

E-Blast News

October 12, 2025 – October 19, 2025

Dear Saints of FPC,

This week marks the 150th anniversary of the first church I ever served-First United Presbyterian Church of East Brady, PA. No, I wasn't there from the beginning, but I was there 50 years ago for the centennial celebration.

Like our church, their church is beautiful as it was formerly a three-story lumber baron's mansion right in the bend of the Allegheny River.

Also like our church, serving in a small town, the numbers have dwindled and people I knew and loved are long departed.

This church was particularly kind when son Francis was born 3 months premature. I am grateful to have begin ministry with them and I am grateful to be continuing ministry with all of you,

May God's Peace and Joy be with you,

Will

Church secretary needed

As church secretary...

You are the face of the church. You are the first point of contact for people who come into the church office. The impression you give them may well determine their future with us.

General skills and responsibilities:

- Organizational skills that allow multitasking to complete a wide variety of tasks
- Flexibility to adjust to new tasks and accept instructions

- Strong interpersonal skills to interact positively with others
- Attention to detail to ensure tasks are completed thoroughly/correctly in a timely manner
- Computer skills with Word, Publisher, Servant Keeper, Quick Books, Excel
- Maintaining at **all times** confidentiality unless given specific permission to share or if required to do so by the law (i.e. child abuse, elder abuse, harassment and sexual misconduct).
- Filing paperwork in an organized and timely manner.
- Monitoring supplies and ordering as required after notifying the session member who chairs the team and making sure paperwork is filled out **prior** to ordering supplies
- Supporting the Property Team in the monitoring the cleaning company to keep the office, sanctuary, and Pfrangle Hall clean and safe.
- Taking the church bulletins to the sanctuary.
- Entering sermon titles weekly in folder on computer desktop
- Entering church attendance weekly into Servant Keeper
- Filing sermons in sermon binder on book shelf

Communications:

- Strong grammatical written and verbal communication skills to take messages, speak with others, answer correspondence as needed, and convey accurate information.
- Answering telephone calls/emails from the congregation, people we do business with, the Presbytery etc. in a professional friendly and cordial way directing them to the person with whom they need to speak.
- Taking accurate and detailed messages getting them to the proper person.
- Keeping a monthly calendar on wall calendar and the computer.
- Producing of the weekly church bulletin, Eblast and other bulletins as needed such as funerals, weddings, flyers, Christmas poinsettias sale, Easter, Christmas Music program, Church birthday
- Emailing the weekly church bulletin and Eblast to the congregation
- Sending monthly birthday cards with pastor's message and signature to congregational members
- Mailing quarterly reports to giving units.

Minister support:

- Serving as the secretary to the minister.
- Keeping the minister informed of all activities in the office ...phone calls, people who come to the office. Minister needs to receive all relevant information unless requested to not to do so

Clerk of Session and Session Team support:

- Supporting the clerk if requested with running Session minutes and agendas and placing them in session folders for the meeting
- Supporting the clerk if requested by running approved session minutes on special paper and placing them in Session minutes book

The church secretary reports to: The Minister who is head of staff and the Session

EBlast news

Please turn in requests for inclusion in the EBlast by Wednesday of the week it will appear.

Sanctuary lights work!!

Don't be surprised Sunday you wish you had brought your sunglasses to the Sunday service. Yes, the lights in the sanctuary (congregation and alcove) and the choir loft **all** work.

The 3 light key pads that work those lights still need to be repaired. That will take time as they no longer are made and our old ones will have to be sent off and rebuilt. Each pad must be done individually and will be done separately. Again, please be patient with our final step "into the light".

The 2 enormous speakers flown above for years **have been removed**. From any area of the sanctuary, the view of the cross is no longer obstructed.

We give thanks.

Church Prayer List

FPC MEMBERS:

Tom and Arlene Anderman, Jean Borsmann, Shirley Cullom, MaryAnn Treadwell, and Terry West.

FPC – FAMILY / FRIENDS

Bobby & Charlaire Adams, Diane Brantley, Kathy Borsmann, Marsha Browning, Mary Dow, Emerson, Michele Ehret, Sue Fender, Earl & Kay Frierson, Kathy Gamiotea, Verna Haynes, Brenda Head, Donna Jones, Jonah Kiger, Jimmy Lanier, Lisa Letson, Jill Logan, Keith Markey, Karen Mech, Kenny O'Neal, Judy Onofri, Gabriel Quave, Jim Reinhart, Stephanie Purvis Rohling, Bob & Pam Simmons, Margaret White, and Laurie York.

MILITARY LIST:

Julian Davis U.S. Army Medical Corps.
Sean Davis U.S. Army Medical Corps.
Senior Airman Roland Phelps

E6 Curtis Johnson U.S. Navy Medical Corps.
CM1 Ryan Maassen U.S. Navy Seabees

Look what's coming...

Sunday	Oct. 12	9:45 Adult Sunday school 10:30 Handbell practice 11:15 Worship service Handbells play
Wednesday	Oct. 14	12:30 Bible Study/Duplex 3:00 Handbell practice 4:00 Chancel Choir practice
Friday	Oct. 17	12:30 Men's luncheon @ Reef & Beef
Sunday	Oct. 19	9:45 Adult Sunday school 10:30 Handbell practice 11:15 Worship service Collection for Center for the Needy

Contact information

Homebound members' addresses

For those sending cards...

Jackie Combs	9408 Rochester Rd., Minerva, OH 44657
Peggy Dees	2692 NE Hwy 70 #747, Arcadia, FL 34266
Norma Fisher	1013 E. Gibson St., Arcadia, FL 34266
MaryAnn Treadwell	11741 Lake Aston Court, Apt 113, Tampa, FL 33626
Frank & Terry West	1224 SW Scott Dr., Arcadia, FL 34266

Military

CM1 Ryan Maassen	13972 Shields Bridge Rd., Belle Haven, VA
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Missions at work

Bill's Paper Angels

Collection for Bill's Paper Angels is always the 1st Sunday of the month.

November 2 (next collection date) October 20 (next distribution date)

NEEDED: plastic grocery bags. If you can spare some, please bring them to the church office or Sunday to church.

Arcadia Center for the Needy

Collection for Arcadia Center for the Needy is always the 3rd Sunday of each month.

Next collection dates
October 19 and November 16

NOTE: You may donate at any time. If donating by envelope, please put Arcadia Center for the Needy in the memo section. We also collect cans with pop up tops. These can be dropped off at the office.

Celebrations



October birthdays

Oct. 4 Rodney Hollingsworth
Oct. 8 John Burtscher
Oct. 14 Layfe Jiskoot, Mac Martin
Oct. 19 Mike Cooley
Oct. 20 Cassie Lawrence

Oct. 21 Terry West
Oct. 24 Eden Esposito
Oct. 29 Ann Pepper

Church Information

Attendance/Offering

Attendance Last Sunday: 30

Via Facebook: 40

Offering Last Sunday: \$ 3615.00

Year to Date: \$ \$ 139,583.62

Contact information

First Presbyterian Church
20 N. Orange Ave.
Arcadia, FL 34266

Rev. Dr. Will Browne
941-928-7504
863-494-4434

Office Hours: 9:00 am-3:00 pm
Closed 12-1 for lunch

Session

2025: Dave Bremer, Jill Maassen, Mac Martin, Terry Presson

2026: Jeff Adams, Ellie Sutphin, David Maassen, Don Knoche

2027: Jackie Harris, Donnie Knoche, Tyler Maassen, Edith Wildt

Catch us on Facebook

Be sure to sign up for our Facebook page and **like** our page. Each day we post a scripture verse and we put up live services and events. We post pictures as well.

Also, visit our website www.firstpc.church we have information, pictures, services that you can listen to if you can't make it to church. If you have questions, or problems give me a call at the office. 863-494-4434.

INSTRUCTIONS FOR WEBSITE

1. Type in www.firstpc.church
2. You will see the sermon on the main page now so just click on it.