

INTRODUCING THE NEW LOCAL CHURCH PROFILE



The new Local Church Profile is not just for congregations in search of a pastor. *All* congregations are encouraged to engage in its process of discovery every 3-5 years. The UCC Local Church Profile reflects valuable data, assesses ministry, clarifies change, and helps advance the calling of the congregation. Not just to be completed by a search committee – the more participation, the better!

**UNITED CHURCH
OF CHRIST**



UNITED CHURCH OF CHRIST

LOCAL CHURCH PROFILE

Smithfield United Church of Christ
Pittsburgh, PA 15222

Senior Minister

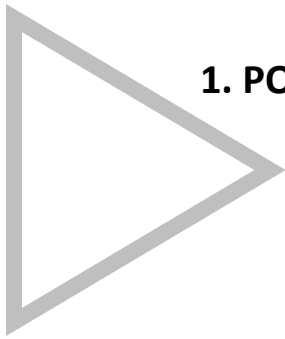
The Pittsburgh Association of the Penn West Conference

June 15, 2023

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*“God is able to provide you with every blessing, so that
having all sufficiency in all things at all times,
you may abound in every good work.”
(2 Corinthians 9:8)*



1. POSITION POSTING

- a. LISTING INFORMATION
- b. SCOPE OF WORK
- c. COMPENSATION & SUPPORT
- d. WHO IS GOD CALLING TO MINISTER WITH US?

1a. LISTING INFORMATION

Church name: Smithfield United Church of Christ

Street address: 620 Smithfield Street, Pittsburgh, PA 15222

Supplemental web links:

[SUCC Website](#)

[SUCC Facebook Page](#)

[SUCC YouTube Channel](#)

Additional ecumenical affiliations (*e.g. denominations, communions, fellowships*):

[Downtown Pittsburgh Ministerium](#)

[Christian Associates of Southwest Pennsylvania](#)

Conference: PennWest Conference

Association: Pittsburgh Association

UCC Conference or Association Staff Contact Person (Name, Title, Phone, Email):

David Ackerman, Penn-West Conference Minister, 724-834-0344, david@pennwest.org

Summary Ministry Description:

In a short paragraph, reflect on where your church is going and what it might look like when you get there. What do you need to get there? Who are you seeking to join you on this part of your church's faith journey?

Smithfield United Church of Christ has been serving the people of Pittsburgh since before the city of Pittsburgh actually existed, nearly 250 years. We are a small but vibrant spiritual community that seeks to grow in faith, fellowship, and impact. We commit to champion an environment centered around our Open and Affirming designation, as well as diversity representative of our region, across demographics such as race, age, ability, gender expression, and culture. We further seek to explore pathways to increase our fellowship and maintain a disciplined financial methodology. We will be looking to our new settled pastor to bring inspired positivity in the pulpit and foster participation in the community.

Photographs:



(Photo credit: Kristen Vota Photography)



Photo Credit: <https://www.publicsource.org/pittsburgh-allegheny-county-homelessness-shelter-second-avenue-commons-smithfield/>



(Photo credit: Jon Colburn)



(Photo credit: Jon Colburn)

What we value about living in our area (2 – 3 sentences):

Pittsburgh is a convenient, affordable place to live and work—with a cost of living 7% lower than the national average, a reasonable median home price of \$259,900, and median monthly rent of \$1,427. The city has a range of top-notch companies in the education, technology, healthcare, and steel industries. With three professional sports teams, Carnegie Museums of Pittsburgh, and cultural gems like the Pittsburgh Ballet, Symphony and Broadway Series there is always something to see. And you can get there via one of the over 700 Port Authority buses which operate every day of the year.

Current size of membership: 139

Languages used in ministry: English

Position Title: Senior Minister

Position Duration:

Settled – a called position intended for longer-term ministry in which the minister moves church membership to the congregation and moves standing to related association.

Compensation Level: Full-Time

Does the total support package meet conference compensation guidelines? Yes

1b. SCOPE OF WORK

We are searching for a full-time Senior Minister to work with our current part-time Associate Minister. These are the duties that are expected of the Senior Minister:

- Preparation and leadership of worship services including scripture study, crafting of liturgy and bulletin, sermon preparation, guiding and sometimes finding lay liturgists, planning of music in coordination with the Director of Music, preaching, offering prayers, etc.
- Community engagement and leading the way for the church to be an ambassador of God's love
- Faith formation and vitality through prayer, Bible study, service, identifying helpful resources and opportunities and helping lay persons take advantage of them
- Leadership development by working with people in the church to create ministry and programs
- Pastoral care and visitation

- Weddings and funerals for participants of the worshipping community
- Strategic planning for current and new directions in ministry
- Attend meetings and give leadership as needed to church programs, in collaboration with Church Council
- Participate in wider church activities such as Penn-West Conference and Pittsburgh Association meetings
- Administration responsibilities such as email and other correspondence
- Faithful financial development and stewardship
- Responsibility for supervision of all church staff in accordance with church by-laws
- Availability to wider community for funerals, weddings, special worship programs, and as a representative of the church to local organizations such as the Downtown Ministerium
- Counseling, listening, and referral to additional resources as necessary
- Participate in professional development

Core Competencies:

We expect the following core competencies of our next Senior Minister:

- Has inspiring and prophetic preaching and teaching skills
- Energetic with the ability to be a self-starter
- Engaging to both church members as well as external people
- Effective leadership skills, including supervising staff

1c. COMPENSATION AND SUPPORT

Salary Basis: The salary basis (cash salary plus housing) will be calculated utilizing the UCC Call Agreement Workbook and *current* Penn West Conference Guidelines.

Benefits: Healthcare coverage (UPMC Medical, United Concordia Dental, Highmark BC/BS vision) is provided at full cost. TBD: additional incentives; sabbatical and vacation time, life and disability insurance and pension, continuing education and study leaves, moving expenses, allowance for books and periodicals, etc.

What is the expected living situation for your next minister: The expected housing situation will be living nearby with a housing allowance calculated at 33% of the cash salary. Housing allowance will be non-taxable.

Comment on the residential/commuting expectations for your next minister: We expect that our next minister will live in the Greater Pittsburgh area within a 30 minute commute to the church.

State any incentives: None

Describe peer and professional supports available for ministers in your association/conference: Professional and peer support is available both within the Pittsburgh Association and the Penn-West Conference. In addition, the [Downtown Ministerium](#) and [Christian Associates of Southwest Pennsylvania](#) provide an opportunity to connect to clergy outside of the UCC network.

If applicable, describe how your church will adopt part-time adjustments in the pastoral schedule to support a minister's bi-vocational employment: We are seeking a full-time minister.

1d. WHO IS GOD CALLING TO MINISTER WITH US?

Describe the ministry goals you envision your next minister co-collaborating with the congregation to achieve.

- Continue to build on our efforts to provide a progressive, inspiring, meaningful, and varied worship experience with our siblings in marginalized and underrepresented communities.
- Facilitate collaborations with like minded social advocacy organizations.
- Build congregational engagement and participation in both services and extracurriculars.
- Continue to build on the progress with our adult education program.
- Build on our current participation profile which is middle age progressives without children at home.
- We would welcome more families with young children, but currently they are absent from our demographic.
- Work to *right size* our space utilization. We are in a large, historically and architecturally significant building, built in 1925. We have a lot of underutilized spaces. We are looking for potential partners / agencies that could help us with substantial deferred maintenance issues while preserving, if possible, our building.

Describe how your vision of the minister you are now seeking will assist the congregation in making an impact beyond its walls.

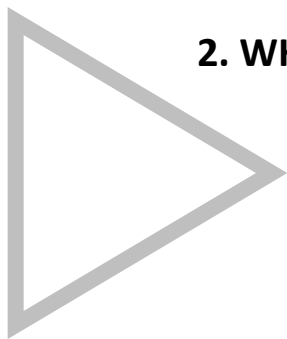
In our vision, our new minister will become aware of opportunities in the community where members can make an impact, and nudge us to take advantage of those. The minister doesn't need to participate in a hundred different things, but if they can even prompt the right people to self-organize, it would coalesce our efforts into something great.

Specify language requirements or culturally-specific capacities preferred in a next ministerial leader, and why those matter to the congregation's sense of calling.

Ours is currently an English speaking congregation.

Based on what you have learned about who your church is, who your church's neighbor is, and who God is calling the church to become, describe four areas of excellence from *The Marks of Faithful & Effective Authorized Ministry* that your next minister will display to further equip the congregation's ministry in these areas.

1. Working Together for Justice and Mercy
2. Building Transformational Leadership Skills
3. Caring for All Creation
4. Engaging Sacred Stories and Traditions



2. WHO IS GOD CALLING US TO BECOME?

“You shall love the Lord your God with all your heart, and with all your soul, and with all your mind.” (Matthew 22:37 NRSV)

Who is God calling you to become as a congregation?

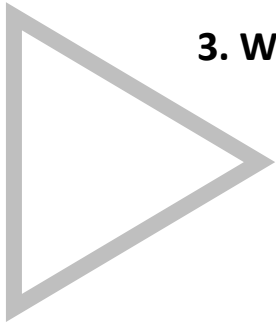
First and foremost, we believe we are being called to be stewards of God’s love to all people, with no barriers or limitations. We believe that in a time where many people have left, and continue to leave, the church, Smithfield offers a perspective on Christianity that offers hope and inclusivity. To that end, we know there is room for our ministry to grow and reach a larger cross-section of the Pittsburgh area. We feel called to connect with our neighbors through service and fellowship and strive to reduce barriers that might keep people from attending church. With the exodus of many downtown workers during the pandemic, we want to become a reason for people to come back to the city.

Describe how God is calling you to reach out to address the emerging challenges and opportunities of your community and congregation.

We desire to work with all those who have agency to create positive change in our city, from the downtown churches to city and county officials, including the Mayor and County Executive. We feel we are a key stakeholder in creating this change, but acknowledge that we simply cannot do it on our own. Pittsburgh has a homeless population close to 3% and Smithfield UCC is one of the few institutions providing any kind of support for our unhoused neighbors.

We partner with, what has been in the past, a cold weather shelter housing some of our city’s most at-risk citizens dealing with issues ranging from housing and food insecurity to mental health needs. Because of this partnership, we receive funding from the county that is essential to our budget. To be clear, our congregation’s activities are largely separate from the work that our partners are doing with the unhoused, but we are strongly linked to those efforts - financially, in public perception, and in intention. We are open to other activities and aspects of mission including advocacy for marginalized groups - but do not yet have robust involvement in other avenues. We seek to expand these services to be year-round.

It has been over a decade since we have had a multi-year strategic plan or vision statement. This would be something that we would welcome in time as we embrace a new pastor so that we may grow together with a common vision.



3. WHO ARE WE NOW?

“You shall love your neighbor as yourself.” (Matthew 22:39 NRS V)

- a. CONGREGATIONAL REFLECTIONS
- b. 11-YEAR REPORT
- c. CONGREGATIONAL DEMOGRAPHICS
- d. PARTICIPATION AND STAFFING
- e. CHURCH FINANCES
- f. HISTORICAL INFORMATION

3a. CONGREGATIONAL REFLECTIONS

Describe your congregation’s life of faith.

As an open and affirming congregation we are committed to the practice of extravagant hospitality to anyone who enters our doors. Anyone and everyone is welcome to join our family for worship, to commune together, to minister with us and to help form our church.

In the past we have had both adult and youth Christian education, but both have waned in the past few years. Adult education is being revived, but the children’s program is non-existent since we have so few children in our congregation. There is a desire to rectify this, but it would require some effort on the part of the new minister and the Congregation.

As a downtown and urban church, we have deep roots in not only welcoming all individuals, but in a commitment to help those less fortunate and in need in our area. Housed in our church was the first women’s homeless shelter in Pittsburgh which grew to the point that it had to be moved outside of our church. Together with Allegheny County, we continue to house the emergency cold weather shelter within our building.

Our Women’s Fellowship continues to reach out to our neighbors far and wide by providing hats to the local homeless population, Peace Pals to children in Africa, hot cocoa to the residents at the County Jail and more.

Describe several strengths or positive qualities of your congregation:

- Sincere commitment to inclusivity
- Willingness to do necessary work both inside and outside of the church

- Our congregation is progressive – both socially and theologically

Describe what worship is like when your congregation gathers.

Our worship usually takes place in the sanctuary, a voluminous space in a neo-Gothic style. The huge windows depict not only scenes from Scripture, but also scenes of our Pittsburgh history (see the attached window tri-fold).

We currently follow traditional, programmed order of service: Prelude, Introit, Call to Worship, Hymn, Prayers, Hymn, Scripture (usually following the common lectionary), Anthem, Sermon / Message (based on day's scripture), Hymn, Benediction, Postlude.

Communion is served the first Sunday of the month and High Holy Days. Our table is open to all, regardless of church affiliation or lack thereof. We use gluten-free bread and white grape juice. For many years, Communion was done by intinction, since Covid, we have gone back to individual glasses in traditional Communion trays and cubed bread, handed out by the server with tongs.

Our pastor is given freedom of the pulpit. We expect inspirational preaching which challenges us to be better stewards of God's love. We want it to be *relevant, timely, and thoughtful*. Also, *memorable*, as in, those attending worship remembering what the sermon was about the middle of the week.

Describe the educational program/faith formation vision of your church.

Recently, our Pittsburgh Theological Seminary intern has worked to revive our adult education and faith formation program with some success. Prior to the past several months, we have not had any type of consistent education or faith formation program. But we believe with something consistent, we could have more success in this area.

With very few children in the congregation, youth programming has not been a priority or successful for at least the past five years. We would like to seek interest in gaining family membership to rebuild a successful children's program. This effort is in stasis until we get more children in our congregation.

Describe how your congregation is organized for ministry and mission.

For the past ten years, the Church Council has been functioning as a committee of the whole.

- **When it comes to decision-making, how many hours are spent in meetings per month?**

- Church Council meets once a month. Meetings are usually ~2 hours.

- **Think of a time when action had to be taken quickly, for example when a crisis or disaster occurred. How was that accomplished?**

- In March of 2022, after hosting a Cold Weather Shelter for Allegheny County for many years, the County informed us that they would not be needing our space for winter of 2022-2023. The stated reason was the County had opened a new facility, Second Avenue Commons. This facility was to provide all necessary needs of Pittsburgh's unhoused population.

This facility was to open in November 2022. As opening approached, it was clear that the facility would not be complete due to supply chain and inspection issues. With 72 hours notice, the County came to us asking if we could again provide our space to shelter folks. Working with a new-to-us service provider, we opened our building to provide the needed warm space. Second Avenue Commons did open and we became the *overflow* space which is still open and running at capacity.

- **Can you provide the next minister with a copy of an organization structure, bylaws and/or annual report to further explain the patterns of the church's activity and governance?**

- The By-Laws are included as Appendix B

3b. 11-YEAR REPORT

The 11-Year report is attached as **Appendix A**. Please note that in early 2023 we did a complete review of our membership roles and have determined that our current actual membership is 139.

3c. CONGREGATIONAL DEMOGRAPHICS

Describe those who participate in your church.

		<i>Is this number an estimate? (check if yes)</i>
Number of active members:	139	
Number of active non-members:	10	
Total of church participants (sum of the numbers above):	149	

Percentage of total participants who have been in the church:

		<i>Is this number an estimate? (check if yes)</i>
More than 10 years:	71%	Numbers are accurate based on the 38 responses to our congregation demographic survey.
Less than 10, more than 5 years:	21%	
Less than 5 years:	8%	

Number of total participants by age:

0-11	12-17	18-24	25-34	35-44	45-54	55-64	65-74	75+	<i>Are these numbers an estimate? (check if yes)</i>
0	1	0	3	3	3	6	14	8	Same as above.

Percentage of adults in various household types:

		<i>Is this number an estimate? (check if yes)</i>
Single adults under 35:	3%	Same as above.
Households with minors:	13%	
Single adults age 35-65:	3%	
Joint households with no minors:	60%	
Single adults over 65:	21%	

Education level of adult participants by percentage:

		<i>Is this number an estimate? (check if yes)</i>
High school:	5%	Same as above.
College:	34%	
Graduate School:	47%	
Specialty Training:	11%	
Other (please specify):	3%	Non-degreed college

Percentage of adults in various employment types:

		<i>Is this number an estimate? (check if yes)</i>
Adults who are employed:	39%	Same as above.
Adults who are retired:	53%	
Adults who are not fully employed:	8%	

Describe the range of occupations of working adults in the congregation:

Education Fields, Office and Administrative Support, Business and Financial Operations, Healthcare Practitioners, Legal Services, Sales, Management, Research, Community and Social Services, Arts and Sciences, Building and Grounds Cleaning and Maintenance.

Describe the mix of ethnic heritages in your congregation, and the overall racial make-up.

The vast majority of our members are caucasian and a small percentage of people of color.

Most UCC congregations tend to describe themselves as “diverse.” Yet, the vast majority of UCC congregations are mono-cultural. What does diversity mean in your context?

We have a small amount of racial diversity and are diverse in socio-economic status, gender identity and sexual orientation.

Has your congregation recently had a conversation about welcoming diversity, or do you plan to hold one in the near future (perhaps using, for example, the Welcoming Diversity Inventory)?

We have not done this exercise.

3d. PARTICIPATION AND STAFFING

Complete the following chart. Please leave blank any fields that are not applicable to your congregation.

Ways of Gathering	Estimated number of people involved in attendance	Who plans each of the listed gatherings? <i>(list any and all worship planners, such as various lay leaders, pastors, musicians, other staff)</i>
Adult Groups or Classes	6	Lay Leader
Baptisms <i>(number last year)</i>	1	Senior Minister
Children's Groups or Classes		
Christmas Eve and Easter Worship	62	Ministers, Music Director
Church-wide Meals		
Choirs and Music Groups	12	Music Director
Church-based Bible Study	5	Seminary Intern
Communion <i>(served how often?)</i>	Monthly	Ministers
Community Meals	3	Lay Leaders
Confirmation <i>(number confirmed last year)</i>	2	Senior Minister
Drama or Dance Program		
Funerals <i>(number last year)</i>		
Intergenerational Groups		
Outdoor Worship		
Prayer or Meditation Groups		
Public Advocacy Work		
Retreats		
Theology or Bible Programs in the Community		

Weddings (<i>number last year</i>)	3	
Worship (time slot: 11:00 am)		Ministers, Lay Leaders, Music Director, Musicians
Young Adult Groups or Classes		
Youth Groups or Classes		
Other		

Additional comments:

List all members or regular participants in your congregation who are ordained, licensed, or commissioned ministers. Indicate those with current United Church of Christ Three-Way Covenants (i.e. serving in a congregation) or Four-Way Covenants (i.e. serving in a ministry beyond a congregation).

Name	Three- or Four-Way Covenant? (3 or 4 or No)	Ministry Setting	Type of Ministry Role	Retired? (Y or N)
Linda Miller-Pretz	No		Clergy in Residence	N
Liddy Barlow	Yes	Executive Minister of Christian Associates of Southwest Pennsylvania	Clergy in Residence	N
George Steffey	No		Clergy in Residence	N
Tara Wiederstien	No		Clergy in Residence	N
Charlie Brauchler	Exempt		Clergy in Residence	Y
Ronald Cole-Turner	No		Clergy in Residence	N

Rebecca Cole-Turner	No			N
Patricia Arledge-Benko	No		Clergy in Residence	Y
Ron Pederson	No		Licensed Minister	N
Susan Cherian	No	Smithfield United of Christ	Associate Minister	N

If one or more previous pastors or retired ministers currently hold membership in the church, describe their role(s) in the life of the congregation:

They are acting only as members.

List all current staff, including ministers. Exclude the position you are seeking to fill.

Indicate which staff person serves as head of staff.

Staff Position	Head of Staff?	Compensation (full time, part time, volunteer)	Supervised by	Length of Tenure for current person in this position
Associate Minister	No	Part-time	Senior Minister	22 years
Parish Administrator	No	Part-time	Council	3 months
Business Administrator	No	Full-time	Treasurer	25 years
Office Manager	No	Full-time	Senior Minister	13 years
Custodian	No	Full-time	Parish Administrator	10 years
Music Director	No	Part-time	Senior Minister	16 years

REFLECTION

Upon reviewing the above information, we realize there is not a need to have two pastors. That being said, there is room for growth within our church that could futuristically require us to have more full-time staff.

We have a strong history of doing many things, but due to a retirement and the pandemic, those things have decreased greatly. We greatly desire for them to start again.

3e. CHURCH FINANCES

Current annual income (dollars used during most recent fiscal year)

Source	Amount
Annual Offerings and Pledged Giving	\$70,744.14
Endowment Proceeds (<i>as permitted within spending policy, such as a cap of typically 4.5%-5% on total return</i>)	\$55,464.84
Endowment Draw (<i>beyond what is permitted by spending policy, "drawing down the principal"</i>)	\$0
Fundraising Events	\$0
Gifts Designated for a Specific Purpose	\$1,800.00
Grants - Keystone Planning Grant	\$50,000.00 (Pending)
Land Lease	\$200,012.14
Rentals of Church Building	\$96,341.10
Rentals of Church Parsonage	\$0
Support from Related Organizations (<i>e.g. Women's Group</i>)	\$0
Transfers from Special Accounts	\$)
Other (specify): Merrill Lynch Portfolio	\$25,000.00
Other (specify):	\$0
TOTAL	\$449,362.12

Current annual expenses (dollars budgeted for most recent fiscal year): \$472,395.68

The current budget is attached as Appendix C

Considering total budgeted expenses for the year, compare total ministerial support. What is the percentage? 21%

Has the church ever failed to pay its financial obligations to a minister of the church? No

Is your church 5-for-5, i.e. does it include each of the following contributions during the church year? *(indicate those included during the most recent fiscal year)*

✓Our Church's Wider Mission (OCWM – Basic Support)

✓One Great Hour of Sharing

✓Strengthen the Church

✓Neighbors in Need

✓Christmas Fund

In what way is OCWM (Basic Support) gathered? Budgeted amount of \$6220.00 per year

What is the church's current indebtedness?

Total amount of loan debt: \$200,000.00 in the form of a 0% interest, 15 year fully forgivable loan, granted by the Urban Redevelopment Authority.

Reason for debt: Life Safety improvements to the Shelter areas of the building.

Are capital and other payments current? Yes

If a building program is projected or underway, describe it, including the projected start/end date of the building project and the total project budget.

We have applied for a \$50,000.00 Keystone Planning Grant through Pennsylvania Historical and Museum Commission to update the assessment of our building's exterior that was done in 2009.

If the church has had capital campaigns in the last ten years, describe: We have not had a capital campaign in the past ten years.

Does your church have an endowment? We do not have traditional endowments, but we do have an investment account currently managed by Merrill Lynch and three accounts administered by PNC Bank from estates of deceased members. These estates are from Weber, Schultz, and Maury.

What is the market value of the assets? \$1,418,679

Are funds drawn as needed, regularly, or under certain circumstances? A certain amount of the funds (we only get the interest from accounts established from PNC's

investment of principle) are drawn down each year into the current budget. The exact amount is determined by the Council each year. The goal is to draw from proceeds such that the principal amount is not reduced significantly.

What is the percentage rate of draw (last year, compared to 5 years ago)?

Because of COVID, we have not had to draw on the accounts. Prior to those years, we did not take more than 4% each year for operating expenses.

Describe draw on endowment, if any, to meet operating budget expenses for the

most recent year and the past five years: The interest received for the current year is budgeted for \$58,864.00 as stated in correspondence from the bank. The past five years has totaled \$227,516.00

At the current rate of draw, how long might the endowment last?

This has not been calculated, but expected to last into the foreseeable future.

Please comment on the above calculations or estimates: These calculations are accurate to the best of our knowledge and are not estimates.

Other Assets

Reserves (savings): \$21,000.00

Investments (other than endowment): Merrill Lynch as of February 28, 2023:
\$740,322.72

Does your church have a parsonage? No

Describe all buildings owned by the church:

Only the building is located at 620 Smithfield Street, Pittsburgh, Pa., 15222

Describe non-owned buildings or space used or rented by the church: None

Which spaces are accessible to wheelchairs? (*worship space, pulpit, fellowship space, facilities, etc.*): 2nd floor which includes offices, choir rehearsal room, classrooms, small chapel and restrooms. 3rd. floor worship space. No restrooms are fully ADA compliant. Our elevator is not ADA compliant.

Reflection: After reviewing the church's finances and assets described above, what does this information reflect about your congregation's mission and ministry?

There have been no major changes to budget. Our budget is based on expected revenue. Any shortfalls to create a balanced budget are drawn from investments with advice from our brokerage agency.

3f. HISTORICAL INFORMATION

Name one to three significant happenings in the history of your church that have shaped the identity of your congregation. Add the most important event in the life of your church in the past 10 years.

The most significant thing to happen to our congregation in the past 10 years is the retirement of our Senior Minister who served this congregation for over 25 years. Doug Patterson was the face of Smithfield UCC and guided our church for a very long time.

Describe a specific change your church has managed in the recent past.

Our church, like all others, recently had to manage the COVID-19 crisis. We successfully were able to switch to virtual church while still threading together videos that included participants from all over the world. Likewise, we were pleased to see the number of views our videos received on YouTube and the far-reaching impact of our worship service.

Every church has conflict, some minor, some larger. "Where two or three are gathered, there will be disagreement...." Describe your congregation's values and practices when it comes to conflict.

We rely on Congregational polity as a model for conflict resolution. This proven form of governance provides a way for many voices to be heard. Our congregation has not had any significant conflicts for some time. Perhaps the only conflict that does occasionally occur is when a person's beliefs do not align with those of our congregation. With that said, all are welcome to voice their opinions and we respect each other even if we do not agree with their opinion. By our very nature, we expect a certain amount of disagreement and handle it well.

Ministerial History (include all previous ministerial staff for the past 30 years):

Staff member's name	Years of service	UCC Standing (Y/N)
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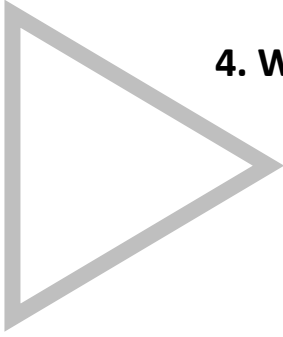
Susan Cherian, current Associate Pastor	22	Yes
J. Douglas Patterson, retired	24	Yes
David Beckerdite	6	

Comment on what your church has learned about itself and its relationship with persons who provided ministerial leadership: We see great value in long-term relationships.

Has any past leader left under pressure or by involuntary termination? No

Has your church been involved in a Situational Support Consultation? No

Has a past pastor been the subject of a Fitness Review while at your church? No



4. WHO IS OUR NEIGHBOR?

“You shall love your neighbor as yourself.” (Matthew 22:39 NRSV)

- a. COMMUNITY VISION
- b. MISSION InSite

4a. COMMUNITY VISION

How do the relationships and activities of your congregation extend outward in service and advocacy?

Our primary service organization is our Women’s Fellowship. Their work ranges from providing to our local underserved community, making hats and blankets for NICU infants, to creating hand-made gifts for children around the globe. In cooperation with our partners in the Downtown Ministerium, Smithfield provides a Walk-In Ministry to those seeking food and resources for social services. See this brochure for more information:

<https://downtownpittsburghministerium.files.wordpress.com/2023/01/walk-in-ministry-pamphlet-2023.pdf>

Describe your congregation’s participation in meetings, relationships and activities connecting the wider United Church of Christ (association / conference / national setting).

One of our members is on the planning committee for the Penn West Annual Conference and several members of our congregation have attended the conference in years past. In addition, members of our congregation have been annual delegates to the UCC General Synod.

Many local churches love to tell the story of what they are doing in the community to transform lives. Some have identified certain aspects of their witness into the wider community using language shared with other UCC congregations. (Find more information as desired at ucc.org.) Check any statements below that apply to your UCC faith community.

- | | |
|--|--|
| <input type="checkbox"/> Accessible to All (A2A) | <input type="checkbox"/> Just Peace |
| <input type="checkbox"/> Creation Justice | <input type="checkbox"/> Global Mission Church |
| <input type="checkbox"/> Economic Justice | <input checked="" type="checkbox"/> Open and Affirming (ONA) |
| <input type="checkbox"/> Faithful and Welcoming | <input type="checkbox"/> WISE Congregation for Mental Health |
| <input checked="" type="checkbox"/> God Is Still Speaking (GISS) | <input type="checkbox"/> Other UCC designations: |
| <input type="checkbox"/> Border and Immigrant Justice | <input type="checkbox"/> Designations from other denominations |
| <input type="checkbox"/> Inter-cultural/Multi-racial (I’M) | <input type="checkbox"/> None |

Reflect on what the above statement(s) mean(s) to your community. Is your congregation interested in working toward any of the above statements of witness in the near future?

While many of these statements speak to our community, we feel that such pursuits will be more advantageous once a new settled minister is in place and we start to see “who we are” and where we want to go under new leadership.

Describe your congregation’s participation in ecumenical and interfaith activities (with other denominations and religious groups, local and regional).

Rev. Liddy Barlow is a member of our congregation and is the Executive Minister of Christian Associates of Southwestern Pennsylvania. Christian Associates of Southwest Pennsylvania brings together Anglican, Catholic, Orthodox, and Protestant church bodies in the 10 counties of Southwest Pennsylvania to work for the unity of the church and the wholeness of communities. Often when opportunities arise to participate in something sponsored by their organization, our members will participate. We have also reached out to the Tree of Life synagogue after the shooting at their synagogue and we had members of their congregation join us for a service and a group of our members went to their synagogue for a service.

If your congregation has a mission statement, how does that mission statement compare to the actual time spent engaging in different activities? Think of the range of activities from time spent gathering, to governance, to time spent going out.

Although not a specific mission statement, we look to the Purpose, Faith and Covenant section of our By-laws (Appendix B) to drive the mission of our congregation. Our congregation seeks to engage in a variety of activities that will bring our mission statement into more tangible fruition. Our current engagement lies primarily in our interactions with each other when we gather for worship.

Reflect on the scope of work assigned to your pastor(s). How is their community ministry and their ministry in and on behalf of the wider church accounted for in the congregation’s expectations on their time?

We expect that the new senior minister will be actively involved in the downtown Pittsburgh community. We are looking for someone who is outgoing and engaging and who can make connections with guidance when needed. We expect our minister is going to spend a lot of their time on people and activities.

4b. MISSION InSite

Comment on your congregation's MissionInsite report with data for your neighborhood(s) or area. What trends and opportunities are shown?

The MissionInsite report is attached as a separate document to this profile.

How do your congregation's internal demographics compare or contrast to a) the neighborhoods adjacent to your church, and b) other neighborhoods with which your church connects?

Many of our members travel into the city from a wide range of suburban Pittsburgh and beyond, therefore representing a cross-section of the population throughout the region. Despite Smithfield being a downtown church, it lacks the diversity of our African-American neighborhoods which are a part of our city.

How are the demographics of the community currently shaping ministry, or not?

In the past, there has been very little residential housing in downtown Pittsburgh. And our members have come from all over the county. However, more recently the number of people living in downtown Pittsburgh has increased drastically. Although this has not changed our ministry much yet, we see this as an opportunity to grow, change and adapt to this possible new demographic.

What do you hear when you talk to community leaders and ask them what your church is known for?

We are most known for housing the emergency homeless shelter.

What do new people in the church say when asked what got them involved?

There are many reasons new people have come to our church. Doors Open Pittsburgh doorsopenpgh.org has brought new people to our congregation. Also, people have gotten involved because of the music, our open and affirming designation and the outstanding preaching.



5. REFERENCES

Name up to three people who have agreed to serve as phone and written references. Advise the three references: “The contact information you provide may be shared publicly. Please use contact information that you feel comfortable giving to candidates so they can reach you with their questions.”

Make sure they are not members of your church but are persons who know your church well enough to be helpful to candidates seeking more information. Request a letter from each reference in answer to the four prompts below. Attach the letters (up to three) as desired.

REFERENCE 1

Dave Blaner / Executive Director / Allegheny County Bar Association
(412) 402-6601 / dblaner@acba.org / Ongoing involvement with our food ministry

REFERENCE 2

Aubrey Plesh / Founder / Team PSBG, LCC
(724) 244-6565 / aubreyplesh@teampsbg.com / Runs and manages the shelter housed in our facility

REFERENCE 3

Rev. J Douglas Patterson / Former Smithfield UCC Senior Minister
(412) 585-1012 / frogjunk@comcast.net / Regularly Attending Non-Member



ALLEGHENY COUNTY BAR ASSOCIATION

Serving the Pittsburgh Legal Community

400 Koppers Building, 436 Seventh Avenue, Pittsburgh, PA 15219 • www.ACBA.org • 412-261-6161

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Executive Director

David A. Blaner

April 27, 2023

Mr. Jack Wepler
President, Congregation
Smithfield United Church of Christ
620 Smithfield Street
Pittsburgh, PA 15222

Dear Mr. Wepler,

The Allegheny County Bar Association Civil Litigation Section has been hosting a holiday lunch for the members of the Church Food Pantry for the past 12 to 15 years. We recognize Smithfield United Church of Christ as a neighbor that is looking out for the less fortunate members of society in downtown Pittsburgh.

In addition, the Allegheny County Bar Foundation Attorney's Against Hunger Campaign has routinely contributed to your Food Pantry. The Attorneys Against Hunger Campaign supports the five churches located in downtown Pittsburgh which provide food to those in need.

The Allegheny County Bar Association and Foundation support your causes and applaud your willingness to help others in need.

I hope this information is helpful.

Sincerely,

David A. Blaner
Executive Director



Team PSBG LLC

Strength in Numbers Project, Inc

Person First

Team PSBG, LLC
P.O. Box 60091
Pittsburgh, PA 15211

April 27, 2023

On Thursday, April 13, 2023 at 07:17:58 PM EDT, Aubrey PSBG (She/They)
<aubreyplesh@teampsbg.com> wrote:

Hi Jack!

Thank you for the opportunity to participate.

Most of what I hear about is the shelter. I do also hear it to be at least in passing the more welcoming amongst the churches downtown.

I find great peace inside SUCC.

I have a unique relationship with the building & now an amazing one with its occupants.

I hope to be a part of the fabric for a long while that ties SUCC to the whole of the community.

Strength In Numbers

Aubrey Plesh (She/They)

Team PSBG, LLC Founder
The Strength In Numbers Project, Inc. Incorporator
724.244.6565

"Be the catalyst for the change you want to see. Spend time seeing the world you live in. Learn your strength and use it to better the lives around you." -
Aubrey Plesh, Founder

Rev. J. Douglas Patterson

114 Recreation Drive
Baden, PA 15005
412.585.1012
frogjunk@comcast.net

May 9, 2023

Re: Letter of Reference, Smithfield United Church of Christ

To Whom It May Concern:

As requested, I am writing this letter of reference for Smithfield UCC. I do so from the context of having served the congregation as senior minister for twenty five years, ending in May of 2022.

As the oldest congregation in the City of Pittsburgh, organized in 1782, Smithfield has a long history of Christian witness, social justice, progressive thought, ecumenical work, and inclusive acceptance. Its downtown setting provides unique opportunities for collaboration with political and corporate communities. Worship services are dynamically engaging and dignified. The music program is superior. Lay leadership is especially strong and representative of the multi-faceted, eclectic makeup of the congregation. The sanctuary is stunningly beautiful, driving all who enter into awe and wonder.

As with all downtown congregations, and churches in general, Smithfield is challenged with dwindling worship attendance, compounded by the currently vacant pulpit. Staffing is an issue. The current staff has been in place for many years. Each person is gifted, responsible and reliable. Together they comprise a cohesive, innovative and faithful team. Turnover, however, is inevitable and much thought will need to be given to the makeup and purpose of the staff as the church moves forward. The homeless shelter housed in the church basement, a mainstay of ministry for many years, causes some tension and friction with the surrounding business owners. Much diplomacy is required. The church building itself is aging poorly, requiring and demanding costly modifications and maintenance. These upgrades and repairs are far beyond the financial resources of the current congregants.

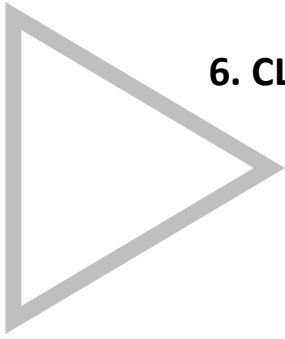
I am grateful for the opportunities afforded me during my tenure as pastor of this church, too numerous to mention. To intersect deeply with the lives of people, many of whom found themselves unwelcome in other churches, has been the privilege of my life. I am positive that my experience resonates with every person who calls Smithfield their spiritual home.

Please contact me with any questions you may have.

Sincerely,

J. Douglas Patterson

JDP/dt



6. CLOSING THOUGHTS

- a. CLOSING PRAYER
- b. STATEMENT OF CONSENT
- c. CONFERENCE/ASSOCIATION VALIDATION

6a. CLOSING PRAYER

Lord, in asking for your guidance in our search for a settled pastor, we are reminded that Smithfield United Church of Christ has the proud history of being Pittsburgh's oldest congregation. One of Smithfield's past preachers, Curtis Beach, has two hymns featured in the New Century Hymnal, "Praise to the Living God" and "O How Glorious, Full of Wonder." While we are proud of our past, we now must look to our future. Our prayer is that, as in "Praise to the Living God," you see how the Triune God is living among us and how we may "bear witness to the Way" through your new, passionate leadership. In the latter hymn, the final verse says, "God, whose purpose shines before us toward the goal that you have planned! Yours the will our hearts are seeking..." God's will IS what we seek to do and our hope is that through your presence at our church, God's purpose will shine through your heart and mind to inspire us to achieve the goals we set in partnership before us. Amen.

6b. STATEMENT OF CONSENT

The covenantal relationship between a church and those called by that church to serve as pastors and teachers and in other ministerial positions is strengthened when vital information is openly shared by covenantal partners. To that end, we attest that, to the best of our abilities, we have provided information in this profile that accurately represents our church. We have not knowingly withheld any information that would be helpful to candidates.

As the committee charged with the responsibility for identifying and recommending suitable new minister for our church, we have been authorized to share the information herein with potential candidates. We understand that a candidate may wish to secure further knowledge, information, and opinions about our church. We encourage a candidate to do so, recognizing that an open exchange of relevant information builds the foundation for continuing and healthy relationships between calling bodies and persons seeking a ministry position.

1. Which individuals and groups in the church contributed to the contents of this Local Church Profile? (*for example, church council or consistory, transition team, etc.*)

- Pulpit Committee - Jon Colburn, Nathan Hart, Irna Knapp, Ben Senkowicz, Jeanette Thomas, Jack Wepler
- Linda Miller-Pretz - Visioning Exercise Facilitator
- Sean O'Donnell - Office Manager
- Rena Thomas - Business Administrator
- The entire congregation via the visioning exercises

2. Additional comments for interpreting the profile: None

Signed:

Ben Senkowicz / Pulpit Committee Chair / Date: May 16, 2023

6c. VALIDATION BY CONFERENCE/ASSOCIATION

The congregation is currently in good standing with the association / conference named.

Staff Comment: Yes.


To the best of my knowledge, ministerial history information is complete.

Staff Comment: Yes.

To the best of my knowledge, available church financial information is presented thoroughly.

Staff Comment: Yes.

My signature below attests to the above three items.



Signature:

Name / Title: David J. Ackerman / Conference Minister

Email: david@pennwest.org

Phone: 724-834-0344

Date: June 15, 2023

This document is created through support to Our Church's Wider Mission (OCWM) and is only possible through the covenantal relationships of all settings of the United Church of Christ.

"Jesus answered them, 'Have faith in God!'" – Mark 11:22

**UNITED CHURCH
OF CHRIST**



Appendix A

UNITED CHURCH OF CHRIST
ELEVEN YEAR CHURCH PROFILE BASED ON DATA REPORTED IN UCC
YEARBOOKS



Church#: 621720

Assoc: 656

Schedule: 0

Smithfield UCC

Pittsburgh

PA

15222

		AVG WEEKLY	CHR ED/			TRANSFER OR	DEATHS OR	OTHER	NET MEMBS	
YEAR	MEMBERS	ATTENDANCE	FAITH FORM	CONFIRMATION	CONFESSION	REAFFIRM	TRANS OUT	LOSSES	ADDS-REMOVED	
2011	217	73	20	1	0	10	6	0	5	
2012	220	76	16	0	0	8	5	0	3	
2013	218	76	16	0	0	6	8	0	-2	
2014	227	69	18	1	0	9	1	0	9	
2015	217	62	15	3	0	0	2	11	-10	
2016	215	66	9	0	0	0	2	0	-2	
2017	228	56	13	0	3	14	4	0	13	
2018	224	51	13	0	1	0	5	0	-4	
2019	226	55	13	0	6	0	4	0	2	
2020	226	55	13	0	0	0	0	0	0	
2021	226	55	13	0	0	0	0	0	0	
YEAR	CURRENT EXPENSES	CAPITAL PAYMENTS	BASIC SUPPORT	TOT OTHER UCC GIVING	TOTAL OCWM	OTHER GIFTS	WIDER MISSION	BASIC SUPP% CURR LOCAL	TOTAL EXPEND	PLEDGES AND OFFERINGS
2011	\$422,244	\$0	\$5,500	\$1,054	\$6,554	\$3,079	\$9,633	1.30	\$431,877	\$84,659
2012	\$428,700	\$0	\$5,520	\$1,677	\$7,197	\$1,504	\$8,701	1.29	\$437,401	\$86,322
2013	\$451,413	\$0	\$5,500	\$1,433	\$6,933	\$1,350	\$8,283	1.22	\$459,696	\$89,955
2014	\$491,148	\$0	\$6,234	\$1,220	\$7,454	\$0	\$7,454	1.27	\$498,602	\$78,245
2015	\$423,653	\$0	\$6,220	\$1,203	\$7,423	\$4,967	\$12,390	1.47	\$436,043	\$68,219
2016	\$409,769	\$0	\$5,702	\$11,382	\$17,084	\$3,355	\$20,439	1.39	\$430,208	\$73,911
2017	\$439,856	\$0	\$7,720	\$6,229	\$13,949	\$2,670	\$16,619	1.76	\$456,475	\$88,486
2018	\$501,208	\$0	\$6,220	\$592	\$6,812	\$3,659	\$10,471	1.24	\$511,679	\$72,923
2019	\$457,108	\$0	\$4,665	\$2,452	\$7,117	\$1,296	\$8,413	1.02	\$465,521	\$77,789
2020	\$457,108	\$0	\$6,220	\$623	\$6,843	\$0	\$6,843	1.36	\$463,951	\$0
2021	\$457,108	\$0	\$6,220	\$330	\$6,550	\$0	\$6,550	1.36	\$463,658	\$0
% CHANGE	MEMBERS	AVG WEEKLY ATTENDANCE	CHR ED/ FAITH FORM	TOTAL ADDITIONS	TOTAL REMOVALS	CURR LOCAL EXPENSES	TOTAL OCWM	TOTAL EXPENDITURE		
2016-2021	5.12	-16.67	44.44	0.00	-100.00	11.55	-61.66	7.78		
2011-2021	4.15	-24.66	-35.00	-100.00	-100.00	8.26	-0.06	7.36		

Please note: Zero values ("0" or "\$0") may reflect missing information in some years. Christian Education/Faith Formation refers to Church School Enrollment for all figures before 2007.

APPENDIX B

The Bylaws of Smithfield United Church of CHRIST

Adopted on December 18, 2005

Revised on June 8, 2014

I. NAME AND AFFILIATION

1. The name of this church shall be “Smithfield United Church of Christ.” In these Bylaws the word “church” is used to designate the entire membership of the congregation.
2. The charter of the Smithfield Congregational Church of Pittsburgh is the legal entity of the church.
3. The church shall be affiliated with the United Church of Christ. The Church acknowledges its historic ties with the United Methodist Church. council

II. PURPOSE, FAITH, AND COVENANT

1. The purpose of this church shall be to bind together followers of Jesus Christ in Christian fellowship; to help make God’s will dominant in the lives of people, individually and collectively; to maintain a center of Christian life and influence in our community; and to support the work of the Christian Church throughout the world.
2. This is a church without a creed, in which one may follow truth to its uttermost bounds and still enjoy religious fellowship.
3. Grateful for the heritage of the Protestant Reformation, we seek to be true to the message of the gospel, but protest against any attempt to interfere with the dictates of conscience and the right of personal conviction and private judgment. We hold that all individuals are free to interpret truth for themselves, as revealed in the Bible, science, and all areas of human experience.
4. We consider the love of God and the love of humankind and the perfecting of our spiritual nature as the substance of religion and the essence of the teachings of Jesus.
5. Consecrating ourselves to these principles, we seek to cultivate love and reverence for truth, moral character, intelligent insight, helpfulness to humanity, and the spirit of devotion to God.
6. The Covenant or Bond of Union of this church shall be: “We unite for the worship of God and the service of humanity, in the spirit of Jesus Christ.”
7. Ours is an inclusive congregation, Open and Affirming. We are committed to oneness in Christ across all boundaries of race, ethnicity, national origin, age, sexual orientation, gender identity and expression, family structure, faith background, ability and economic circumstance.

III. WORSHIP

1. Worship services shall be conducted every Sunday, except when the omission is authorized by the Church Council, and upon such other occasions as it may advise. All matters pertaining to the form and time of services shall be left to the discretion of the Minister and the Church Council.

The engaging of visiting preachers on either regular or special occasions is subject to the approval of the Church Council

1

2. The service of Baptism shall be conducted on such occasions and in such manner as the Minister and the Church Council may determine. Members are encouraged to have their children dedicated or baptized in early childhood. Adults may be baptized if they desire.
3. The service of Confirmation (reception of young people into the membership of the church) shall be held at such times and in such manner as the Minister and the Church Council shall determine. In order that the young people may properly understand the meaning and responsibilities of church membership, they shall be encouraged to receive special instruction from the Minister (or someone designated by the Minister.)
4. The service of Holy Communion shall be conducted on such occasions and in such manner as the Minister and the Church Council may determine.

IV. OFFICERS AND CHURCH COUNCIL

1. The general supervision of the church's affairs as well as the administration of its property and funds is delegated by the congregation to the Church Council. This Council shall consist of the three (3) elected officers of the church and six (6) other elected members of the church. The Council shall elect a Chairperson Protem from its members who will preside in the absence of the President. Between meetings of the Council, the President, Secretary, and Treasurer together may act for the Church Council.
2. The Officers of the church shall be a President, a Secretary, and a Treasurer. They shall also serve as the officers of the Church Council. If the President is absent or unable to preside at the meeting of the Church Council, the Chairperson Protem shall preside; if both are absent, the Council shall elect a Chairperson to conduct the meeting.
3. The Officers shall be elected annually by the congregation as provided in Article VI. If any of these officers resigns or is unable to serve, the Church Council shall elect a qualified person to fill the office.
4. The Church Council shall meet monthly, as needed. Notice of a regular meeting of the Council shall be mailed to its members at least seven (7) days before the meeting. Minutes of these meetings shall be filed and available to the Council and congregation.
5. Special meetings of the Council may be held on the call of the President or on the call of three (3) Council members. Written notices of such special meetings shall be sent to each Council member at least seven (7) days before the meeting.
6. Five (5) members of the Church Council shall constitute a quorum for the conduct of business.
7. The Church Council is responsible for developing the statement of the church's mission and the strategic plans, objectives and programs for achieving the mission.
8. At any time, the mission of the church may be influenced by the needs of its membership and the community. Historically, there have been significant secular forces that have changed or shaped the direction of the church. It is therefore anticipated that it will be necessary to restate the mission from time to time.
9. Objectives and programs are developed to meet the day to day needs of the church, and should be

consistent with the mission and strategic plans.

10. All aspects of the Council's responsibilities are subject to approval of the congregation.

2

V. COMMITTEES

1. While the overall supervision of the affairs of the church is delegated to the Church Council, the detailed planning and conduct of church activities is entrusted to Committees, whose work is subject to review and approval by the Council. The Chairperson of each committee shall be appointed by the Council and shall be a member of the Council. Members of Committees may be drawn from the Council or the congregation. Each committee shall elect its own Recording Secretary, or otherwise insure that written reports will be provided to the Council. Committees will meet at the call of their chairpersons.
2. The Council shall have charge of all the financial and business affairs of the church, ultimately subject to the review and approval of the congregation.
3. The Council may appoint such committees as it needs to carry out its work, either from its own membership or from the membership of the church. The Council shall be responsible for the work of religious education, worship, fellowship, outreach, public relations, and history and archives. In addition, Council shall be responsible for:
 - a. Budget and Finance, whose duties include assembling an annual budget for operation and maintenance of the church and an annual budget for church programming, and submitting the budgets to the Church Council for approval and subsequent approval by the congregation. The budgets shall project income and expenses for the fiscal year. Other duties include financial canvasses, investments, mortgages, insurances, salaries, building maintenance and improvement, and the cost of operation of the building and its contents. The Committee shall provide for the regular auditing of the church accounts by an independent, outside source. The Committee is also responsible for the legal records of the church (including the minutes).
 - b. Personnel, which shall be responsible for the development and maintenance of the church's personnel policy and for oversight of its application.
4. The Senior Minister shall be an ex officio advisory member of the Council and shall be notified of its meetings; except the Church Council or special committees may meet without the Senior Minister, or Minister(s) if appropriate.
5. Committee members and Chairpersons shall serve for one fiscal year subject to reappointment and term limits for Council members.

VI. ELECTION OF PRESIDENT, COUNCIL, NOMINATING COMMITTEE, AND DELEGATES

1. The President of the church, members of the Church Council, and delegates and alternates to the annual meeting of the conference shall be elected at a meeting of the congregation.
2. A Nominating Committee, comprised of a chairperson, two members of Church Council, and two members at large shall be elected at a meeting of the congregation. The pastor shall also serve ex officio.
3. The Nominating Committee shall nominate one candidate for each position to be filled at the

election, including the Nominating Committee for the following year. The Committee's report, containing the list of its nominees, shall be mailed to all members of the congregation at least ten (10) days before the election.

4. In addition to those nominated by the Nominating Committee, other nominations for any elective position may be made from the floor, provided the nominee gives his or her consent in person or in writing.
5. The election shall be by ballot. If only one (1) person has been nominated for each position and if it is moved and unanimously carried by voice vote that the Secretary cast one (1) ballot for those nominated, this shall be deemed adequate to fulfill this requirement.
6. All persons with full membership status shall be eligible to vote in church elections. A quorum of at least twenty-one (21) such members must be present to hold an election.
7. The terms of office of those elected at the Election Meeting shall begin on January 1 following their election and shall end on December 31 (for the years elected, as specified in these Bylaws).
8. The President must be elected from those who have served or are serving on the Church Council.
9. A term is defined as the time period between January 1st and December 31st. A person may serve a one (1) year term, renewable up to five (5) times, on the Church Council for a total of six years served. After that he or she is ineligible to serve on the Church Council again until one (1) year has passed. Council members appointed to fill vacancies on council that occur during a term, shall complete that term and then shall be eligible to renew the term yearly up to five (5) times.
10. Employees of the church shall not be eligible to serve on the Church Council.
11. If a Council member resigns or is unable to serve, the President shall appoint another person to the Council to serve until the next election.

VII. MEETINGS OF THE CONGREGATION

1. At least two (2) meetings, Spring and Fall, of the congregation shall be held each year. Any business pertaining to the welfare of the church may be presented at this, or any specially called meeting of the congregation.
2. The Secretary, upon order of the President, shall issue the call for these meetings. Notice of a regular meeting shall be mailed to the church members at least ten (10) days prior to the meeting. One (1) notice per household shall be deemed adequate to meet this requirement.
3. Twenty-one (21) members in good standing shall constitute a quorum and shall be entitled to transact business.
4. The President shall have the right to call special meetings of the congregation. Twenty-one (21) members in good standing shall constitute a quorum at such a special meeting. Ten (10) members in good standing shall have the right to request the President to call a special meeting of the congregation and, if he or she refuses, said ten (10) members shall be entitled to issue such a call, affixing there to their names and stating the purpose of the meeting. Twenty-one (21) members in good standing shall constitute a quorum at such a meeting. Ten (10) days written notice of all special meetings shall be given to members.
5. If the President is absent or unable to preside at a meeting of the congregation, the Chairperson Protem shall preside; if both are absent, the congregation shall elect a moderator for the meeting.

VIII. DUTIES OF OFFICERS

1. The duties of the President, Secretary, and Treasurer shall be those normally pertaining to these offices.
2. The President shall preside at all meetings of the Church Council and of the congregation, except when unable to do so. The President shall affix his or her signature to contracts and documents executed on behalf of the corporation, as directed by the Church Council.
3. The Secretary shall keep correct minutes of all meetings of the congregation and the Church Council. He or she shall send written notices of all meetings of the congregation and the Church Council. The Secretary shall attest by his or her signature (and the corporate seal where proper) all bonds, leases, or other documents authorized by the Church Council. He or she shall keep an accurate list of the members of the church, with the dates and modes of their reception or removal. The Secretary shall preserve on file all communications and reports pertaining to his or her office. These clerical duties may be delegated by the Secretary to a person employed by the congregation.
4. The Treasurer shall receive all monies paid, contributed, or bequeathed to the church and shall keep a record of the same. He or she shall deposit such monies in such banks as the Church Council may designate. The Treasurer shall make payment for all obligations which have been approved by the Church Council or the Budget and Finance Committee. He or she shall submit a quarterly financial statement to the Church Council and an annual financial statement to the congregation. The annual financial statement shall be audited by a committee of church members or by a public accountant, as determined by the Budget and Finance Committee, and sent to the members of the congregation prior to the meeting in which the statement is submitted to the congregation for approval. The Treasurer shall have custody of all papers pertaining to the funds and property of the church, under the direction of the Budget and Finance Committee. The Treasurer shall be appropriately bonded. Any clerical duties vested in the Treasurer may be delegated by him or her to a person employed by the congregation; such person shall be appropriately bonded.
5. Any check drawn on the church's account must be signed by two of the following persons: the President, Secretary, Treasurer or other person appointed by the Church Council.

IX. ELECTION AND DISMISSAL OF THE MINISTER

1. When a vacancy occurs in the office of Minister, the President shall appoint a Pulpit Committee of not less than five (5) members, whose duty it shall be to make a canvass of available ministers and choose one who, in their judgment, should be called. They shall report their choice to the Church Council, which shall promptly arrange for an election at a meeting of the congregation. The election shall be by ballot. When thus elected, and having accepted the call, the Minister shall be obligated by contract and installed in office.
2. The Minister shall be elected for an indefinite time. The salary of the Minister, conditions of employment and change thereof, and annual evaluation of the Minister's performance shall be determined by the Personnel Committee, and submitted to the Church Council for approval.
3. The Minister may at any time be dismissed from office by the sole action of the congregation, or by the Church Council with the approval of the congregation, by giving the Minister ninety (90) days notice in writing of its intention to do so; provided, however, that in case of the loss of ministerial standing on the part of the Minister he or she may be dismissed at once. The action of the congregation in either case may be taken at a regular or special meeting of the congregation.

4. The Minister shall have the right to terminate his or her office and service by giving the Church Council ninety (90) days notice in writing of his or her intention to do so.
5. The provisions of the above sections shall apply to any associate or assistant ministers for whom the congregation may provide.

X. DUTIES OF THE MINISTER

1. The Minister shall have charge of the spiritual welfare of the church, with the assistance of the Church Council. The Minister shall seek to enlist people as followers of Christ, preach the gospel as he or she interprets it, administer the sacraments, have under his or her care all the services of public worship, and serve as senior administrative officer, and direct the activities of the church in cooperation with the Council and committees, in accordance with the Bylaws.

XI. ADMISSION TO MEMBERSHIP

1. Any person twelve (12) years of age or older who wishes to worship God and serve humanity in the spirit of Jesus Christ and to participate in the fellowship and activities of this congregation may become a full member of this church by agreeing to its Covenant or Bond of Union (Article II, Section 6) and by being elected to membership by the Church Council. Those transferring from active membership in another church should, if possible, secure a Letter of Transfer. Young people who desire to join the church are encouraged to receive special instruction from the Minister (or someone designated by the Minister) and to participate in a Service of Confirmation. From time to time a Service of Welcome shall be held as a part of the church service, recognizing those who have recently joined our membership.
2. A separate category of associate members shall be maintained for individuals who wish to associate with the church but, by reason of distance, membership in another church, or special circumstance are unable to fully participate in the fellowship and ministries of the church. Admission as an associate member is upon approval by Council. Associate members shall not be eligible to serve on Council or vote during meetings of the congregation. Associate members may be transferred to the full membership roll upon approval of the Council.

XII. REMOVAL FROM MEMBERSHIP

1. If any member of the church, for a period of two (2) years, does not indicate an interest in the church, either by attendance at its worship, participation in its activities, contributing to its support, or by some other means, this person's name may, at the discretion of the Church Council, be transferred to a list of inactive members. From the date of such transfer, such person shall cease to be a member in good standing and shall not be reported on the active membership roll. Should such a person renew his or her active connection with the church, his or her name may be restored to the roll of active members by the Church Council.

XIII. CHURCH ORGANIZATIONS

1. All organizations approved by the Church Council shall be considered branches of the congregation.

XIV. AMENDMENT OF BYLAWS

1. These Bylaws may be repealed or amended or new provisions adopted at any regular meeting of the congregation or at a special meeting called for that purpose. A copy of the proposed amendment or amendments including pertinent portions of the existing Bylaws shall be mailed to each member of the church in good standing, together with a notice of the meeting, at least fifteen (15) days prior to the meeting. Amendments may be proposed and such meetings called by the

Church Council or by any group of ten (ten) members of the church in good standing. The approval of a majority of the members present at the meeting is required for the adoption of the amendment.

2. Any difficulties arising from the wording and interpretation of the church rules and Bylaws shall be decided by the Church Council, subject, however, to an appeal to the congregation.
3. All former Bylaws and decisions at variance with these Bylaws are hereby revoked and declared void.

APPENDIX C

11:29 AM 09/13/22 Accrual Basis		Smithfield Church- General Account Profit & Loss Budget Overview July 2022 through June 2023	
		<div>Jul '22 - Jun 23</div>	
Ordinary Income/Expense			
Income			
Boiler Replacement		0.00	
Insurance Claim Kitchen Floor		0.00	
Miscellaneous Fund Raising		0.00	
Offerings			
Christmas		0.00	
Cocos for ACJ		0.00	
Easter		0.00	
Loose Offerings/No Envelopes		20,000.00	
Menovich/Helpweek		600.00	
One Great Hour		0.00	
Pledges/Numbered Envelopes		55,000.00	
Thanksgiving		0.00	
Total Offerings		75,600.00	
Organ Fund		0.00	
Other			
Building Donations			
Building		0.00	
Emergency Shelter		26,815.00	
Gulf Annuitants Club		250.00	
Northside Urban Pathways School		82,412.00	
Ostomy		180.00	
Shelter Repairs/Maintenance		0.00	
Social Hall Use		120.00	
Weddings		5,600.00	
Building Donations - Other		0.00	
Total Building Donations		116,377.00	
Fellowship		200.00	
Ground Lease		200,000.00	
Health Insurance Reimbursement		0.00	
Inv. Div. & Interest			
Interest - Weber Trust		10,507.00	
Maury Trust Income		27,805.00	
Schultz Trust - Interest		20,552.00	
Total Inv. Div. & Interest		58,864.00	
Life Insurance Reimbursement		0.00	
Literature		50.00	
Memorials			
Interest		0.00	
Memorials - Other		0.00	
Total Memorials		0.00	
Miscellaneous			
Archive Donations		100.00	
Music Dept		0.00	
Miscellaneous - Other		204.68	

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Accrual Basis

Smithfield Church- General Account
Profit & Loss Budget Overview
July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>
Total Miscellaneous	304.68
Portfolio	19,000.00
Total Other	394,795.68
Pass Through Funds Income	
Neighbors in Need	0.00
One Great Hour	0.00
Strengthen The Church	0.00
UCC Christmas Fund	0.00
Ukraine Relief Fund	0.00
Pass Through Funds Income - Other	2,000.00
Total Pass Through Funds Income	2,000.00
Total Income	472,395.68
Expense	
Administration	
Bank Service Fees	1,550.00
Copier Rental/Maintenance	4,000.00
Legal Services	500.00
Membership	250.00
Miscellaneous	300.00
Office Supplies	3,600.00
Postage/Meter Rental	2,000.00
Printing	100.00
Sunday Parking Fees	350.00
Total Administration	12,550.00
Archive Supplies	50.00
Facilities	
Equipment Purchases	0.00
Liability Insurance	84,400.00
Maintenance	
Insurance Claim DHE4968	0.00
Insurance Claim DHE5248	0.00
Shelter Maintenance/Repairs	0.00
Maintenance - Other	21,204.00
Total Maintenance	21,204.00
Major Repairs & Improvements	0.00
Miscellaneous	0.00
Total Facilities	105,604.00
Fellowship/Outreach	
Cocoa for ACJ	0.00
Visitation Fund	100.00
Total Fellowship/Outreach	100.00
Non-Personnel	
Choir Substitutes	0.00
Total Non-Personnel	0.00
Pass Through Funds Expense	
Neighbors in Need	0.00

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Accrual Basis

Smithfield Church- General Account
Profit & Loss Budget Overview
July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>
One Great Hr.	0.00
Strengthen the Church	0.00
UCC Christmas Fund	0.00
Ukraine Relief Fund	0.00
Pass Through Funds Expense - Other	2,000.00
Total Pass Through Funds Expense	2,000.00
Personnel	
Building Facilitator	14,000.00
Clergy Support	
Associate Minister	21,018.00
Senior Minister	
Senior Minister Housing	4,167.00
Senior Minister Regular Salary	69,417.00
Total Senior Minister	73,584.00
Total Clergy Support	94,602.00
Lay Staff	
Administration	
Business Administrator	
Business Admin UPMC	4,368.00
Business Administrator - Other	46,149.00
Total Business Administrator	49,517.00
Choir Substitutes	0.00
Secretarial Staff	28,101.00
Total Administration	77,618.00
Custodial	
Custodians	28,392.00
Temp Custodial Staff	250.00
Total Custodial	28,642.00
Payroll Expenses	
Employee Health Insurance	18,107.88
FICA-Employer	11,026.00
Senior Minister Life Insurance	0.00
Workers' Compensation	2,000.00
Total Payroll Expenses	31,133.88
Support	
Music Director	28,496.00
Musician Services	10,250.00
Nursery Supervisor	1,500.00
Total Support	40,246.00
Total Lay Staff	177,639.88
Miscellaneous	
Lease Parking	3,900.00
Travel/Parking Minister	1,200.00
Trips/Meetings	200.00
Miscellaneous - Other	0.00

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Accrual Basis

Smithfield Church- General Account
Profit & Loss Budget Overview
July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>
Total Miscellaneous	<u>5,300.00</u>
Total Personnel	291,541.68
Program	
Fellowship	
Benevolence Fund	100.00
Decorations	<u>300.00</u>
Total Fellowship	400.00
Fellowship - other	80.00
Outreach	
Camp Downtown	300.00
Church Camp	<u>0.00</u>
Total Outreach	<u>300.00</u>
Total Program	780.00
Program/Ministries	
Education	
Curriculum & Supplies	<u>250.00</u>
Total Education	250.00
Menovich/Helpweek	600.00
Public Relations	
Advertising	<u>150.00</u>
Total Public Relations	150.00
Worship	
Altar Flowers	100.00
Guest Preachers	400.00
Instrument Maintenance	0.00
Music Supplies	250.00
Sabbatical Interim Minister	5,000.00
Supplies	<u>1,500.00</u>
Total Worship	<u>7,250.00</u>
Total Program/Ministries	8,250.00
Support	
Penn West Conference	6,220.00
Pittsburgh Association	600.00
UCC Christmas Fund	<u>0.00</u>
Total Support	6,820.00
Uncategorized Expenses	0.00
Utilities	
Electricity	14,000.00
Natural Gas	16,000.00
Refuse Removal	400.00
Telephone	
Telephone/Internet	<u>7,000.00</u>
Total Telephone	7,000.00
Water & Sewage	<u>7,200.00</u>
Total Utilities	44,600.00

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Accrual Basis

Smithfield Church- General Account
Profit & Loss Budget Overview
July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>
Total Expense	<u>472,395.88</u>
Net Ordinary Income	0.00
Other Income/Expense	
Other Income	
Net change in value - ML/GEN	0.00
Net Change in Value - Schultz T	0.00
Net Change in value - Weber T.	0.00
Net Change in Value/ML Acct. #2	0.00
Net change value - ML/CAP	0.00
Payroll Protection Program (PPP)	<u>0.00</u>
Total Other Income	<u>0.00</u>
Net Other Income	<u>0.00</u>
Net Income	<u>0.00</u>