

FINDING AID

Smithfield United Church of Christ Archives Pittsburgh, Pennsylvania

Last Revised: April 12, 2010

Scope and Content

Materials relating to the creation and polity of Smithfield United Church of Christ of Pittsburgh (hereafter SUCC), founded in 1782 by Rev. Johann Wilhelm Weber for residents drawn from the German Lutheran and Reformed traditions. At that time, the town of Pittsburgh had a total of 300 to 400 inhabitants. The 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. Many of the records are in German, both printed and script.

Smithfield United Methodist Episcopal Church of Pittsburgh (founded in 1788) 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 pastoral leadership. The union continued until the Methodist portion was merged into SUCC in 1994. *All original records of Smithfield United Methodist Episcopal Church of Pittsburgh have been deaccessioned to the 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, SUCC has been located at various points on the property (encompassed by Smithfield Street, Strawberry Way, Montour Way, and Sixth Avenue) that it still owns. A cemetery occupied a portion of this property until 1860.

The collection consists of approximately 130 linear feet, arranged in ten series. *Note: Certain boxes are empty and reserved for future use.*

(Further information about the church’s history can be found in printed histories written by Rev. Friedrich Ruoff in 1882 and by Rev. Carl A. Voss in 1907. Both were written in German, but there are English translations. *See Series VII E 4 below.*)

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¹ Original registers of births, marriages, and deaths are in Series VIII, B and C. Certain other series – for example, II B 2 and VII C 1 (committees and adult education) – contain lists of the members of these groups.

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² Also see files for particular ministers for installation and memorial services.

³ Many cemetery records have been deaccessioned and transferred to Homewood Cemetery. Some financial, legal, and managerial records have been retained in the SUCC archives.

Series I
Basic Institutional Documents

A. Formative

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

Box 1 contains the Penn family's land grant dated June 18, 1788, a parchment document approximately 25 1/2 inches wide and 14 1/4 inches high, and the church's first charter, 1821 (in German), a parchment document approximately 31 1/2 inches wide and 27 inches high. **Box 2** contains materials relating to charter amendments. Although such amendments appear to have been made in 1850, 1874, 1893, 1907, 1942, and 1961, not all of these are documented in the file. The 1961 amendment cites official records for the amendments in 1850, 1893, 1907, and 1942. *Note: A transcription of the 1788 land grant and several transcriptions of the 1821 charter are available in **Box 2** so that the original documents need not be disturbed.*

Box 2 also contains correspondence and articles of federation relating to the union in 1969; revisions and restatements of those articles in 1975 and 1989; and the 1994 agreement for merger of the United Methodist Church into SUCC, at which point the name of the surviving corporation became "Smithfield United Church of Pittsburgh."

B. Constitution and By-laws

Box 3 contains what appears to be a charter or constitution, in German, date not given; materials from a By-laws Committee (1951-56) that include proposed changes in the SUCC by-laws; copies of approved by-laws dated 1831, 1882, 1893, 1910 (all of the preceding in German), 1921 (in German and English), 1928, 1942, 1959, 1962, 1993, and 2005. Some of these versions, published in pamphlet form, are in this box. The 1942 pamphlet also includes the church's charter, revised that year. One folder relates to by-law changes during 1975-77. *Also see IIIA 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 these published by-laws are found in the rear of the box.

Series II Governance

Materials related to the polity of SUCC, including congregational meetings, council meetings, and the meetings and deliberations of subordinate bodies. Also included are financial and legal records, planning and similar materials, and items reflecting SUCC's affiliation with larger ecclesiastical bodies.

A. Congregational and Council Meetings

There are records of deliberations and decisions made by SUCC's congregation meeting as a whole, regarded as the ultimate arbiter in the church's polity although most day-to-day governance decisions have typically been delegated to an elected council. During certain periods in the church's history its pastors have had considerable influence in the decision-making process, but a major governance change in 1821 codified the primacy of the congregation and its elected leadership. There have been other bodies with delegated responsibilities, including trustees and elders, but because of the way in which SUCC has been governed over the years materials from congregation meetings and, especially, 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 it has also affiliated with larger regional, state, and national denominational groupings within the German Evangelical, Congregational, and now United Church of Christ communities. SUCC became part of the national Congregational denomination in 1924; that denomination united with the Evangelical and Reformed Church in 1957 to form the United Church of Christ.

Little is known of SUCC's records before 1812, the first year for which its "Protokol" books setting down its congregational and council decisions exist. (*See Series III and Series VIII for references to records relating to membership, baptisms, and confirmations prior to 1812.*) Congregational and council minutes and related materials are typically though not always intermingled but as such are in chronological order. The original "Protokol" books were written in German into the 1920s. English translations of minutes and other entries appear in these books until about 1924, when the records began to be written in English.

Over time, the records came to incorporate contain materials the Council reviewed and made decisions about, from leases of property to budget reports to ballots for elections; *some of these related materials are only loosely attached, so the volumes should 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" volumes, so researchers should check both locations; these folders are filed in **Box 6**, further described below. Cards have been placed in the bound volumes indicating that unbound

materials have been removed, and all materials in the supplementary folders are marked with their original locations if removed from bound “Protokol” books.

Records for 1812-1852 are found in three formats. The original pages, unbound and in poor condition, are in **Box 1**, along with leather-bound volumes for 1854-1869 and 1869-1881. A bound photocopy of the 1812-1852 pages, enclosed in a copper case, is found at **G5** along with a transcription (also in German) of these pages evidently made during the late 1800s. *The original records in **Box 1** should not be disturbed.* The bound photocopy volume may have been a by-product of the microfilming of SUCC’s baptism, confirmation, marriage, and death records during the 1970s but the information it contains is not included with the microfilmed records.

Box 2 continues the series of “Protokol” books with leather-bound volumes for 1881-1890 and 1890-1906. Volumes in **Box 3** cover 1906-1916 (the last one that uses the term “Protokol”) and 1916-1924. Later volumes, for 1924-1933, 1934-1942, and 1943-1952, are found in **Box 4**. **Box 5** contains the last two bound volumes of records, for 1952-1957 and 1958-1977. These books continue to include records of both congregational and council meetings. Subsequent congregational and council minutes, generally filed in annual folders, are described immediately below.

Box 6 contains congregational and council records from 1978 onward, along with miscellaneous materials relating to both bodies. The latter includes 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.

Box 7 is unused.

B. Designated Leadership

1. Trustees, Elders, Wardens, and Boards

Serving under the congregation and councils have been a variety of other leadership groups, along with committees of various types. Records for trustees, in **Box 8**, begin in 1956 and extend through 2000. Contents include minutes, budgets, and various supporting items. **Box 9** contains the records for Elders, Wardens, and various joint boards (including the joint board that functioned during the 1975-1994 Methodist-Congregational merger) begin in 1956 and extend through 2000, although not every body has records for all these years.

2. Committees and Similar Groups

Box 10 contains bound records for several committees, as follows: Building, in German (1873-1877); Renovating, in German (1890-1903); Building, in English (1923-1927); Architect, in English (1924); and Cemetery, in English, (1947-1960). There is also a folder of loose items from the bound volume for the 1923-1927 Building Committee.

Boxes 11 and 12 contain folders for approximately thirty 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 in these boxes 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.

Box 13 contains three 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.

Box 14 is unused

C. Financial and Legal Records

The church's records of its financial operations and legal involvements are incomplete, are intermingled by type of transaction, and were not always systematically maintained. Many of the early ones are in German, which complicates matters. Legal records are sparse but do include materials on 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. Information about SUCC's cemetery is sometimes mixed into the records. *Because some of these records are intermingled with expenses, see the information immediately below (Section II C 1 b). Also see Series VIII for loose records from SUCC's early years as some of these have information about pledges, subscriptions, and contributions. Also see Books 11 and 12 in that series for transcriptions, made during the 1880s, of some of the earliest financial records.*

Subscriptions and other commitments to support the SUCC can be found in early "Protokol" books and elsewhere. The first separate listings of these are found in two bound volumes, in German, for 1877-1907 and 1907-1921 (**Box 15**); these are arranged by date. Two other volumes, in **Box 16**, include records (unindexed) for 1878-1890 and

1892-1915; these appear to be pew rentals. Also in this box is a folder of loose items from the volumes in the two boxes.

There is a gap in the records until 1935-1951, for which a series of large registers show detailed records of contributions. Each register contains quarterly summaries of contributions for members (names and addresses 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. *These registers are very heavy and so require care in use.*

Box 17 contains records pertaining to fund-raising campaigns, both internal (1926 on) and external (2007-); grants; bequests and wills from which SUCC benefited (arranged alphabetically by name of individual); the scholarship fund (1988-1994); 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 detailing pledges for and contributions to the Jericho campaign is confidential and not open for research.*

Boxes 18 and 19 are unused.

b. Expenditures and Liabilities

Records of SUCC's expenditures are also somewhat spotty and disorganized. They include general operational registers and receipt books, ledgers and journals, and folders. There is voluminous information on the insurance the church held, but this information is principally for the 1930s and 1940s. *Because some of these records are intermingled with income, see the information immediately above (Section II C 1a).*

Box 20 contains four ledgers and journals covering 1870-1889, 1927-1959, 1944-1956, and 1981-1985, along with loose items from 1882-1883. **Box 21** contains two ledgers and journals for 1907-1927. **Box 22** contains receipts, often in bound volumes, and other payment records for 1907-1912 and 1925. **Box 23** contains ledgers and journals for 1958-1959 and 1974-1985.

Box 24 has a nearly complete run of receipts for payment 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 period in the life of this church. *Note: also see Series VI B, Box 4 for information about repairs to the church's buildings.*

Box 25 contains insurance policies (primarily for buildings, vehicles, and other assets) and other records relating to this expense. **Box 26** contains a few items relating to taxes (1904-2000, suppliers and vendors, and miscellaneous topics (principally annuities and contributions to the Meadville Seminary).

Box 27 is unused.

c. Financial Statements

Box 28 contains financial statements, often printed, for many but not all years between 1903 and 1989. *Note: Congregational and Council records, along with those of Trustees and the Joint Boards, also include summary financial information for many years.*

Box 29 is unused.

2. Legal Records

SUCC's records of this type are principally related to several major legal disputes involving the church's right to 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. These records are in **Box 30**.

The first of these disputes culminated in a celebrated Pennsylvania Supreme Court case that lasted from 1914 through 1917, decided in the church's favor, that resolved the question whether the Reformed Church Synod could rightfully claim (as it in fact did in 1907) one-half right to the Smithfield property and the income thereof. The second matter concerned SUCC's challenges to the issuance of liquor licenses to various dining establishments close to the church; most of these disputes came during 1978-1991. Other materials in this section 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, records pertaining to SUCC. *Note: also see the leases found in Series V.*

Box 31 is unused.

D. Mission, Vision, and Planning Documents

Several times during its recent history, SUCC has undertaken efforts to examine, clarify, and expand its mission and vision, as well as to engage in planning exercises and processes to advance them. **Box 32** contains information about such efforts during 1950-1952, 1975, 1984, 1994, 2001, and 2007.

E. Denominational Affiliations and Partnerships

Although SUCC has generally considered itself an independent church, it has also affiliated with several larger ecclesiastical bodies at several levels – national, state, and regional. The first was the Evangelical Protestant Church of North America (primarily German churches). **Box 33** contains some items illustrating that relationship, including copies of a catechism published in 1905. *Also see information in Box 34 about the Board of Delegates, below.*

After the decline in this denomination, especially following World War I, SUCC shifted – apparently about 1924 – to the Congregational Church. Several folders, also in **Box 33**, contain correspondence, publications, meeting programs (1930-1935, 1954), reports, and related materials for this affiliation, on both the national and local levels. Most of this material pertains to the Western Pennsylvania Association of Congregational and Christian Churches and spans the period from 1932 to 1956. Included is information about the state conference, held in Pittsburgh in 1954. There is also a published history of this organization for 1887-1962, after the Congregational Church was absorbed 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; *see the clippings file below for details.*) By the late 1950s the merger discussions resulted in an agreement. One folder in **Box 33** contains materials related to this issue and SUCC's attitudes about it.

Also in **Box 33** are materials relating to the formation (1958) and nature of the United Church of Christ, which SUCC joined in 1960. They include general information (the merger agreement, for example) and items regarding meetings, particularly the 1983 General Synod meeting held in Pittsburgh. There are also copies of SUCC's annual reports of membership, finances, attendance, and other statistics from 1963 onward. (*UCC's published annual reports are housed in SUCC's library.*) This box also has a copy of UCC's Manual on Ministry, undated but probably from the 1980s.

UCC's regional organization, formed in 1962, was named the Penn West Conference. **Box 32** contains three folders with 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 created within the Penn West Conference, and this box also contains materials relating to this group for 1977 to 1988. Also in this box is a folder for the Downtown Ministerium of churches and miscellaneous items from contacts with other churches in Pittsburgh and elsewhere.

Box 34 contains a bound volume, in German, of minutes for the Board of Delegates of the Evangelical German Church of Pittsburgh (1896-1916) and a folder with loose items removed from this volume.

Box 35 is unused.

Series III Membership

Information about members and confirmands, as well as visitors to SUCC, is found in a variety of documents, not all of them indexed: registers, cards, and directories. *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 above, the registers and loose records in Series VIII below, and Book A in that same series. There are also lists of communicants, who were not necessarily members.*

A. Members and Visitors

Box 1 contains several volumes listing members of SUCC. The earliest of these 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 that the list of names shows memberships dating from as early as 1827, though by the late 1860s the names being added seem to have been 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: this volume also contains a copy of the 1850 constitution and by-laws.*

Another volume, dated 1882-1979, shows subsequent new members of SUCC. Dates of joining are shown for some but not all members, and addresses are also given for many of the individuals. A small notebook, evidently from the 1920s, shows names of members grouped by street and neighborhood in Pittsburgh. This possibly was something Rev. Carl A. Voss carried with him as a convenient resource when he was making visits. *Note: membership 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.*

This box also contains two volumes (1869-1917 and 1910-1924) of receipts for payments of membership dues (then required by SUCC); the former has an alphabetical index. The reason for the overlapping of years is not known. There is also a folder with loose items removed from the membership volume for 1882-1979. *Note: also see the two published histories of the church (dated 1882 and 1907) for the names of members, which the authors included within their texts.*

Box 2 holds several sets of index cards. One set, apparently also used for distribution of information and envelopes, is for SUCC members for 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, cards for females were usually refiled when a marriage took place, so both last names should be checked.*

In **Box 3** are office lists of SUCC members for 1942 through 1956. The lists often show addresses, notes of dates of death or resignation, or other pertinent information. There is also a folder of SUCC members and attendees who served during World War II and another folder with miscellaneous membership information for 1969-2002.

Box 4 contains 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 join dates (no date); inactive members (1971?); suspended mail (1971?); resignations, transfers, and removals (1959-1976); deceased (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, 1958-1973. Some of the cards have dates of joining, addresses, and other pertinent information.

In **Box 5** are stored copies of published SUCC membership directories from 1962 onward. *Note: not every year is represented.* Some directories exist in multiple copies.

Box 6 contains several sets of cards, each set alphabetized, with information about both members and visitors from 1977 through 1988. Usually addresses and telephone numbers are shown as well. The persons indexed in set A included many members; some cards note "joined" with a date. Handwritten date notations, many of them not Sundays, may indicate days when these people were called upon. Set B, which is larger, shows the names and other pertinent information for visitors. The dates on these cards are typically Sundays, so the cards presumably record visitors and the dates they attended. A few cards note that the visitor joined. Set C shows transfers. Set D shows deaths. Set E is for college visitors. The three cards in Set F contain comments about various retirement homes.

Box 7 is unused.

B. Confirmands

Box 8 contains a set of cards with the names of confirmands for 1938 through 1943; some of the cards show other information as well. There is also 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**

A. Ministerial

In **Boxes 1 and 2** are folders for many though not all of SUCC's ordained ministers since 1782. As a group, the folders contain a wide range of information: biographical data, contracts, installation service programs, correspondence, sermons, memorials, anniversary services, writings (to members, publications, and other), 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.

Ministers represented with some documentation include Revs. Johan Weber, Carl Walther, Carl Weil, Friedrich Ruoff, Gustavus Probst, Carl A. Voss, Carl H. Voss, Theodor F. Stoerker, Arthur G. Haberlin, Edward E. Martz (**Box 1**), Curtis Beach, Peter Weaver, David Beckerdite, Robert Brown, Francis Ayuk, Lois Morrison, J. Douglas Patterson, Elizabeth Gerchman Barlow, Robert Foltz (**Box 2**). This box also contains several folders with miscellaneous information about pastors (including one for the transition period from Probst to Voss, where are found condolences for Ruoff's death, details about Probst's resignation, and applications for the vacant position); information about interns; and copies of sermons delivered by guest preachers.

Box 3 is unused.

Box 4 contains an account book for Rev. Ruoff for the years 1878 through 1903.

B. Other Personnel Matters

Box 5 contains information (very sparse) about other employees, including musicians; notes from staff meetings 1978-1991, and personnel policies 1975-1990.

Series V Physical Property

A. Real Estate

Box 1 contains information about SUCC's real estate transactions. Little is known about those activities, if any, in real estate from the late 1700s through the 1850s. Following the relocation of SUCC's original cemetery from a portion of the Penn grant property to Troy Hill in 1860, the church had begun leasing out this property for the purpose of income. Two rows of eight three-story and nine two-story structures containing residences, businesses, and workshops were built, respectively, along Smithfield Street and the parallel Montour Way.

Meanwhile, the corner at Smithfield Street and Sixth Avenue, where SUCC's building stood after 1875, increased in value during the next several decades. In this box are several proposals the church received during the 1890s to relocate its relatively new building and to lease the corner property for commercial purposes – an office building or hotel. These proposals were not consummated, evidently because the members of SUCC did not approve.

In 1903, the church explored leasing some of the site of the discontinued cemetery for commercial purposes: a 50-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 business slump, this project did not go forward, as 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, evidently, members of the church.)

By 1913, the idea of a lease was revived, but now for the corner of Smithfield Street and Sixth Avenue, where the 1875 structure still stood. This time the lease, with one of the tenants (perhaps again acting for the syndicate) was to be for 99 years. This 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 ended the matter.

Finally, in March 1923 SUCC received a proposal from the A.W. Smith Company for a 99-year ground lease of the property at Smithfield Street and Sixth Avenue. The church agreed to the proposal the next month. The lease would begin on May 1, 1924, and would involve SUCC finding another location (on Grant Street) while it was between buildings. Material in this box includes proposals, internal and external correspondence, leases, and related information. There is also a sublease of the corner property to the Woolworth Company.

Ultimately, a four-story building was constructed on the Smithfield at Sixth site. This box contains materials on alterations to the building, legal correspondence, the names of later holders of the ground lease, speculation about possible uses of the property, and photocopies of the subleases from 1955 onward. *Note: this information is helpful in understanding some of the legal cases described above.*

Box 1 also contains information about Smithfield's three cemeteries. Not only was the first of these, part of the Penn grant, full by 1850, but the growth of the city all around what had once been an isolated church and cemetery now made the latter impractical. 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 were undertaken in April 1860. Later, in 1886, land for a third cemetery was purchased on Forbes Avenue adjacent to Homewood Cemetery in the eastern part of Pittsburgh and in 1893 exhumations were carried out at the former cemetery on Troy Hill. Materials in this box include purchase agreements, deeds, and related information about improvements and other changes to the extent of the third cemetery, and then information about negotiations (from 1984) leading to its eventual sale in 2002. Miscellaneous information about SUCC's properties is also found in this box. *Note: also see VII F for records relating to SUCC's cemeteries.*

B. Buildings and Contents

Boxes 2-4 contain information about SUCC's fifth (1877) and 6th (1925) buildings. There is a wide range of topics, including 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, 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 publication on the tercentenary of William Penn (1944); 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; extensive information about renovations during 1963-1964 and after a fire in 1965; and a maintenance handbook. *For more information about repairs and their costs, also see Series II, C, 1b.*

Box 5 contains extra copies of the publication on the tercentenary of William Penn.

Box 6 is unused.

Series VI
Constituent Organizations

A. Men's Groups

Box 1 contains one folder with scattered 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

Boxes 1 and 2 also contain more voluminous materials relating to several organizations of SUCC's women. 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. There are minutes (1960-1983), reports, and financial records for the Women's Fellowship.

C. Other Groups

Box 2 also contains fragmentary information for certain other 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.

Box 3 is unused.

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

The materials in this series illustrate the many facets of SUCC's life over the decades. These programs, activities, and events the church offered range from regular Sunday worship services to special events, some of them quite unusual, to such educational offerings as Sunday School classes and Bible clubs. The records in this series, though far from complete, nevertheless suggest the variety of these programs, activities, and events.

A. Regular Worship Services

Programs (sometimes called bulletins) for regular Sunday worship services are scarce before 1941, but in **Box 1** there is one folder with some scattered examples from 1903, 1926, 1927, 1932, 1933, 1934, 1935, and 1938, along with some duplicates from later years. This box also contains bound programs for 1941 through 1956. During the first three of these years the program for the coming Sunday was distributed several days before the service as part of messages from the pastor entitled *Smithfield Towergrams*, named for the site of Rev. Carl A. Voss's office. 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 the programs are bound in reverse order, from December back to January.* Almost all the extant programs are in English. (Services in English began in 1905 but did not predominate until two decades later.)

Programs for later years are found in **Box 2** (1957-1970, except for 1959), **Box 3** (1971-1980), **Box 4** (1981-1993), **Box 5** (1994-2007), and **Box 6** (2007-).

Boxes 7 and 8 are unused.

B. Special Services

Box 8 contains folders holding programs for special services, alphabetized by name of event: Anniversaries (125th, 140th, 145th, 150th, 160th, 175th, 200th), Celebrate Life (1979), Confirmation Sundays (various years), Christmas (various years), 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), Miscellaneous. *Note: also see the bound programs for regular services, above, for programs for special services.*

Box 10 contains duplicates of a number of the anniversary programs and publications.

Box 11 is unused.

C. Educational Programs and Classes

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

1. Rolls and Attendance Records

Box 12 contains bound volumes with attendance records, generally organized by year and then alphabetically, although some are broken down by class as well. These volumes 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, 1961/62-1969-70). Also in this box is a list of Sunday School students and their parents in 1974-1975 and index cards listing certain students in 1957 and about 2001. Finally, there is a list of names and home addresses for the Smithfield Bible Class for about 1933 to about 1962.

2. Other

In **Box 13** are some miscellaneous materials relating to classes: 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 constitution for the Sunday School Association dated 1898 to 1922; and 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).

Box 14 is unused.

D. Activities and Events

These materials, in **Box 15**, consist of separate folders containing miscellaneous items related to dinners, lectures, performances (musical and dramatic), picnics, recreation, retreats, and the like. There is also information about SUCC's musical programs and related activities, including those included in worship services.

Box 16 is unused.

E. Publications

1. Periodicals

In 1917, the German Evangelical churches in the Pittsburgh area began publication of a monthly 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 begun a similar one for its own congregation, for the first issues of *The Smithfield Protestant* appear in that year. This printed periodical began as a monthly but declined in frequency after the 1929 Crash and evidently ceased about 1937.

Box 17 contains has fewer than half of the issues of this periodical, a total of twelve different issues (not counting duplicates) 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 similar content.

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 in the tower's area where the archives is now located. The earliest of these (typescript only), found in **Box 18**, is the one dated March 16, 1941. This box also contains later issues, written by both Voss and others, dated as late as May 10, 1944. Voss's 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 newsletter.

Note: During some of this time the Smithfield Towergram was distributed in advance along with the programs for the following Sundays; see the issues in Series VII A.

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

Following the elder Voss's death and the subsequent demise of the *Smithfield Towergram*, SUCC has had a series of more conventional, regular newsletters (usually monthlies). The church also distributed notices, announcements, and correspondence to the congregation outside the cycle of periodic newsletters, and this material is intermingled with the newsletters – primarily during the 1940s and 1950s. **Box 18** contains these later newsletters for all or parts of 1943-1950, 1956-1959, 1967-2002. 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 *Spire*. For awhile it appeared two times per month or even weekly, but in 1998 it began to be issued on a monthly basis.

In many years, there were no newsletters during the summer months, when SUCC 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.

Box 18 also contains a folder of miscellaneous pastoral letters from 1958 to 1994.

Box 19 is unused.

3. Other Special Publications

Box 20 contains some incidental publications: a copy of the *Smithy Anvil*, a newsletter from 1932; a daily devotional guide for Advent from 1998; and a catechism, undated.

4. Histories

There are several written histories of SUCC. The first, by Rev. Friedrich Ruoff, was published (in German) in 1882. In **Box 21** are two archival copies of the bound volume, including one autographed by the author, along with several typed or handwritten translations into English. The second history, by Rev. Carl A. Voss, was published (also in German) in 1907. One archival copy and two typed translations into English are also in this box. The dedication booklet issued soon after the current church was completed includes an historical sketch, evidently written by Rev. Voss, who then revised and expanded this sketch for republication at the time of the 150th anniversary in 1932. This box contains archival copies of both versions.

Also in **Box 21** are a number of folders, which contain other historical materials pertinent 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 Smithfield United Methodist Episcopal Church (1969); some miscellaneous information pertinent to SUCC's history; and religion in Pittsburgh.

Box 22 contains several copies of the 1907 history. **Box 23** contains numerous copies of the 1927 publication and the 1932 publication, along with another copy of the 1882 Ruoff history.

Box 24 is unused.

F. Evangelism and Outreach

1. Cemeteries

In a sense, a cemetery was SUCC's original "outreach" program. Internments were made on the church's property, around the structures put up during the late 1700s and early 1800s. At that time, this property was located some distance from the center of Pittsburgh, then a small town. By 1860 this situation had changed, and the property was surrounded by businesses and residences; furthermore, there was little space for new burials. Accordingly, SUCC acquired ground for a new cemetery on Troy Hill and transferred remains there.

Between 1886 and 1893, the cemetery and its internments were relocated again, this time to the country east of the city. The new cemetery, Smithfield East End Cemetery, was adjacent to Homewood Cemetery. By the 1970s, the cemetery was a considerable drain on SUCC's finances, and the church considered selling some of it during the mid-1980s. In 1993 it signed a management contract to relieve this pressure and in 1998 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 the Smithfield East End Cemetery. Contact Homewood at 412-421-1822 for more information. The SUCC archives has retained some financial, legal, and managerial records, and those are listed here.

Box 25 contains miscellaneous materials for 1944-2002, including copies of rules for the cemetery, prices in various years, and a 1997 appraisal anticipating the coming sale. There is considerable information about the possible the sale during 1984-1986. A large cemetery cash book for 1942-1954 also exists.

2. Orphanage

SUCC established an orphanage in 1887, after having received a donation of eight acres on West Liberty Avenue. The orphanage was dedicated the next year. It was closed in 1941 and consolidated with the newer Congregational Home in 1943; the property was sold to the Salvation Army in 1945. Materials in **Box 25** (1913-1943) include anniversary programs, a constitution, financial reports, names of residents, a list of the boards of control and other officials, and information about the closing of the orphanage. *See Book 13 in Series VIII for a roster of children who resided in the orphanage.*

3. Homes for the Aged

A few years after establishing the orphanage, SUCC opened a home for the aged. The first location was six acres in Fair Oaks (formerly the home of General Alexander Hays), seventeen miles west of Pittsburgh. This property was purchased in 1890, and the home took its first resident the next year. In 1927, the church decided to relocate this home adjacent to the orphanage on West Liberty Avenue in Pittsburgh. The two institutions

were given the combined name The Congregational Homes, a name that was retained after the orphanage was officially closed in 1943, though the name Fair Oaks is also used.

Box 25 contains a number of folders for both homes, but the information they contain is fragmentary. Materials in the ones for Fair Oaks include historical information, a constitution, anniversary programs, financial information, and details of 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 and a copy of the by-laws; other 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 (**Box 25**) exist only for the 1960s and later. Information here consists mainly of the names and addresses of those to be visited.

5. Luncheon Ministry

According to a brief history, found in **Box 25**, SUCC initiated a post-service 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 regular program.

6. Food Bank and Related Ministries

Box 25 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 begins in 1993.

7. Shelter Programs

On Christmas Eve, 1981, Smithfield opened its doors to homeless women and soon this program, Bethlehem Haven, operated with (ecumenical sponsorship) on a regular basis for those who needed temporary quarters. Housing was provided in the gymnasium. **Box 26** contains background information about Bethlehem Haven and annual reports from 1982 through 1992. Bethlehem Haven moved to its own building about 2002.

8. Radio and Tape Ministries

The idea for a regular radio program series arose in 1984 and was implemented two years later. In **Box 26** are found ideas for programs, 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

This file, in **Box 26**, contains copies of various promotional and informational products; press releases (1963-1994); and paid advertisements (1985-1986).

10. Website

SUCC launched a highly developed website in 2008. **Box 27** has printouts of some sample pages and disks containing the entire site, which is updated at least weekly and typically more often.

11. Other and General

Box 26 also has folders, none of them large, for miscellaneous topics 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.

Box 28 is unused.

G. Anniversary Observances

Box 29 contains materials related to the planning and execution of SUCC's 125th, 150th, 160th, 175th, 200th, and 225th anniversary events. Contents 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 for anniversary committees. *Note: programs for anniversary services and memorabilia related to celebrations can be found in Series VII B and IX G, respectively.*

There is also information in **Box 26** 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).

Box 30 is unused.

Series VIII **Historical Records and Materials**

A. Records and Materials of Rev. Weber

These consist of four bound volumes, all in German, that appear to have been in the possession of SUCC's founding pastor, Reverend John Weber, who came to America during the late 17th century. *All are in worn condition and should be handled only if absolutely necessary and then with extreme care; researchers should not use them without assistance.*

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

B. Early Documentary Records

These consist of loose materials (presumably remnants of bound volumes), in German and in very poor condition, pertaining to financial accounts; pledges, subscriptions, or contributions; communicants; baptisms; at least one ballot; and possibly other topics. The earliest records begin in 1783, and some of them extend through the 1830s. Some of these items may be the originals from which Books A, 11, and 12 below were in part derived. *Owing to their extreme fragility, these materials are not open for research unless absolutely necessary and then must be treated with extreme care; researchers should not use them without assistance.*

C. Registers of Births, Marriages, and Deaths

These consist of bound original registers, as well as compilations and indexes. Some of the registers contain several types of information: baptisms, confirmations, communicants, marriages, and deaths or funerals; consult the guide below or the sheets found inside the steel cabinet (G). *Many of these volumes are fragile and should be handled with extreme care; researchers should not use them without assistance.*

For the sake of convenience, each original register or other volume has been given an arbitrary number (in the case of registers) or letter designation (in the case of indexes and transcriptions).

- 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)
 Transcriptions of Confirmations, 1814-1819 (pp. 124-133, 151-154)

*numbers in this index refer to baptismal number, not page in book of baptism records

Note: Books G and H are, respectively, printed compilations of Smithfield Methodist Church baptisms (1832-1879) and marriages (1818-1885). These volumes may be useful in replying to inquiries from those who confuse the two churches with Smithfield in their names. Also 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.

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: a copy of the microfilm and a list of its contents is found in Series IX.*

Note: G2 also holds two folders with 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.

Series IX **Non-Textual Materials**

Over the years, SUCC has created or received records on formats other than written documents. These have included newspaper clippings, visual images, aural records, and artifacts. This series classifies and describes such items.

A. Newspaper Clippings

SUCC sporadically clipped and saved newspaper stories, photographs, advertisements, announcements of coming services or activities, and the like. Some of these 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 possible, the original clippings have been retained after photocopying and are stored in **Box 1**, generally grouped by decade. *Note: because of their extreme fragility, the original clippings should not be used for research or copying.*

The photocopies, in **Box 2**, have been categorized by topics roughly in parallel with the 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 clippings from German newspapers from about 1865 to 1904; the originals were retained by the Senator John Heinz Regional History Center after copies were made there. There is also a folder of photocopied clippings pertaining primarily to the Ruoff and Voss families.

Box 3 is unused.

B. Photographs and Lantern Slides

1. Photographs

SUCC has never practiced a systematic policy of recording events and activities with 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 should also avoid touching the images with their fingers. The boxes in this series are shelved according to size.*

Most of the snapshots are found in **Box 4** through **Box 7**, grouped more or less along the lines of the various series in the entire collection. With some exceptions, most of these snapshots are from the mid-1990s on and are in color. Most 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 (a minority have writing on them), 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 snapshot identified are filed in order of last names.

Box 8 contains framed photographs, mostly 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 (1910), a portrait of approximately fifty women in Red Cross uniforms (probably World War I), a view of the decorated interior of the church at the time of the 125th anniversary (1907). Not in this box due to its large size is a framed portrait of the committee that organized the 140th anniversary in 1922.

Box 9 contains large (more than 12" x 12") unframed photographs and drawings (nearly all 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 (2 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 (probably World War I); 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 two unknown males, perhaps pastors, one 19th century and the other 20th century. This box also contains a color study for the large rose art glass window.

Box 10 contains contains small (less than 12" x 12") unframed photographs and a number of negatives. Subjects include the 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).

Box 11 is unused.

Box 12 contains two small sets of transparencies, one (Box A) with undescribed scenes from the Women's Fellowship 150th anniversary event in 1987 and the other (Box B) with mostly exterior views of SUCC during the 1990s or soon thereafter (largely the spire and tower). This box also contains several compact disks and other forms of storage media for photographs. Most of these photographs are of the interior of the church.

Box 13 is unused.

Box 14 contains approximately 100 lantern slides of the current structure both while it was being built and shortly thereafter. *Note: the lantern slides are fragile and cannot be exposed to light. Researchers may not use them without assistance.*

Box 15 is unused.

C. Audiovisual Records

F4, Box 16

These records (in **Box 16**), which include a mixture of reel-to-reel tapes, cassette tapes, and videotapes, are sparse but contain a 1955 discussion of the merger facing the Congregational 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), and a videotape produced by Bethlehem Haven. **Box 16** also contains one reel of microfilm (1971) of Smithfield's early records and an index of the records on the film.

Box 17 is unused.

D. Printing Blocks

F7, Boxes 18-19

There are two boxes (**Boxes 18 and 19**) with wood and metal blocks using in printing photographs contained in SUCC 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

F5, Box 20, H1-4

These shelving units hold many of the original drawings and blueprints for the present structure. **Box 20** contains one compact disk holding images of some of these original drawings.

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 used in worship services. Many of the volumes are in poor condition. All items have been inspected for family genealogies or other information. The inventory below lists contents of boxes from left top to bottom, then right top to bottom, except as noted in **Box 2**.

Box 21

Bible, in German, published in 1755

Box 22

Bible, in German, from 1870s

Bible, in German, presented to Amelia Becker in 1887

Bible, in German, undated

Holzman Bible, in German, 1904

same

Bible in German, 1898

Bible, in German, 1869, used by Rev. Michael Wolf in Altoona

Bible, in Czech, 1929 [upright on right side of box]

Box 23

Book of poetry, in German, 1870

Prayers for Children, in German, 1902

Bible, in English, presented to Men's Bible Class [boxed]

Bible, in English, no date

New Testament, in English, 1946

Bible, in English, undated, to Anne Jordan from C.E. Humphrey

Bible, in English, undated, of Ann Jordan

New Testament, no date, in English (2)

Psalms, in English, 1963, from Janet to Jean

Box 24

Hymnbook, in German, 1916 (3)

Hymnbook, in German, 1915

Hymnbook, in German, 1900

Hymnbook, in German, 1893

Hymnbook, in German, no date

Hymnbook, in German, 1941 (2)

Hymnbook, in German, ca. 1903

Pilgrim Hymnal, 1931

Sing to the Lord, 1959

Hymnal (Methodist), 1989 (2)

New Century Hymnal, 1995

unknown hymnal, no date

Songs of Redemption and Praise, no date

Revival Hymns, no date

G. Artifacts and Other Physical Objects

A number of boxes contain assorted artifacts and other physical objects that SUCC has acquired over the years. Items in these boxes are described below.

Box 1

a baptismal bowl used prior to 1927

Box 2

a soldering iron used for cornerstone; brick; lock for gate located on church property prior to 1927; pieces of light fixture (perhaps from earlier structure), framed image from Denmark (19th century)

Box 3

plates and hot pads commemorating various church anniversaries (*fragile*)

Box 4

nameplates from the honor roll of SUCC men who served during World War II

Box 5

a time capsule from 1961

Box 6

a decorative plate from Israel (*fragile*)

Box 7

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; and SUCC Christmas cards, date unknown

Box 8

a ballot box and three gavels

H. Oversize Items

Certain items have been placed in this category because of their large sizes (larger than 19" x 27"). They include an undated placard for a Sunday luncheon and two posters listing the World War II Honor Roll of members of SUCC who served in the armed forces. All these items are in **Box 1**.

Series X
Miscellaneous

F5, Boxes 1-2, G1 Box 3

This series consists of three boxes. **Box 1** contains a number of items of a miscellaneous nature: a permit to store wine (1928), material 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 valuable day-by-day record of activities at SUCC during those years.

Box 2 holds administrative files for the SUCC Archives, including policies, names of researchers, and similar data.

Box 3 holds a number of oversize items, including two decorative certificates and two sketches of entry doors for the present building.

Collection and Access Policy

Collection Policy:

The Smithfield Church Archives collects information of all types and in all formats related to 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 may not be retained.

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

A records management program to identify and transfer 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 should state that the materials are in the Smithfield United Church of Christ Archives, Pittsburgh, Pennsylvania.