



A Global Movement of Evangelical Presbyterian Churches

## CHURCH INFORMATION FORM

The Ministerial Vocation Committee and the Office of the Stated Clerk of the Evangelical Presbyterian Church are responsible for denominational vocational services. As part of the process of “matching” ministers and congregations, the Office of the Stated Clerk provides resources and advice to both pastors and congregational search committees. To that end, we ask congregations and ministers to complete information forms as an introduction to each other, and a first step in the process of calling a minister for a congregation. For both the individual pastor and the congregation, this is an opportunity for self-study and for evaluation of current ministry and goals. This calls for honesty, effort, and commitment to open communication.

The Church Information Form presents the local congregation’s history, challenges, and goals. It is our hope that this will be of help in facilitating the search process, assisting the church in focusing on future directions and pastors in gaining some sense of the nature and uniqueness of this congregation.

### *Contents*

Part 1: Church Information

Part 4: Leadership Expectations

Part 2: Financial/Church Campus Information

Part 5: Church History

Part 3: Church Characteristics

Part 6: Other Information

Please return completed form to:

Evangelical Presbyterian Church  
ATTN: OFFICE OF THE STATED CLERK  
5850 T.G. Lee Blvd., Suite 510  
Orlando, FL 32822

Phone: 407-930-4239  
Fax: 407-930-4247  
E-mail: [info@epc.org](mailto:info@epc.org)





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**Part 1: Church Information**

1. Church Name Fourth Presbyterian Church

Address 5500 River Rd  
Bethesda, MD 20816

Telephone ( 301 ) 320-3600 Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail info@4thpres.org Website 4thpres.org

2. Presbytery: Presbytery of the East

Presbytery Ministerial Committee Liaison \_\_\_\_\_

3. Search Committee Chairman contact: Sallie Holdrich

Address Fourth Presbyterian Church, 5500 River Rd, Bethesda, MD 20816  
\_\_\_\_\_

E-mail \_\_\_\_\_

Telephone ( 301 ) 320-1329

4. List all paid staff positions (use additional sheet if necessary)

<u>Pastor</u> _____	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Associate Pastor, Congregational Care</u> _____	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Associate Pastor, Ministries</u> _____	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Associate Pastor, Congregational Life</u> _____	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Associate Pastor, Young Adults</u> _____	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Associate Pastor, Teaching</u> _____	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>see attached list of director positions</u> _____	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
_____	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
_____	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
_____	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time

**DIRECTORS**

- |                                    |           |
|------------------------------------|-----------|
| 1. Director of Music               | Full Time |
| 2. Director of Instrumental Music  | Part Time |
| 3. Director of Children's Ministry | Full Time |
| 4. Director of Counseling          | Full Time |
| 5. Co-Director of Counseling       | Part Time |
| 6. Director of Global Missions     | Full Time |
| 7. Co-Director of Fellows Program  | Full Time |
| 8. Director of Finance             | Full Time |
| 9. Director of Communications      | Full Time |
| 10. Director of Women's Ministry   | Full Time |
| 11. Director of Youth & College    | Full Time |



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5. List all vacant positions

Position Available Pastor of Congregational Care Date of Vacancy 8/1/2021

Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

6. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	1564 (as of June 2016)	<u>1367</u>
B. Number of family units		<u>904</u>
C. Worship attendance	<u>1012</u>	804 (4th Qtr 2021)

7. Community Growth  Increasing  Static  Declining

8. Profile of church members

A. Age:

     % 0-11    1 % 12-18    6 % 19-24    12 % 25-34  
20 % 35-49    26 % 50-64    35 % 65+

B. Occupation:

12 % Business    60 % Professional    5 % Trades  
     % Agriculture    5 % Stay-at-Home Parent    18 % Retired  
     % Other (Please Specify) percentages are estimated

C. Educational level of adults

     % some high school    1 % high school    39 % college    60 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 01.6 %  
5 years or less 15.8 %  
6-10 years 11.3 %  
10 years or more 71.3 %



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**CHURCH INFORMATION FORM**

9. Racial/Ethnic composition of:

A. **Congregation**

3 % African-American 10 % Asian 86 % Caucasian 1 % Hispanic  
           % Other (Specify) percentages are estimated

B. **Community** (within 5-mile radius of church)

1.58 % African-American 5.79 % Asian 83.88 % Caucasian 6.12 % Hispanic  
2.63 % Other (Specify) Persons identifying as other or a 2 or more races

10. Community Setting (check as many as apply):

Location

Rural       Small Town       Metropolitan       Suburban       Inner City

Function

Industrial       Agricultural       Recreational       Military       College/University

Approximate population of community 63,000-Bethesda, 6.2 million for DMV region

11. Church Programming—Worship

A. **Worship Time**

**Average Worship Attendance**  
**4th Quarter, 2021**

8:00 am

141

9:30 am

251

11:00 am

246

6:00 pm

167

Apr 2022: 8am, 11am & 6pm services and 9:30 SS hour

B. Frequency of communion celebration: approximately 52 times per year

C. How are members involved in planning and participation in the liturgy/worship?

participation in prayer, Scripture readings, choirs, ministry minutes, and as ushers and greeters



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**CHURCH INFORMATION FORM**

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)

traditional

E. Type of music used in worship (e.g., traditional, contemporary, variety)

traditional; evening worship music has a more contemporary feel, but is not contemporary

**12. Church Programming—Sunday School**

A. Average attendance in Church School (under 18 years) 601

B. Average attendance in Adult Education (Sunday) 325

**13. Church Programming—Organizations/Committees**

List major boards, committees, and organizations that are part of your church and frequency of meetings (monthly, weekly, etc.)

Name	Purpose of Group	Number of members	Frequency of meetings	Leadership Role*
	see attached list			

\*Indicate leadership role expected by using the number below:

1. Pastor takes primary initiative and responsibility.
2. Pastor and laity share responsibility.
3. Laity takes primary initiative and responsibility.

## Part 1: Church Information, Question 13: Church Programming

Name	Purpose of Group	Number of members	Frequency of meetings	Leadership Role *
Session	life, ministries, properties, and all affairs are under the oversight and supervision of the Session	24 sitting elders, plus teaching elders	stated meetings are monthly, except July & August	Senior Pastor
Deacons	Oversee Fourth's ministry of compassion to sick, lonely, etc.	20+ elected deacons	monthly	2
Finance & Stewardship Committee	stewardship of church finances and properties	13	10-12 per year	3
Facilities Committee	stewardship of church facilities	10	10-12 per year	2
Personnel Committee	advise & recommend concerning employment, compensation, etc.	6	2-3 per year	2
Other Session Committees	overseeing various Fourth ministries	6-10 members avg	4-10 per year	2 and 3
Nominating Committee	recommends officers for nomination as elders & deacons	15	weekly for 2-3 months	2
Mission DMV Committee (Serve)	mercy ministries to poor & broken in DMV region	10	as needed	3
English Classes	English classes for speakers of other languages		2 semesters per year	3
Alpha Ministry	introduction to Christianity		6 weeks, 2-3 per year	3

\*expected leadership role

1 = Pastor

2 = Pastor and Laity share

3 = Laity



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**Part 2: Financial/Church Campus Information**

1. Current annual budget: \$ 5,436,792 Last year's annual budget: \$ 5,146,626  
(Attach a copy of current budget)

2. Percentage of income received toward budget: 105 %

3. Amount contributed for year 2020 (most recent complete reporting year)

A. EPC Per Member Asking \$ \_\_\_\_\_

B. EPC World Outreach Global Workers \$ 114250

C. EPC Special Projects \$ \_\_\_\_\_

D. Presbytery Per Member Asking \$ 12000

E. Other Missions/Missionaries \$ 598546

4. Property owned by church

A. Describe buildings and property (other than manse).

Church Building approximately 97,000 square feet. 1 house used as offices/meeting space. Sanctuary, seating 800+, with a separate meeting space seating 900+. On site parking.

B. Are your buildings adequate for your present program?  Yes  No  
If no, please explain:

C. Is a building program projected?  Yes  No  
If yes, describe what, when, and projected cost

We are currently refreshing the sanctuary including improvements to area surrounding the sanctuary,

D. Does the church own a manse?  Yes  No

Condition:  Good  Fair  Poor # of Bedrooms 4

Pastor's Office/Study:  In Church  In Manse  Not Provided

Other Note: Fourth Church owns four manses.





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**CHURCH INFORMATION FORM**

6. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor, Congregational Care \$ commensurate with experience

Position: \_\_\_\_\_ \$ \_\_\_\_\_

Position: \_\_\_\_\_ \$ \_\_\_\_\_

B. The average annual increase over the past three years is:

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or 4 %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

yes Pension (minimum 10% gross effective salary)

Family Medical insurance

yes Life insurance

yes Social Security

Reimburse Travel/mileage

yes Book allowance

yes Study leave allowance (minimum 2 weeks)

yes Annual vacation days (minimum 4 weeks)

\_\_\_\_\_ Number of worship services per year for which pastor is provided relief  
(in addition to vacation and study leave)

\_\_\_\_\_ Other (Specify: \_\_\_\_\_)



**Part 3: Church Characteristics**

*Check the box that most closely describes the current congregation characteristics and future goals*

Our congregation...	Currently				Goal			
	Agree		Disagree		Agree		Disagree	
1. Supports the pastor.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
2. Readily shares their gifts with the rest of the congregation.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
3. Places a high priority on sound biblical preaching.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
4. Gladly welcomes visitors and new members.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
5. Is involved in local evangelistic ministries.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
6. Is often found living their faith in their communities.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
7. Has a spirit of unity.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
8. Cares about each other.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Looks to its Session for leadership.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
10. Ministers well to members who are hurting.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
11. Uses members' gifts in its worship.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. Contains people willing and able to lead the congregation.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
13. Is capable of change when and where appropriate.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
14. Is spiritually alive.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4



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**CHURCH INFORMATION FORM**

15. In what ways does your church participate in ecumenical activities?

infrequent participation

16. Describe the strengths of your congregation.

hunger for the word; generationally diverse; strong missions, education, and youth programs; unity; devoted to the Lord and to the church

17. List specific problems with which your congregation struggles.

serving the poor and broken, evangelism

18. List major goals that the congregation has set for itself.

integrating people into areas of service, reaching the lost, global and local missions, every member serving, growing in the knowledge and understanding of God's word



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19. Has there ever been disciplinary action taken against a pastor of your congregation?

Yes     No

20. Has there ever been any disciplinary action against an elder or deacon of your congregation?

Yes     No

If you answered "Yes" to either 19 or 20, please explain.

19. The GA permanent judicial commission ruled the POTE out of order for approving Fourth's pastoral transition process without a search committee in 2014. Fourth responded by forming a congregational search committee which ultimately chose its next senior pastor.

20. Ruling elder disciplined and excommunicated for unrepentant immorality in 2008.

21. Have you completed a mission statement, vision statement, and/or a strategic plan for your congregation?

Yes     No

If yes, Date completed 2016 - Four Core Values of Fourth Presbyterian Church

If yes, attach copies of each statement or strategic plan the church has completed.

## The Four Core Values of Fourth Presbyterian Church

Fourth Presbyterian Church is committed to glorifying God by making disciples of Jesus Christ through *Christ-centered worship, gospel-shaped community, kingdom-advancing multiplication, and neighbor-loving service.*

### **Christ-centered worship**

*Our primary commitment is to worship the Triune God*

- Proclaiming the gospel through the whole counsel of God's Word on Sunday morning and evening
- Celebrating the sacraments of Baptism and the Lord's Supper as powerful signs and seals which impress upon us the grace of the gospel
- Delighting in His redemptive works, singing His praises, and giving for His glory

### **Gospel-shaped community**

*Our community life is shaped by the gospel of grace*

- Loving, serving, praying and promoting the peace and purity of the church together
- Sharing one another's burdens, rejoicing in one another's joys, and celebrating life in Christ together
- Growing in grace, maturing in Christ as we teach, learn, and apply the Scriptures

### **Kingdom-advancing multiplication**

*Our mission is to make disciples of all nations*

- Sharing the good news of the gospel and calling all to believe in and follow Jesus Christ
- Welcoming all who want to know more about the Christian faith
- Raising up and sending out missionaries to the ends of the earth

### **Neighbor-loving service**

*Our call is to serve our neighbors in loving witness to Jesus Christ*

- Demonstrating compassion and mercy to all in need
- Building relationships with our neighbors and being involved in our communities
- Partnering with other organizations that serve the needs of the poor and broken



Delighting in God's Glory | Demonstrating His Grace | Declaring His Gospel



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**CHURCH INFORMATION FORM**

#### **Part 4: Leadership Expectations**

1. What five key characteristics, gifts, and/or skills should a person bring to the position?

Character: Demonstrates a thriving relationship with Jesus Christ through spiritual maturity and Christ-like character

Calling: Has received confirmation of God's call to shepherd and care for God's flock

Chemistry: Strong interpersonal and dynamic leadership skills; shares Fourth's cultural values

Prayer: Maintains a personal and corporate commitment to praying for the ministry

Theology: Embraces Reformed theology, including the Westminster Confession of Faith

Teachable: Has been mentored and desires to continue learning from others; values feedback

Wisdom: Experience and skill in caring for people in crisis, grief, and relational conflict



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**CHURCH INFORMATION FORM**

### **Part 5: Church History**

1. What do you consider to be the three most important events in the history of your church?

Fourth Presbyterian Church is 194 years old, with only 8 senior pastors. Fourth has a rich history of preaching the gospel, moving from Washington DC to Bethesda, Maryland in 1957. Fourth joined the EPC in 1986.

2. What do you consider to be the most interesting and challenging event in the life of your church in the last three years?

COVID, contentious election



**Part 6: Other Information**

1. List the last three individuals who held the position of Pastor of Congregational Care

Name	Dates of Service	
<u>Knecht</u>	<u>1999</u>	to <u>2006</u>
<u>Meyer</u>	<u>2007</u>	to <u>2021</u>
<u>Norris (interim)</u>	<u>2021</u>	to <u>present</u>

2. Describe any significant factors about the church not covered in previous questions.

none

Clerk of Session Robert Reiter Date 8/27/2022

Search Committee Chair Senior Pastor: Todd M. Smedley Date 8/27/2022

We encourage churches to list their vacancies on the Ministry Staff Opportunities webpage at [www.epc.org/mso](http://www.epc.org/mso). For more information or to send your posting, email [info@epc.org](mailto:info@epc.org)