



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 pastor and the congregation, this is an opportunity for self-study and evaluation of current ministry and goals. This calls for honesty, effort, and open communication.

This Church Information Form (CIF) presents the local congregation’s history, challenges, and goals. It is our hope that this will help facilitate the search process by assisting both the church in focusing on future directions and applicants in gaining some sense of the nature and uniqueness of this congregation.

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).

Guidance for church-based human resources questions such as background checks, personnel policy manuals, and more is available at the Office of the General Assembly by contacting Marti Ratcliff at [marti.ratcliff@epc.org](mailto:marti.ratcliff@epc.org) or 407-930-4263.

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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)





**EPC**

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**Part 1: Church Information**

1. Church Name Woodland Presbyterian Church

Address 5217 Park Avenue

Memphis Tennessee 38119

Telephone ( 901 ) 682 3349 Fax ( 901 ) 374 9666

E-mail deedee@woodlandpres.org Website woodlandpres.org

2. Presbytery Central South

Presbytery Ministerial Committee Liaison Craig Patterson

3. Search Committee Chairman Craig Patterson

Address 5369 Knollwood Dr

Memphis, TN 38119

E-mail cpattersonmemphis@gmail.com

Telephone ( 901 ) 240-7960

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

Transitional Pastor  Full time  Part time

Youth Director  Full time  Part time

Music Director  Full time  Part time

Communications Director  Full time  Part time

Church Administrator  Full time  Part time

\_\_\_\_\_  Full time  Part time



5. List all key volunteer positions

- Elders
- Deacons
- Admin Committee Chair
- Pastor Search Committee Chair
- Mission Committee Chair
- Property Committee Chair
- Worship Committee Chair
- Congregational Life Committee Chair
- Congregational Care Committee Chair
- Finance Committee Chair
- Christian Education Committee Chair
- Children's Ministry Director
- Discipleship & Witness Committee Chair

6. List all vacant positions

- Position Available Senior Pastor Date of Vacancy 8/2023
- Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_
- Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>268</u>	<u>108</u>
B. Number of family units	<u>105</u>	<u>72</u>
C. Worship attendance	<u>139</u>	<u>55</u>

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

- A. Age:
- 5 % 0-11    5 % 12-18    2 % 19-24    5 % 25-34
- 20 % 35-49    40 % 50-64    23 % 65+



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**B. Occupation:**

25 % Business      25 % Professional      10 % Trades  
0 % Agriculture      15 % Stay-at-Home Parent      25 % Retired  
\_\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

**C. Educational level of adults**

1 % some high school      14 % high school      55 % college      30 % graduate school

**D. Percentage of members belonging to the congregation**

Less than one year 3 %  
5 years or less      9 %  
6-10 years      10 %  
10 years or more      80 %

**10. Racial/Ethnic composition of:**

**A. Congregation**

0 % African-American      0 % Asian      99 % Caucasian      1 % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

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

42 % African-American      2.9 % Asian      47.9 % Caucasian      3.4 % Hispanic  
1.9 % Other (Specify) 2% 2 or more races

**11. 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: 24,185





14. Organizational Structure

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*
<b>Elders</b>	<b>Leadership</b>	<b>9</b>	<b>monthly</b>	<b>1</b>
<b>Deacons</b>	<b>Service/Care</b>	<b>9</b>	<b>monthly</b>	<b>2</b>
<b>Admin Committee</b>	<b>Personnel oversight</b>	4	<b>as need</b>	3
<b>Mission Committee</b>	<b>Local &amp; global</b>	4	<b>monthly</b>	<b>3</b>
<b>Property Committee</b>	<b>Maintenance</b>	1	<b>as need</b>	<b>3</b>
<b>Worship Committee</b>	<b>Planning &amp; Support</b>	3	as need	<b>2</b>
Congregational Life (& Care)	<b>Fellowship Care</b>	10	as need	<b>3</b>
<b>Finance Committee</b>	<b>Financial Oversight</b>	2	<b>as need</b>	<b>3</b>
<b>Christian Ed Committee</b>	Curriculum & Teaching	<b>3</b>	<b>as need</b>	<b>3</b>
Disciple & Witness Comm.	Training & Support	5	as need	1
Security & Emergency Mgmt	Organize Members	5	as need	3

\*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.
4. A staff person takes primary initiative and responsibility.

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

1. Current annual budget: \$ 486,000.00 Last year's annual budget: \$ 565,211.58  
(Attach a copy of current budget)

2. Percentage of income received toward budget: 84 %



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

- A. EPC Percentage of Income \$ 0
- B. EPC World Outreach Global Workers \$ 11,000
- C. EPC Special Projects \$ 500
- D. Presbytery Per Member Asking/Percentage of Income \$ 6,665.00
- E. Other Missions/Missionaries \$ 21,000

4. Property owned by church

A. Describe buildings and property (other than manse), including condition.

Church & School- Good Condition

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

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

The church does not currently have any capital campaigns. The school does have a \$2,200,000 capital campaign that church members will be asked to make donations. See Part 6, Item 2 (pg 15) for more details.

D. Does the church own a manse?  Yes  No

Condition:  Good  Fair  Poor # of Bedrooms

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

Other \_\_\_\_\_



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5. Compensation:

A. The salary range we are prepared to offer:

Position: Senior Pastor \$ Commensurate with experience

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

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

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

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

C. Housing

- Housing Allowance
- Manse Only
- Either of the Above

D. Benefits and expenses

  X   Retirement Plan (minimum 10% gross effective salary)

  X   Medical insurance (EPC medical coverage required for full-time TEs)

  X   Life insurance

  X   Social Security

\_\_\_\_\_ Travel/mileage

  X   Book allowance

  X   Study leave allowance (minimum 2 weeks)

  X   Annual vacation days (minimum 4 weeks)

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

  TBD   Sabbatical frequency and length \_\_\_\_\_

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

- E. The church participates in the EPC’s medical benefits plan  Yes  No
- F. The church participates in the EPC’s retirement plan  Yes  No



**Part 3: Church Characteristics**

*Check the box that most closely describes the current characteristics of the congregation.*

Our congregation...	Agree		Disagree	
1. Is spiritually vibrant	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
2. Demonstrates love for the pastor and his/her family	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
3. 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
4. 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
5. Effectively integrates newcomers	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
6. Is engaged in evangelism	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4
7. Is often found living their faith in their communities	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
8. Has a spirit of unity	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Cares about each other	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
10. Is supportive of the Session and pastoral leadership	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
11. Ministers well to members that are hurting	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. Uses members' gifts in worship	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
13. 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
14. 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
15. Is connected to and prayerful about what God is doing in the global church	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

16. How are elders and deacons initially trained and equipped for ministry?

Elders and Deacons roll on annually for a three year commitment. They all go through a 4 night training course, EPC Leadership Training Guide that focuses on the history and beliefs of the Presbyterian Church, The Book of Order and the Westminster Confession of Faith. It is a strong bonding experience for the group. Generally, individuals are then placed on a committee according to their talents or interests.



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17. What is the Session's current practice regarding the ongoing discipleship of elders and deacons?

We have no formal discipleship for elders and deacons. However, they are encouraged to be involved with the church community which is active in the study of the Bible and accountable to each other.

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

We have a relationship with our Presbytery and a close relationship with the church that planted us 70 years ago, Second Presbyterian. We have been involved with Living Waters since 2006, which is supported by many different churches & faiths. Our team travels to Honduras several times a year to assess and repair 9 water purifying systems currently. During that time, we also developed a relationship with a Presbyterian church out of Jackson, MS that supports the Salt and Light ( Sal y Luz) medical clinic. We currently send a medical team and supplies annually. In the past, we have sent a construction team and VBS team to teach at a local mission.

19. Describe the strengths of your congregation.

Welcoming and sincere. We are always looking for ways to get to know our visitors. A loaf of homemade bread is given to first time visitors.  
A genuine caring for each other as members of our church family.  
Eighty percent of our congregation has belonged to our church for over 10 years and this group has seen a lot of challenges in the last few years and have chosen to stay with a faithful persistence to see God's will for our church.  
It is a congregation with strong knowledge of the Bible and deeply desires to pass that on to a new generation of members.



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20. List specific problems with which your congregation struggles.

Volunteering for church work: have a core group that is very involved and we are rededicated to expanding those numbers

Clear identity (traditional vs contemporary) but mixing the 2 is currently working well

Lack of numerical growth,  
Loss of key members of community, resulting in decreased revenue.

Have lost many leaders in the church due to age, job changes, etc. We were very staff heavy in the past and are currently in the initial steps of rebuilding the organization and committees through congregational involvement.

The ministry to children is in process of being revitalized through the efforts of members very experienced in childrens' ministry.

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

Seeking ways to increase membership and revenue

Building up the structure of our committees.

Building closer ties within our current congregation through small groups

Establishing greater ties with the school families

Reinvesting in our children's and youth ministries

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

Yes     No

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

Yes     No



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If you answered “Yes” to either 22 or 23, please explain.

In 2019, we were made aware of sexual improprieties against several youth committed by the senior pastor of the church in the 1990's.

By the time it was presented to us he was leading a church in Alabama, which we alerted. He has since passed away.

In 2020, Woodland was named in a lawsuit along with the former pastor and numerous entities within the EPC and PCUSA related to the abuse the three Plaintiffs suffered in the 1990s. A settlement was reached in early 2024, and the lawsuit has been dismissed.

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

Yes     No

If yes, Date completed 01/2018

If yes, enter each statement or strategic plan (or attach copies if space below is limited).

**OUR VISION**

Maturing God's people to serve a hurting world.

**OUR VALUES**

Authentic WORSHIP

Intentional DISCIPLESHIP

Joyful MISSION

Earnest PRAYER

Vibrant COMMUNITY



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

1. What are some key character strengths a person should bring to this position?

Passionate for Christ  
Humility yet confident - a team player  
Compassionate towards the congregation  
Integrity - biblically centered life, cares for his family  
Wisdom - seeking God's will in decision making

2. What are five key gifts/skills/abilities a person should bring to this position?

1. Passionate for Christ - devoted to prayer  
2. Effective and challenging preaching and teaching  
3. Compassionate congregational care, a people person  
4. Heart for the community/ service/local and global missions  
5. Collaborative Leader- Attentive listener, Exercise patience & diplomacy in dealing with people, Lead by example with grace, Commitment to building leadership in others, relates well to people in all life stages.

3. What are the primary pastoral duties for the position? (Attach a position description)

Preaching / Teaching / Preparation (38%)  
New Membership - classes & interviews (2%)  
Pastoral care for congregation - counseling and discipleship (10%)  
Development of liturgy and worship leading ( 5%)   
Congregational life - attending events, led by others (12%)  
Community outreach - evangelism (8%)  
Administration / Leadership / Vision (25%)  
- participating in session, committees, Presbytery, staff meetings,   
- Developing & training officers and volunteers  
- Provide leadership oversight and assessment of various sectors of the ministry



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

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

Church plant in 1954 by Second Presbyterian Church and the founding of Woodland Presbyterian School in 1957.

Significant growth of church from 1996-2007 under Rev John Sowers that allowed for capital campaigns between the church & school for major renovations and expansions in 2003 and 2014.

Move from PCUSA to EPC in 2011.

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

Navigating the Covid pandemic in order to continue to meet the needs and care for our congregation. We had a healthcare team available to inform and facilitate assistance. We learned how to stream online so that our congregation could still be a part of the service from home. We learned how to zoom because Presbyterians love to meet! Navigating how to return to worshipping together, changes with communion, hand sanitizer and masking. We are still struggling with some effects, specifically the loss of Sunday school.



**Part 6: Other Information**

1. List the last three individuals who held this position

Name	Dates of Service	
Rev Matt Miller	2009	to 2023
Dr Joe Donaho (interim pastor)	2007	to 2009
Rev John Sowers	1996	to 2007

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

Woodland Presbyterian Church has a long, symbiotic relationship with Woodland Presbyterian School which shares our property. Each is a separate, non-profit organization with distinct FEINs (Federal Employer Identification Numbers).

Formed by the church in 1956 as a kindergarten program, it expanded to K-6 in 1973. Through the years it has grown to include grades 7-8 (5-8 grades now comprise the middle school) as well as 2 and 3-year-old instruction. Their graduates have gone on to excel in academics and athletics at public and private high schools throughout the city. They currently have an enrollment of approximately 330 students and a staff of 55 full-time employees.

The school and church share the facilities although there are areas and buildings that are used exclusively by the school. Expenses are prorated between the two based on an agreed formula that is updated regularly. WPS has an independent Board of Directors with half of its directors who are also members of the church. Over the years many school families and faculty have also been church members.

The school has a \$2,200,000 capital campaign that was approved by the Session and the WPS Board of Directors for additions to the east and west sides of campus, enhancements to the courtyard and construction of a guard house.



### Statement of Acknowledgment

The EPC believes that honesty and a commitment to open communication are critical to building the body of Christ. In that spirit, please confirm your agreement to the following statements by your signatures below.

1. We attest that the information contained in this Church Information Form is true and complete to the best of our knowledge.
2. We authorize applicants for the position(s) listed herein to make inquiries regarding all statements contained in this Church Information Form.
3. We authorize the Office of the Stated Clerk to circulate, distribute, and otherwise share this Church Information Form with potential candidates for the position(s) listed herein.
4. We acknowledge the Medical Plan and Retirement Plan services offered by the EPC's Benefit Resources, Inc., exist to serve EPC churches and their staff members. We also acknowledge the EPC's Book of Order requirement that EPC churches provide medical insurance to ordained staff members through BRI as mandated by the following Acts of the General Assembly:
  - 81-04 Terms of call for any minister of member churches shall provide for participation in the denominational hospitalization and disabilities programs. *(Minutes of the 1st General Assembly, 1-32)*
  - 81-06 The denominational group insurance plan providing health, disability, and life coverage shall be mandatory for all ministers within member churches. *(Minutes of the 1st General Assembly, 1-36)*
  - 88-08 Assembly amends participatory requirements for group health insurance plan by requiring participation of all ministers on the rolls of presbyteries with the exception of:
    1. Missionaries laboring in cooperative agreements with mission agencies;
    2. Ministers laboring in institutional agencies providing their own group insurance plan;
    3. Ministers afforded group insurance coverage as part of retirement benefits from a previous employer;
    4. Ministers without call, and ministers laboring less than 20 hours in a place of ministry. *(Minutes of the 8th General Assembly, 8-24)*

For information about EPC benefits through BRI, see [www.epc.org/benefits](http://www.epc.org/benefits), email [benefits@epc.org](mailto:benefits@epc.org), or call 407-930-4267.

Clerk of Session Jean Smart Date 5/29/2024

Search Committee Chair Craig W. Patterson Date 5/29/2024