several types of volumes listing the members of SUCC. The earliest compilation ostensibly covers the years 1863 to 1882 but in fact seems to have been created in 1853 by Rev. Carl Walther, who began his pastorate that year: his name is first on the list. It is noteworthy, however, that this list of names shows memberships dating from as early as 1827, though by the late 1860s the names then being added do seem to have been those of new members. Thus this volume may have been first a codification of membership as of 1853 and then a register of additions to that number. *Note: as noted above, this volume also contains a copy of the 1850 constitution and by-laws.*

*Note: membership in SUCC was originally restricted to heads of households, but women were allowed to become non-voting members sometime during the late 19th century. They became full, voting members in 1921.*

Another volume, dated 1882-1979, shows the names of persons who became members of SUCC during those years. Dates of their joining are shown for some but not all of these members; addresses are also given for many of them. A small notebook, evidently dating from the 1920s, shows the names of SUCC members grouped by street and neighborhood. This presumably was a reference guide Rev. Carl A. Voss carried with him when he was making visits to the homes of members.

There are two volumes (for 1869-1917 and 1910-1924) of receipts for payments of membership dues (payment of such dues then being a membership requirement of SUCC); the earlier book has an alphabetical index of members. The reason for the overlapping of years is not known. Also there is a folder with loose items removed from the membership volume for 1882-1979. *Note: see the two published histories of the church (dated 1882 and 1907) for the names of some members.*

In addition, there are various sets of alphabetically arranged index cards of members. One set, apparently also used for the distribution of information and envelopes, is for SUCC members during the years 1931 to 1958. These cards typically contain the member's name; address(es); date received into membership; membership number; and,

sometimes, date of marriage, resignation, removal, or death. Another set of cards, for the years 1945 to 1959, has information about deaths, resignations, and removals from membership; these are arranged by year, then alphabetically. The removals were made by the congregation in 1956, but some of the members had resigned earlier. *Note: in both of these sets, the cards for females were usually refiled after they were married, so both the original name and the married name of a woman should be checked.*

There are also office lists of SUCC members for 1942 through 1956. The lists often show addresses, notes of dates of death or resignation, and other pertinent information. There is also a folder with the names of SUCC members and attendees who served during World War II and another folder with miscellaneous membership information for 1969-2002.

In addition, the series has index cards grouped by category and alphabetized within each grouping, generally for the period 1949 through 1981 although not every category covers all these years. The categories include membership applications (1949-1951, 1959, and 1960-1975, but principally 1960-1969); members pending (no date); names of members with their join dates (no date); inactive members (1971?); suspended mail (1971?); resignations, transfers, and removals (1959-1976); deceased members (1959-1974 and 1979-1981); deaths and transfers (1989- ); and Slavonic members (ca. 1960). There is also a set of cards for baptisms and christenings for 1958-1973. Some of the cards have dates of joining, addresses, and other pertinent information.

This series also contains copies of SUCC's printed membership directories from 1962 onward. *Note: not every year is represented.* There are multiple copies of some directories.

Additional sets of index cards, each set alphabetized, has information about both members and visitors from 1977 through 1988. Addresses and telephone numbers are usually shown. *Set A* seems to include members or perhaps new members, as some cards state "joined" and provide a date. Handwritten date notations, many of them not Sundays, may indicate days when these people were called upon at home. *Set B*, which is larger, records the names and other pertinent information for visitors; since the dates on these cards are typically Sundays, the cards presumably show the dates these visitors attended worship at SUCC; a few cards note that the visitor subsequently joined the church. *Set C* includes transfers. *Set D* includes deaths. *Set E* is for college visitors. The three cards in *Set F* contain comments about various retirement homes.

## **B. Confirmands**

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There is also a set of cards with the names of confirmands for 1938 through 1943; some of the cards show other information as well. This series also contains a folder of miscellaneous information about other confirmands. *Note: lists of confirmands, often intermingled with those of communicants, are scattered through various registers in Series VIII.*

## **Series IV** ***Paid Personnel***

Information pertaining to persons employed by SUCC, either as ordained clergy or as other staff members, plus information regarding the church's personnel policies.

### **A. Ministerial Staff**

This series contains folders holding information about many but not all of SUCC's ordained ministers since 1782. Information about any one individual may be sparse, but as a group the folders contain a wide range of information: biographical data, contracts, installation service programs, correspondence, sermons, memorials, anniversary services, writings, articles about the individual, etc. Not every folder contains every type of record. The materials for Rev. Curtis Beach, including many of his sermons, represent about half the total. Some interim ministers are included.

Ministers represented with at least some documentation include Johann Wilhelm Weber, Carl Walther, Carl Weil, Friedrich Ruoff, Gustavus Probst, Carl A. Voss, Carl H. Voss, Theodor F. Stoerker, Arthur G. Haberlin, Edward E. Martz , Curtis Beach, Peter Weaver, David Beckerdite, Robert Brown, Francis Ayuk, Lois Morrison, J. Douglas Patterson, Elizabeth Gerchman Barlow, and Robert Foltz. There are several folders with miscellaneous information about pastors (including one for the transition period from Probst to Voss, where are found condolences after Ruoff's death, details about Probst's resignation, and applications for the vacant position); information about interns; and copies of sermons delivered by several guest preachers.

There is an account book for Rev. Ruoff for the years 1878 through 1903.

### **B. Other Staff Members and General Personnel Matters**

The series has information (also very sparse) about other employees, including musicians; notes from staff meetings (1978-1991), and personnel policies (1975-1999).

## Series V *Physical Property*

Information related to SUCC's real estate and other forms of physical property, including buildings and their contents.

### A. Real Estate

The series contains information about SUCC's real estate transactions. Little is known about such transactions, if any, the church was part of from the late 1700s through the 1850s. Following the relocation of SUCC's original cemetery from a portion of the Penn grant property in downtown Pittsburgh to Troy Hill in 1860, the church began leasing out this portion of its property for the purpose of income. Two rows of eight three-story and nine two-story structures containing residences, businesses, and workshops were constructed along a portion of Smithfield Street and the parallel Montour (originally called Miltenberger) Way.

Meanwhile, the corner at Smithfield Street and Sixth Avenue, where four of SUCC's buildings stood from 1787 through 1925, increased in value during the decades after 1860. The series holds several proposals the church received during the 1890s that would have it relocate from its relatively new building and lease this corner property for commercial purposes – an office building or hotel. These proposals were not consummated, evidently because the members of SUCC did not approve them but also because there were still some questions about the ownership and rightful purposes of this land.

In 1903, the church explored leasing some of the site of the discontinued cemetery for commercial purposes: a fifty-year lease would have allowed a syndicate of the existing business tenants to construct a large building on Smithfield Street between the church itself and Strawberry Way. Perhaps because of the national business slump that year, this project did not go forward, as renewed leases to those same tenants in 1905-1908 show. (These leases help to identify SUCC's tenants along those two streets, most of them German merchants – and, in some cases, members of the church.)

By 1913, the idea of a lease was revived, again for the corner of Smithfield Street and Sixth Avenue, where the 1875 structure still stood. The renewed proposal reflected the fact that the Pennsylvania Supreme Court had decided for SUCC regarding its sole ownership of the land the Penn family had granted and with respect to its allowable uses, which the court interpreted broadly – again favoring SUCC's arguments. This time the lease, with one of the tenants (perhaps acting for the syndicate) was to be for ninety-nine years. This first project also did not go forward, but another proposal was made for the corner property in 1917. In this instance SUCC made a counterproposal, which apparently terminated the negotiations.

Finally, in March 1923 SUCC received a new proposal from the A.W. Smith Company for a ground lease lasting ninety-nine years (since extended) of the property at Smithfield Street and Sixth Avenue. The church agreed to the proposal the next month, in part because it wished to construct a new, larger building for itself. The lease, which began on May 1, 1924, compelled SUCC to use another location (on Grant Street) while it was between buildings. The materials here include proposals, internal and external correspondence, leases, and related information. Ultimately, a four-story building was constructed on the Smithfield and Sixth site. There are also materials on alterations to this building, legal correspondence, the names of later holders of the ground lease, speculation about possible uses of the property, and photocopies of the subleases (including one to the Woolworth Company) from 1955 onward. *Note: this information is helpful in understanding some of the legal cases described above.*

The series also contains a small amount of information about SUCC's ownership of its three different cemeteries. Not only was the first of these, on part of the Penn grant, full by 1850, but the growth of the city all around what had once been an isolated church and its burial ground now made the latter's location impractical and inappropriate. As result, land for a new cemetery was purchased that year on Troy Hill in what was then Allegheny City; disinterments of those buried on Smithfield Church's land were undertaken in April 1860. When the burial space at Troy Hill subsequently became crowded, land for a third cemetery was purchased in 1886. The new cemetery, customarily called "Smithfield East End Cemetery," was located on Forbes Avenue adjacent to Homewood Cemetery in the eastern sector of Pittsburgh. In 1893, exhumations were carried out at the former burial ground on Troy Hill and the remains were moved to the newer cemetery. Materials here also include purchase agreements, deeds, and related information about improvements and other changes to the extent of the third cemetery, as well as information about the negotiations (from 1984 on) leading to this property's eventual sale by SUCC in 2002. *Note: also see **Series VII** for records relating to SUCC's cemeteries.*

## **B. Buildings and Contents**

This part of the series contains information about SUCC's fifth (1877) and 6th (1927) buildings. This includes three apparently identical and complete sets of the original proposal, contract, articles of agreement, bond, general conditions, and specifications (dated May 12, 1925) for the new structure the church would build at its new location at the corner of Smithfield Street and Strawberry Way, along with one copy of specifications for certain items (including floors, ornamental iron, and stained glass). *Note: these items are in fragile condition and cannot be used without assistance.*

These boxes also include sketches and blueprints of components; proposals and bids; contracts with suppliers; construction details; dedication ceremonies; mortgages; major internal spaces and exterior features; mechanical systems; stained glass windows; furniture and decorative and functional features; specifications; repairs of structural components; proposed alterations; appraisals (1980-1985, 1992-1996, 1998-2002, 2005-2006); and utilities. This material is most informative for the internal aspects of the building. Special items of interest include a bound appraisal (1934) with detailed, room-

by-room valuations of the contents of what SUCC owned (including at the cemetery) and a less-detailed appraisal in 1992; a publication on the tercentenary of William Penn (1944), which includes a description of the relatively new sixth building; extensive information about renovations to this building during 1963-1964 and after a fire in 1965; and a maintenance handbook. *For more information about repairs and their costs, also see Series I.* There are also extra copies of the publication on the tercentenary of William Penn.

**Series VI**  
***Constituent Organizations***

Records pertaining to various organizations formed within SUCC, largely for social purposes rather than for any function within the church's governance.

**A. Men's Groups**

The series contains a scattering of materials relating to several organizations of men within SUCC: the Men's Bible Class, the Men's Club, the Brotherhood Class, and the Laymen's Fellowship, all of which were active at some time during the period from 1926 to 1957.

**B. Women's Groups**

More voluminous information about several organizations of SUCC's women is found in the series. For the Ladies Aid Society (1887-1960), there is general information, minutes (some in bound volumes), financial records and ledgers, lists of officers, and a constitution and by-laws. For the Mother's Club, an auxiliary of the Ladies Aid Society, there are programs of activities for 1933 through 1955. The Ladies Aid Society became the Women's Fellowship when SUCC became part of the United Church of Christ in 1960. For the Women's Fellowship, there are minutes (1960-1983), reports, and financial records.

**C. Other Groups**

There is fragmentary information for certain other SUCC organizations. These include the Teacher's Association, the Business and Professional Women's Missionary Federation, the 620 Club, and the Middle-of-the-Road Group. There index cards of the members of the Friendship Club.

## Series VII *Programs, Activities, and Events*

Materials illustrating the many and diverse facets of SUCC's church life and ministry, including programs, activities, and events the church has offered, sponsored, or engaged in for the benefit of its members and others.

### **A. Regular Worship Services**

Programs (sometimes called "bulletins") for regular Sunday worship services are scarce before 1941, but there is one folder with some examples from 1903, 1926, 1927, 1932, 1933, 1934, 1935, and 1938, along with some duplicate programs from later years. There are bound programs for 1941 through 1956. During the first three of these years the programs for the upcoming Sundays were distributed several days before the services as part of messages from the pastor entitled *Smithfield Towergrams*, named for the site of Rev. Carl A. Voss's office in the 6th floor of the tower. This practice was discontinued not long after Voss's death in late 1943. The bound programs also include other items, including programs for special services. *Note: many of these programs are bound in reverse order, from December back to January.* Almost all the extant programs are in English. (Services in English began at SUCC in 1905 but did not predominate until two decades later.)

Programs for later years also exist: 1957-1970 (except for 1959), 1971-1980, 1981-1993, 1994-2007, and 2007 on.

### **B. Special Services**

There are also programs for various special services, alphabetized by the name of the event: Anniversaries (125th, 140th, 145th, 150th, 160th, 175th, 200th), Celebrate Life (1979), Confirmation Sundays (various years), Christmas (various years), the Congregational and Methodist Union (1968), Dedication (1926), Easter and Lent (various years), other holidays (various years), other special events and holidays (various years), Rededication of the Sanctuary (1966), and Miscellaneous. *Note: also see the yearly collections of programs of regular worship services, described above, for other programs for special services.*

There are duplicates of some of the anniversary programs and publications.

### **C. Educational Programs and Classes**

Records are sparse for SUCC's educational efforts over the decades. There is some evidence of who attended classes at various times but only rarely information about the topics and content of those classes.

## **1.      **Rolls and Attendance Records****

There are books holding attendance records, generally organized by year and then alphabetically within each year, although some records exist for particular classes as well. These books cover the following years: 1882-1909, 1919-1924/25, 1923-1926, and 1927-29. There are also lists of members of certain classes, primarily the Smithfield Bible Class (1942/43-1950/51, 1951/52-1959/60, and 1961/62-1969/70).

## **2.      **Other****

In addition, this series contains miscellaneous materials relating to various classes: list of Sunday School students and their parents (various years from 1974-1975 to 2005); index cards listing certain students in 1957 and about 2001; a list of names and home addresses for the Smithfield Bible Class for about 1933 to about 1962; an account book for 1959-1967; two additional books with minutes and financial information for the Smithfield Bible Class for 1968-1971; copies of the constitutions for the Sunday School Association, dated 1898 to 1922; folders containing meeting announcements for the Men's Bible Class (1956-1959); materials relating to the 25th anniversary dinner of the Dorcas Bible Class (1951); notes relating to a youth group (undated); order forms for purchased educational materials (1994-2000); correspondence regarding Sunday School hours (1975); and materials – including a lesson book – for Vacation Bible School (1989).

## **D.      **Social Activities and Events****

The materials here include a few items related to dinners, lectures, performances (musical and dramatic), picnics, recreation, retreats, and the like held at SUCC. There is also information about SUCC's musical programs and related activities, including those included in worship services.

## **E.      **Publications****

### **1.      **Periodicals****

In 1917, the German Evangelical churches in the Pittsburgh area began publication of a small monthly magazine entitled *The Evangelical Protestant*, copies of which are not in this collection. In October, 1926, SUCC seems either to have taken over this publication or to have begun a similar one for its own congregation, for the first issues of *The Smithfield Protestant* appear in that year. This periodical began as a monthly but declined in frequency after 1929 and appears to have ceased publication about 1937. The series holds a dozen scattered issues (not counting duplicates) of this periodical from 1926 through 1937. They show that as time went on *The Smithfield Protestant* functioned increasingly like a church newsletter with announcements, reports from activities, and content of a similar nature.

## 2. Newsletters and Similar Communications

After *The Smithfield Protestant* ended, the Rev. Carl A. Voss began – exact date unknown – a printed weekly entitled *Smithfield Towergram*, which received its name from the fact that the pastor had his office on the church tower's 6th floor. The earliest of these (in typescript only) is the one dated March 16, 1941. There are also later issues, written by both Voss and others, dated as late as May 10, 1944, several months after Voss's death. His topics, discussed in a first-page essay, ranged widely, from world events to the life of the church, but the issues of *Smithfield Towergram* also contained matters that would typically be in a church's newsletter for its members *Note: as noted above, during some of this time the Smithfield Towergram was distributed in advance along with the programs for the following Sundays.*

Voss's son, the Rev. Carl H. Voss, who was SUCC's assistant pastor for several years, later prepared commentaries on some of his father's essays that had been published in the *Smithfield Towergram* during 1941 to 1943. From these commentaries one can get a sense of other topics about which the senior Voss had written in the issues of this publication that are not found in SUCC's collection.

Following the elder Voss's death in 1943 and the subsequent demise of the *Smithfield Towergram*, SUCC has had a number of more conventional newsletters (usually published monthly). The church has also distributed notices, announcements, and correspondence to the congregation outside the cycle of its periodic newsletters, and this material is intermingled with the regular newsletters – primarily during the 1940s and 1950s. The series contains these later newsletters for all or parts of 1943-1950, 1956-1959, 1967-2002, and 2006 on. Titles vary. The newsletter was first called *Tower News* (a mimeographed monthly) and then *Smithfield Church News* (later *Smithfield News*), which was typically a monthly. In 1997, the newsletter took the name *The Spire*. For awhile it appeared two times per month or even weekly, but in 1998 it began to be issued on a monthly basis.

During many years, there were no newsletters during the summer months, when SUCC typically suspended its worship services. Occasionally the files contain other newsletters, for example the *Collegiate Newsletter* and *Downtown Neighbors*, both of which seem to have been short-lived publications. There is also a folder of occasional pastoral letters, dating from 1958 to 1994.

## 3. Special Publications

The series has contains some incidental publications: a copy of the *Smithy Anvil*, a newsletter in 1932; a daily devotional guide for Advent from 1998; and a catechism, undated.

## 4. Histories

The first formal history of SUCC, by Rev. Friedrich Ruoff, was published (in German) in 1882. The series has three archival copies of the bound volume, including one autographed by the author, and several typed or handwritten translations of this history

into English. A second history, written by Rev. Carl Voss, was published in 1907. The series contains six copies of this second history, as well as a typed translation into English.

In addition to these formal histories, the dedication booklet issued soon after the current structure was completed in 1927 includes an historical overview (in English), evidently written by Rev. Voss, who then revised and expanded this sketch for republication at the time of the church's 150th anniversary in 1932. The series contains copies of both versions of this later brief overview, along with a copy of an even briefer historical sketch published during the SUCC's 200th anniversary in 1982.

There are some other historical materials related to SUCC. These include a script and other information regarding a 1956 WQED program on Germans in America; several timelines illustrating main points in SUCC's history; a description of SUCC's historical stained glass windows; information about how SUCC came to federate with the Slavonic Congregational Church (1959) and the Smithfield Street United Methodist Episcopal Church (1969); and miscellaneous information pertinent to the history of SUCC and to that of religion in Pittsburgh.

There are numerous extra copies of the 1927 publication and the 1932 publication, along with another copy of Rev. Ruoff's 1882 history.

## **F. Evangelism and Outreach**

### **1. Cemeteries**

In a sense, having a cemetery was SUCC's original "outreach" program. Internments were at first made on the church's property, adjoining the several structures put up there beginning in 1787. During those years, this property was located some distance from the center of Pittsburgh. By 1860 this situation had changed dramatically and SUCC's site was surrounded by businesses and residences; furthermore, there was little space for new burials on the church's own land. Accordingly, SUCC acquired ground for a new cemetery on Troy Hill and transferred the remains of those who had been buried near the church to that new cemetery.

Internments rapidly filled the new burial ground on Troy Hill, so between 1886 and 1893 SUCC acquired another location in an area east of the city and again transferred remains to it. The new cemetery, called Smithfield East End Cemetery, was situated adjacent to Homewood Cemetery. By the 1970s, this cemetery had become a considerable drain on SUCC's finances, and during the mid-1980s the church considered selling some or all of it. In 1993 it signed a management contract in an effort to relieve this financial pressure and then in 2002 sold the entire cemetery outright.

*Note: most records of internments (more than 8,000 in all) in Smithfield East End Cemetery have been deaccessioned and transferred to Homewood Cemetery, which now administers what was originally called the Smithfield East End Cemetery. Contact*

*Homewood Cemetery at 412-421-1822 for more information about burials and the sites of burial plots.*

SUCC's archives has retained some financial, legal, and managerial records pertinent to its cemeteries. There is also miscellaneous material (1944-2002), including copies of rules for the cemetery, prices during certain years, and a 1997 appraisal of the cemetery property anticipating its coming sale. There is considerable information in 1984-1986 regarding the possible sale. A large cemetery cash book for 1942-1954 also exists.

## **2. Orphanage**

SUCC established an orphanage in 1887, after it received a donation of eight acres on West Liberty Avenue; the orphanage was dedicated the next year. It typically housed about three dozen children at a time. The orphanage was closed in 1941 and in 1943 was consolidated with the nearby (and newer) home for the aged (see below) into what was renamed the Congregational Homes; the physical property of the orphanage was sold to the Salvation Army in 1945.

Materials relating to the orphanage (1913-1943) include anniversary programs, a constitution, financial reports, names of residents, the names of the members of the boards of control and other officials, and information about its closing. *See Series VIII for information about the children who resided in SUCC's orphanage.*

## **3. Homes for the Aged**

Four years after establishing the orphanage, SUCC opened a home for the aged. The first location was six acres named "Fair Oaks" (formerly the home of General Alexander Hays), seventeen miles west of Pittsburgh. This property was purchased in 1890, and the home accepted its first resident the next year. In 1927, SUCC decided to relocate this home to land adjacent to the church's orphanage on West Liberty Avenue in Pittsburgh. The two institutions were given the combined name "Congregational Homes" after the orphanage was officially closed in 1943 (although the name Fair Oaks is sometimes still used in referring to this home).

This series contains a considerable amount of information about both homes for the aged. Material for Fair Oaks includes historical information, a constitution, anniversary programs, financial information, and details regarding the eventual sale of the property. The folders for the Congregational Homes contain information about the land purchase; gifts and contributions (including an account book); the dedication ceremony; construction contracts and invoices; names of board members; a copy of the by-laws; details about various expenses (utilities, food, clothing, insurance, taxes, payroll); wills and estates; agreements with applicants; deaths; and anniversary programs from 1940.

## **4. Visitation**

Undoubtedly visits to the ill and home-bound have always been a part of SUCC's pastoral care, but records here exist only for the 1960s and later. Information consists mainly of the names and addresses of those visited.

## **5. Luncheon Ministry**

According to a brief history of this ministry, SUCC initiated a post-worship hot lunch program in 1977. It was aimed at the homeless, college students, and anyone else who wished to join them. Since then it has established itself as a more-or-less regular program; during many years, the luncheon ministry was a service of the women's association within the church.

## **6. Food Bank and Related Ministries**

This series also contains information about several ministries in which SUCC has participated through which groceries are supplied to those in need. The first such documented ministry (1986) consisted primarily of referrals, and so there is information about city-wide services, but soon a full-fledged cooperative food program was up and running. Statistical information for the food distribution begins in 1993.

## **7. Shelter Programs**

On Christmas Eve, 1981, Smithfield opened its doors to homeless women. This emergency program, ultimately named Bethlehem Haven, soon was operating on a regular basis with ecumenical support for those women who needed temporary quarters. Housing was provided in the church's gymnasium. The series contains information about Bethlehem Haven and its annual reports from 1982 through 1992. Bethlehem Haven moved to its own building about 2002. For many years since then, SUCC has housed Allegheny County's designated cold-weather shelter, which services homeless individuals (principally men) on the colder nights during the winter months. There is also information about this program, which is funded by Allegheny County.

## **8. Radio and Tape Ministries**

The idea for a regular radio program series arose in 1984 and the series was implemented two years later. Materials in the series include ideas for programs to be aired, contacts with radio stations, responses from listeners, and evaluations of the series. The program ended in 1989. Cassette tapes of services, intended for shut-ins, were also made available beginning in 1989.

## **9. Public Relations**

Information about this topic includes copies of various promotional and informational products; press releases (1963-1994); and paid advertisements (1985-1986).

## **10. Other Evangelism and Outreach**

There are also folders, none of them large, for various other topics falling within the broad area of Evangelism and Outreach. Topics include Families Aided (1981-1997), Habitat for Humanity (1988-1996), Guidelines for Weddings and Funerals, Higher Education Grants (1987-1988), Operation Nightwatch (1989), the Pittsburgh Pastoral Institute (1995-1997), the Prayer Network (1994), the Task Force on Homeless Families

(1991-1992), the Singles Ministry (1976-1977), Uses of the Church by Outside Organizations (1975-1976), Ushering (1993), Van Services, Volunteers, We Care, Weddings, and Miscellaneous.

#### **G. Anniversary Observances**

This series contains assorted materials related to the planning and execution of events and activities commemorating SUCC's 125th, 150th, 160th, 175th, 200th, and 225th anniversaries. These materials include correspondence (including letters of congratulation), planning documents, historical information, copies of special presentations, information about booklets to be published, official proclamations, and lists and minutes of anniversary committees. *Note: programs for anniversary services and memorabilia related to commemorations can be found both here and in **Series IX**.*

There is also information about the celebration of the 200th anniversary of the Penn grant (1987) and the 20th anniversary of the federation of SUCC's United Church of Christ and United Methodist Church components (1988).

#### **H. Website**

SUCC launched a highly developed website in 2008. There are printouts of some sample pages and disks containing the of the entire site, which is updated at least weekly and typically more often.

**Series VIII**  
***Historical Records and Materials***

Records, often fragile and irreplaceable, having uniquely high intrinsic and symbolic value owing to their age and information about SUCC's earliest years.

**A. Records and Materials of Rev. Weber**

These consist of four bound volumes, in German, that evidently belonged to SUCC's founding pastor, Reverend Johann Wilhelm Weber.

*Note: all four of these volumes are in very delicate condition and should be handled only if absolutely necessary and then with extreme care; researchers cannot use them without assistance.*

These volumes include a "Reisenbuch" or travel journal with blank pages that Weber appears to have filled with both writing and arithmetic calculations; a "Briefsteller" or handbook containing model letters and other useful information; a German Bible, printed in 1792; and a songbook, published in 1806.

**B. Early Documentary Records**

These records, in German, consist of loose materials (presumably remnants of once-bound Protokoll volumes) now in very poor physical condition. They include financial records and accounts from 1783 to 1794 and from 1806 to 1841, as well as at least a portion of the congregational and council records through 1856; some information about baptisms and confirmations is also contained in these records. These items may include the originals from which the later transcriptions described later in this series and the microfilm described in **Series IX** were in part derived.

*Note: owing to their extreme fragility, these materials are not available for research unless absolutely necessary and then must be treated with extreme care; researchers cannot use them without assistance.*

*Note: a bound photocopy of the pages covering 1812 to 1852 is described in **Series IX**. This volume may have been a by-product of the microfilming of SUCC's baptism, confirmation, marriage, and death records done during the 1970s, but the information this volume contains is not included as part of the microfilmed records.*

There is a small number of original certificates (or copies of same) displaying information pertaining to the baptisms, marriages, and/or confirmations of certain individuals. The information on these certificates duplicates that in the registers.

### C. Registers of Births, Marriages, and Deaths

In addition to the bound registers, there are compilations and indexes for some of the information contained in the registers.

*Note: for the sake of convenient reference for these frequently used books, each original register or other volume has been assigned a unique **number** (in the case of **registers**) or **letter** designation (in the case of **indexes and transcriptions**). Each volume containing original records is housed in its own box, the label of which identifies the particular book inside (e.g., **VIII C, Book 4**). Many indexes and transcriptions also have their own boxes, each of which is similarly identified with the number or letter of the book inside (e.g., **VIII C, Book B**). The compilations in **VIII C, Books A, D, G, and H** are not boxed.*

*Note: several of the registers contain more than one type of information (baptisms, confirmations, communicants, marriages, and deaths or funerals), recorded in separate sections of the register. A common practice in such instances was to start one set of entries in the usual way, then to invert the book and begin the second set of entries starting from the front page of this other end. Thus these volumes can be read in two directions, depending which side of the book is up; consult the guide below, which is also posted inside the steel cabinet (G), for the pertinent page numbers for specific entries for the information in such volumes.*

*Note: Books G and H are printed compilations of, respectively, Smithfield Street Methodist Church baptisms (1832-1879) and marriages (1818-1885). See **Series III** for additional records of baptisms and christenings. Books 11 and 12 contain transcriptions, made during the 1880s, of certain older records; no listing of the records transcribed is available. Book 13 contains information about inmates of the orphanage operated by SUCC from 1879 to 1941.*

*Note: Most of the registers listed here were microfilmed during the 1970s and can be found at the University of Pittsburgh (see <http://digital.library.pit.edu/pittsburgh/>).*

*Note: for the earliest years, the information is written in German, often in a script that is very difficult to read.*

*Note: many of these volumes are very fragile or in poor condition and must be handled with extreme care; researchers cannot use them without assistance.*

Book A	Compilation of Baptisms, 1782-1811 [transcriptions] [also SUCC members, 1782-1825]
Book 1	Baptisms, 1821-1832 Confirmations, 1823-1832 Marriages, 1824-1832 Deaths and Funerals, 1822-1832
Book 2	Baptisms, 1833-1850 Confirmations, 1832-1850 Marriages, 1832-1850 Deaths and Funerals, 1833-1850
Book 3	Baptisms, 1851-1864 Confirmations, 1851-1864 [inverted]
Book 4	Baptisms, 1864-1879 Confirmations, 1865-1986 [inverted]
Book B	Index to Baptisms, 1860-1879 (“A” through “S” only)*
Book 5	Baptisms, 1880-2008
Book C	Index to Baptisms, 1880-1975
Book D	Confirmations, 1896-2002
Book 6	Marriages, 1851-1872 Deaths and Funerals, 1851-1872 [inverted]
Book 7	Marriages, 1873-1968
Book 8	Marriages, 1968-
Book E	Index to Marriages, 1880-1977**
Book 9	Deaths and Funerals, 1872-1924
Book 10	Deaths and Funerals, 1924-
Book F	Index to Deaths and Funerals, 1924-
Book 11	Transcriptions of Baptisms, 1812-1821 (pp. 134-150)
Book 12	Transcriptions of Confirmations, 1814-1819 (pp. 126-133, 151-154)
Book 13	Inmates of Orphanage, 1879-1941

\* the numbers in this index refer to the baptismal number, not the page, in the register of baptism records

\*\* this index includes portions of Books 7 and 8

**Series IX**  
***Non-Textual Materials***

Information in formats other than written or printed documents.

**A. Newspaper Clippings**

Only sporadically has SUCC endeavored to clip and save stories, photographs, advertisements, announcements of coming services or activities, and the like published in newspapers. Some of these items are loose; others were pasted into scrapbooks, some of whose pages were filled with dozens of small clippings. Many of the early clippings and some of the later ones are in German.

Insofar as feasible, the original clippings have been retained after photocopying and are generally grouped by decade. *Note: because of their extreme fragility, the original clippings should not be used for research or copying.*

The photocopies have been categorized and filed by topics roughly in parallel with the ten series in this finding aid: History and General, Building and Site, Denominational Issues, Pastors and Other Staff, Services, Events and Activities, Social Issues and Outreach, Anniversaries, and Orphanage and Homes for the Aged. Within these topical areas, the clippings are in approximate chronological order within folders. One folder contains copies of clippings from German newspapers from about 1865 to 1904; the originals were retained by the Senator John Heinz Regional History Center after these copies were made there for the SUCC archives. There is also a folder of photocopied clippings pertaining primarily to the Ruoff and Voss families.

**B. Photographs and Lantern Slides**

**1. Photographs**

SUCC has never systematically recorded events and activities using photographs, and so the bulk of the photographic holdings consists of snapshots evidently taken by members and later donated to the church. There are, however, also some formal portraits and transparencies. *Note: photographs in this series are loose and so folders must be kept level to prevent their falling out of the folders. Researchers must also avoid touching the images with their fingers.*

Most of the snapshots are grouped more or less along the lines of the ten series in the entire collection. Most of these snapshots are from the mid-1990s on and are in color. The majority of these photographs are candid shots rather than posed ones; the size and physical condition of the print both vary. Although it is not always possible to identify or date the specific events and activities depicted (fewer than half have writing on them

identifying the individuals or the event), they are typically group views of church leaders, holiday events, activities of particular groups, church-wide dinners, parties, classes, picnics, and so forth. There are also photographs of individuals and small groups, both often without identification or date; identifications have been made whenever possible, and those snapshots identified are filed in order of last names.

The series has a number of framed photographs, mostly in black and white. Subjects include undated views of earlier church buildings (pre-1877 and 1877-1925), the interior of a shop in the properties on Smithfield Street the church rented out for income (1910), a portrait of approximately fifty women in Red Cross uniforms (probably 1917-1918), and a view of the decorated interior of the church at the time of the 125th anniversary (1907). There is a framed portrait of the committee that organized the 140th anniversary in 1922; this portrait is hanging in the archives.

There are also large (more than 12" x 12") unframed photographs and drawings (nearly all in black and white), some of them matted. Subjects include drawings of the present structure, including one in Henry Hornbostel's hand; a portrait of the Building Committee ca. 1924 (two copies); a portrait of the Council, 1925; three views of the 1925 cornerstone ceremony for the new church; portraits of several confirmation classes (1908, 1911, 1913, 1917, and undated); a portrait of the members of the Slavonic Congregational Church in front of their building (1932); five additional copies of the view of the decorated interior of the church at the time of the 125th anniversary (1907), some of them tinted; an exterior and an interior view of the 1877 structure; thirteen interior views of the 1927 building when it was new; another portrait of approximately fifty women in Red Cross uniforms (again, probably 1917-1918); a view of Fair Oaks (n.d.); color prints of four of the art glass windows (n.d., probably 1982); a color reproduction of the art glass window destroyed in January 2007; and images of two unknown males, perhaps pastors, one from the 19th century and the other from the 20th century. There is also a color study for the large rose art glass window in the sanctuary.

There are in addition numerous small (less than 12" x 12") unframed photographs and a number of negatives. Subjects include the cornerstone ceremony in 1925; various exterior views of the church (some in color), including the steeple under construction and rear views of the present structure as the Alcoa Building was being erected; numerous interior views of the building and objects in it, including the communion table, the baptismal font, and art glass. There are also professional photographs, often portraits (including a few *cartes-de-visite*), related to a number of topics, including the church's designated leadership; additional confirmation classes (undated); pastors (Revs. Walther, Weil, Ruoff, Carl A. Voss, and Carl H. Voss) and other church staff members; earlier churches (including a view of the Slavonic Congregational Church shortly before it was razed about 1960); the 1925 cornerstone ceremony; exterior views of the current church; views of the interior of the present church and some of its furnishings; art glass; damage resulting from a water problem in 1952 and the 1965 fire in the sanctuary; and a variety of activities and events (men's and women's groups, stage performances, recreation, and the like). There are also views of Fair Oaks and its residents, of the orphanage and its residents, and of the Congregational Home building.

There are two small sets of transparencies, one with undescribed scenes from the Women's Fellowship 150th anniversary event in 1987 and the other with mostly exterior views of SUCC's present building during the 1990s or soon thereafter (largely of the spire and tower). There are also compact disks and other forms of storage media for photographs. Most of the photographs on these disks are of the interior of the church but also include various events and activities. There are also views of the damage to the Social Hall caused by the fire in 2007.

The series also holds approximately 100 lantern slides of the current structure both while it was being built and shortly thereafter. *Note: these lantern slides are extremely fragile and cannot be exposed to light. Researchers cannot use them without assistance.*

The photographic copy of the earliest of SUCC's records, described in **Series VIII**, is physically a part of this series.

### **C. Audiovisual Records**

These records include a mixture of reel-to-reel tapes, cassette tapes, videotapes, and compact disks, are sparse but contain a 1955 discussion of the merger facing the Congregational Christian Church, music, a variety of sermons, Christmas activities, interviews with two former pastors (Rev. Theodore Stoerker in 1982 and Rev. Carl H. Voss in 1983), a videotape produced by Bethlehem Haven, and a sound recording of the church's 225th anniversary service in 2007. This series also contains one reel of microfilm (1971) of Smithfield's early records and an index of the records on the film.

### **D. Printing Blocks**

The series has wood and metal blocks using in printing photographs that were included in SUCC's histories and other publications. Main subjects include external and internal views of the present structure, portraits of church leaders and pastors, and views of the cemetery, orphanage, and adult home.

### **E. Architectural Drawings and Blueprints**

These include many of the original drawings and blueprints for the present structure, along with numerous copies. There is also a compact disk holding images of some of these original drawings. *Note: these drawings and blueprints have not yet been processed. They are not available for research and, owing to their fragile condition, should not be touched.*

### **F. Old Bibles and Hymnals**

These volumes were acquired by SUCC by unknown means; presumably many were given to the church, but some of them may have been used in worship services. Many of

the volumes are in poor condition. All items have been inspected for family genealogies or other information. They include Bibles, hymnbooks, and other materials.

#### **G. Artifacts and Other Physical Objects**

Over the years, SUCC has created or acquired assorted artifacts and other physical objects; some of the items are of considerable historical interest, others are ephemeral. Most of these items are described below.

- o a silver baptismal bowl used prior to 1927 (*Note: this item is shelved on G13.*)
- o a brick, origins unknown but presumably from an earlier structure; a wooden ballot box and three wooden gavels, dates unknown; a lock, with keys, for a gate located on church property prior to 1927; pieces of a light fixture (presumably from an earlier structure); a soldering iron used to seal the cornerstone of the present building, 1925
- o plates and hot pads (*Note: fragile*) commemorating various church anniversaries
- o nameplates from the honor roll of SUCC men who served during World War II
- o two dolls, made by hand by members of the Women's Association (2010); a bowling shirt belonging to Kenneth Fickley, from Smithfield's bowling leagues;
- o a decorative plate from Israel (*fragile*)
- o miscellaneous other items from church anniversaries; a decorative cross; a ram's horn from Israel; a 48-star flag; a fifty-year membership pen; a woven cross for Easter; SUCC Christmas cards, date unknown; a framed image from Denmark, 19th century; contents of a time capsule sealed in 1961 and opened in 1986; and ornaments, with the church's logo, from the Jericho campaign

#### **H. Oversize Items**

This part of the series contains items larger than 19" x 27." They include an undated placard for a Sunday luncheon, two posters listing the World War II Honor Roll of those members of SUCC who served in the United States military, and a very large banner made for the church's 200th anniversary in 1782.

**Series X**  
***Miscellaneous***

Items, usually of tangential or minor importance, that do not fit comfortably within the other series.

Items in this series include a permit to store wine (1928), materials related to the creation of the German Nationality Room at the University of Pittsburgh, information regarding a pilgrimage tour to Europe in 1929-1930, materials describing a temporary exhibit of a bronze plaque with images of the Last Supper in 1950, miscellaneous correspondence, and publications featuring SUCC. *Note: these folders remain unprocessed and contain photographs and other materials.* There is also a set of eleven appointment books, covering all years but 1957 from 1950 through 1961. These books were kept by the church's administrator and provide a day-by-day record of activities at SUCC during those years.

The series also holds administrative files for the SUCC's archives, including policies, names of researchers, invoices, and similar data.

There are a number of oversize items, including two decorative certificates and two sketches of entry doors for the present building.

## **Collection and Access Policies**

### **Collection Policy:**

**The Archives of the Smithfield United Church of Christ collects information of all types and in all formats related to the Smithfield United Church of Christ. Donations of potential archival materials are welcome, but such donations are reviewed before being accessioned and some duplicate or non-essential materials in them may not be retained.**

**Unrelated materials have been and will continue to be deaccessioned to other archival repositories (e.g., Homewood Cemetery for the Smithfield East End Cemetery and the Senator John Heinz Regional History Center for records of the Smithfield Street Methodist Church). These repositories have a stronger interest in these records or are better equipped to serve users of them than SUCC is.**

**A records management program to identify and transfer SUCC's current records to the archives has not yet been developed.**

### **Access Policy:**

***All researchers must obtain permission to use records, which are made available only with qualified SUCC personnel present.***

**Citations must state that the materials are in the Smithfield United Church of Christ Archives, Pittsburgh, Pennsylvania.**