

**Church Leadership Connection PC(USA)
Instructions for Entering a Church Information Form (CIF)**

www.pcusa.org/clc

1-888-728-7228 ext. 8550 or clcstaff@pcusa.org

Church Leadership Connection (CLC) hopes these instructions will assist you in entering your Church Information Form (CIF) with CLC. Review all the instructions before you begin.

BEFORE YOU BEGIN

1. **Make sure your computer will run the CLC system.** “CLC Minimum Operating System Requirements” can be found at “Printable Forms” on the CLC website. If your computer does not meet these requirements, make the appropriate upgrades to your computer or use a computer that meets these minimum requirements.
2. **Download blank CIF Forms and Helps.** From the CLC website, download and/or print from “Printable Forms” copies of CIF Part I, CIF Part II, and Yoked Church Information (if needed). You will also need these Instructions for Entering a Church Information Form, Skills List, and CIF Tips for a specific position type (if needed). All of these can assist you in preparing to enter your CIF with CLC.
3. **The wisdom of a draft CIF.** Completing a draft of your CIF, off-line, gives you the time needed to gather information and compose answers without the CLC system time-out constraint. It gives you the time needed to edit your answers so they fit within the system’s character limitations. CLC strongly encourages you to answer the more lengthy sections of the CIF, especially the narrative questions, in a word processing document. The advantages are:
 - it will shorten the time spent in actually entering your CIF, helping you avoid the 25 minute system time out,
 - you will be able to copy sections of your CIF word document and paste them into your on-line CIF,
 - the handy-dandy word processing character count tool can let you know how close you are to the 1500 characters (with spaces) limit for each narrative question, and
 - you will have a back-up copy of your CIF just in case information is lost while entering your CIF on-line (it has been known to happen).
4. **Obtain a user login and password.**
 - **For church positions.** Obtain your user login and password from the moderator of COM or the Executive/General Presbyter. Your user login will begin with a letter, followed by two numbers then followed by your five digit PC(USA) church PIN number. For example: P0150639.
 - **For Designated Pastors, New Church Developments or Pastors for a parish.** Obtain your user login and password from CLC, 1-888-728-7228, ext. 8550.

- **For Governing Body, Seminary and College, or Other Non-church Positions.** Obtain your user login and password from CLC, 1-888-728-7228, ext. 8550.

You will need a user login and password to enter your CIF into CLC. Your password will be a hodge-podge of case-sensitive letters, numbers and symbols. After logging in, CLC suggests you immediately change your password to one that is more easily remembered. Go to “Admin” at the top of your screen. Click on “Change Password” and follow the instructions. If you forget your login ID or password, call or email CLC.

5. CLC tips and hints for entering a CIF

- **There is a mandated 25 minute system time-out.** After twenty-five (25) minutes of working within the CLC application and never saving, the system will log you out of the application and you may not even know it. This means that you may lose some of the information you were working on before and after the time-out. Remember to save, save, save on CLC because every time you save, the 25 minutes clock starts over. Also having a draft back-up on your personal computer guarantees that your information is not truly lost.
- **There are mandated character limits.** The Brief Church Mission Statement and answers to the three (3) narrative questions in Part II, Page 2 of 6 and the Position and Characteristic Descriptions in Part II, Page 4 of 6, are limited to 1500 characters each, including spaces and punctuation.
- **Save your CIF early and often.** So as to not lose what you are entering on-line, CLC recommends that you save your CIF at the completion of each screen by clicking on “Save my place and return later” located at the upper left corner of your screen. This will take you out of the CIF but it will save what you have completed. To get back to where you left off, click on “Resume” to the right of your CIF number, name and last update.
- **CLC can help you.** The knowledgeable personnel at CLC can walk you through most problems. CLC consultants are available Monday through Friday, 8 a.m. to 5 p.m. Eastern Time, at 1-888-728-7228, ext. 8550 and will, also, return calls, so leave a message. Or email at clcstaff@pcusa.org.

ENTERING CIF, PART I

Part I of the CIF has five (5) steps asking for general information about your church or organization. If you are prepared and efficient you can move through the five screens quickly and then submit Part I before needing to save. If, however, you are prone to worry, believing that the system could take your work and never give it back, or prone to wander, leaving your computer to go look up an address, answer the door, or take a phone call, then you may wish to “Save my place and return later” located at the upper left hand portion of your screen, when you have finished each screen.

1. Enter the CLC System.

Go to pcusa.org/clc. Click on “Login to Church Leadership Connection” and using your user login and password enter the CLC system. Read the Welcome screen.

2. **Entering CIF Part I.**

On the menu bar at the upper part of your screen, go to “CIF” scroll down to “Part I” and go to the right and click on “Update CIF Part I”.

3. **Step 1 of 5. General Contact Information of your Church/Organization.**

Most PCUSA churches already have the church contact information in the CLC system. Update and/or enter information as needed then click on “next” at the bottom.

4. **Step 2 of 5. Additional Church Information.**

Update this information. *NOTE: Non-church positions enter N/A and then you may skip this step.*

- a) **Church Size.** On the pull down menu select the appropriate number of church members.
- b) **Average Worship Attendance.** Enter your average worship attendance for all regular worship services. Do not include special or one-time services.
- c) **Church School Attendance.** Enter the number of people (children through adults) who attend church school.
- d) **Curriculum.** List (within 100 characters, including spaces and punctuation) the curriculum most commonly used in church school.

Click on “next” at the bottom.

5. **Step 3 of 5. Racial Ethnic Composition of Church/Organization.**

Using whole numbers that add up to 100% enter the current racial ethnic composition of your church or organization.

Click on “next” at the bottom.

6. **Step 4 of 5. Presbytery and Community Type.**

- a) **Presbytery.** On the pull down menu, select the Presbytery where your church or organization is located.
- b) **Community Type.** On the pull down menu, select the community type where your church or organization is located. You may leave it N/A for positions that are not in a specific location.

Click on “next” at the bottom.

7. **Step 5 of 5. Clerk of Session/Contact Person Information.**

For church positions. Enter the contact information for your Clerk of Session.

For Governing Body, Seminary and College, or Other Non-church Positions. Enter N/A in both the name and the address fields.

Click on “Submit Completed CIFI” at the bottom.

8. **Corrections.**

The system may ask for corrections to your CIF. Simply go to the screen where the correction needs to be made, make the correction and click, again, “Submit Completed CIFI!”

ENTERING CIF, PART II

Part II of the CIF has seven (7) pages asking for more in-depth information about your church or organization, including answers to narrative questions. Answering the narrative questions, on-line, has been where users have been known to lose their work, mostly due to the system's 25 minutes mandated time-out. **CLC strongly urges you to answer the questions in CIF, Part II off-line, in a word processing document, where the information can be saved and then copied and pasted into the on-line form.** *NOTE: Responses to each narrative question are limited to no more than 1500 characters, including spaces and punctuation.* Clicking on "Save my place and return later" at the completion of pages (2 through 5) is also strongly recommended.

1. Enter the CLC System.

If you are not already in the CLC system, go to pcusa.org/clc. Click on "User Login". Enter your Username ID and Password.

2. Entering CIF Part II.

On the menu bar at the upper part of your screen, go to "CIF" to "Part II" and click on "Create CIF Part II".

There will be a CIF number listed at the top of the page (example: 10001.aa or 10001.ab). This is your CIF number.

3. Page 1 of 7. Position Type and Requirements.

- a) **Position Type.** On the pull down menu, click on the position type you are seeking. Specify the title of the position, if there is one.
- b) **Employment Status.** Click "Full-time" for a full-time position or "Part-time" for a part-time position. Use the "Open to both" button only if it applies.
- c) **Experience Desired.** On the pull down menu, click on the minimum number of years of experience you are willing to consider. Your CIF will be matched with all persons who have this level of experience and above. If you are open to all levels of experience click on "First Ordained Call".
- d) **Language Requirements.** Click on the language(s) in which the person who fills this position needs to be fluent.
- e) **Deadline date.** CLC **does not recommend** entering a deadline date unless you believe it to be absolutely necessary. If you enter a deadline date know that the CLC system will purge your CIF from the system when the deadline arrives. This will mean that you will need to re-enter your CIF if you wish to continue your search beyond the deadline date.

When this step is completed click on "next" at the bottom.

4. **Page 2 of 7. "Is This a Yoked Position?"**. If the position is with yoked congregations or with congregations sharing a pastor, click "yes". You will also need to fill out the "Yoked Church Information" which can be found under the CIF drop down menu in CLC.

5. **Page 3 of 7. Mission Statement and Narrative Questions.**

NOTE: For interim and non-church positions answer the mission statement question and then you may, if you choose, skip the rest of the questions.

There is a 1500 characters (with spaces) limit on the narrative questions (**not** word count; **not** characters (no spaces)). The addition of formatting and white space will count toward your 1500 characters limit. These are great places to copy the answers from your draft CIF and paste it in the space provided.

Click on “Save my place and return later”.

To get back to where you left off, click on “Resume” to the right of your CIF number, name of the church/organization and last update. Click “next” at the bottom.

6. **Page 4 of 7. References.**

List up to three persons who know your congregation or organization well. Include the contact information requested and their relationship to your congregation or organization. Make sure these folks know they are listed and that they have a copy of your CIF. They will be receiving inquiries from individuals asking about you.

Click on “Save my place and return later”. To get back to where you left off, click on “Resume” to the right of your CIF number, name and last update. Click “next” at the bottom.

7. **Page 5 of 7. Position Information.**

There is a 1500 characters (with spaces) limit on the narrative questions (**not** word count; **not** characters (no spaces)). The addition of formatting and white space will count toward your 1500 characters limit. These are great places to copy the answers from your draft CIF and paste it in the space provided.

- a) **Positions Description.** Enter the Position Description, including major responsibilities, for which this person will be responsible.
- b) **Description of Characteristics and Qualifications.** Describe the characteristics and qualifications needed in a person who would fill this position. You may also wish to include information about the leadership style you are seeking in this individual.
- c) **Primary Skill Choices.** While you may mark up to ten (10) skills that you are seeking in the individual who will fill this position, you will find matches to PIFs that more fit your needs if you select only the skills that are truly necessary for the position. A more detailed description of these skills can be found in the Skills List available under “Printable Forms” on the CLC website.
- d) **Compensation and Housing.**

Salary. Enter the minimum and maximum effective salary for this position. Please consult the Board of Pensions website for more information about effective salary. Pastoral positions include housing (housing allowance or manse value) while non pastoral positions do not. The minimum salary will be displayed on your CIF. The maximum salary is not displayed but is used for matching purposes only. *Do not enter the word “Negotiable”.*

Housing for Pastoral Positions.

- If you have a manse that is part of the call, click on “Manse.”
- If a housing allowance that is part of the call click on “Housing Allowance”.
- If you have a manse, but are willing to consider a housing allowance in lieu of manse use, click on “Open to Either.”

Housing for Non-Pastoral Positions. Click on “N/A” if this is a non-pastoral position.

e) **Geographic Choices.**

- If you are willing to consider individuals from anywhere in the United States, click “Suggest individuals from anywhere in the USA”.
- If you want to limit your search to individuals from specific states, click on “Suggest individuals only from specific areas checked below” and then check on the states from which you are willing to receive PIFs.

Click on “Save my place and return later”. To get back to where you left off, click on “Resume” to the right of your CIF number, name and last update. Click “next” at the bottom.

8. **Page 6 of 7. Equal Employment Opportunity.**

All CIFs must answer both questions in the affirmative for the CIF to be included in the CLC system. Although the statement refers to instructions from the Committee on Ministry (COM), the statements are intended to indicate willingness to comply with PC(USA) Equal Employment Opportunity policies.

Click on “Save my place and return later”. To get back to where you left off, click on “Resume” to the right of your CIF number, name and last update. Click “next” at the bottom.

9. **Page 7 of 7. PNC/Search Committee Chairperson.**

Enter the contact information for the chair of the Pastor Nominating Committee or Search Committee.

Click on “Submit Completed CIF!”

10. **Corrections.**

The system may ask for corrections to your CIF, Part II. Simply go to the screen where the correction needs to be made, make the correction and click, again, “Submit Completed CIF!”

11. **Success.**

The system will let you know that your CIF, part II, has been successfully saved. If you have not already done so, please make note of the entire CIF# (for example 01234.aa).

AFTER YOUR CIF HAS BEEN SUBMITTED1. **Approval.**

Before your CIF can be posted on Opportunity Search and matched to PIFs, it must be approved to by your Clerk of Session and the Committee on Ministry (COM) moderator. You can contact them directly and ask them to approve to your CIF on-line. A CLC system

generated email will also be sent to them asking for approval. You can follow up with them to see that approval has been completed.

2. **Saving a Copy of Your CIF.**

You may wish to save a copy of your completed CIF to your own computer.

- Login to the CLC website.
- Under “CIF” click on “View CIF Query”.
- Enter your CIF # (i.e. 01234.aa) and click “Submit”. Your CIF will be displayed.
- Highlight the entire CIF.
- Go to edit and copy, then minimize the screen.
- Open a blank word document.
- Paste the copy of your CIF into the word document.
- Save to your computer. You can now print and/or email copies of your CIF as need.

3. **CLC Matching.**

Once your CIF has been approved it will be in the CLC system and available for matching with Personal Information Forms (PIF) in CLC. Matching is done by your presbytery or by CLC staff, depending on the presbytery’s arrangement with CLC. When matching has been completed email notification will be sent to the chair of the PNC or search committee, the presbytery EP/GP, and/or the Committee on Ministry (COM) moderator.

4. **CLC Self Referrals.**

Your CIF will be posted on CLCs Opportunity Search. This allows individuals to view your CIF. Those who are interested in your position and have a PIF in CLC have the ability to self refer to your CIF. When a self referral has been made email notification will be sent to the chair of the PNC or search committee, the presbytery EP/GP, and/or the Committee on Ministry (COM) moderator.

5. **To View Matched and Self Referred PIFs.**

Using your login and password, you are able to enter CLC to view the PIFs that have been matched to your CIF. On the “Reports” menu, pull down and click on “View Referred PIFs”. Any matching and referrals to your CIF will be listed. You can view a referred PIF by clicking on the PIF number. You may wish to copy and paste the PIF into a word document to be saved to your computer and distribute to PNC/Search Committee members.

6. **Requesting a Rematch.**

If your committee would like to receive additional matched PIFs after your initial match, you may do so through the CLC system. Using your login and password, enter CLC. On the Matching drop down menu, click on Request CIF Rematch. Click on Submit and an automatic email requesting a rematch will come up on your screen. Click on Send and the email requesting your rematch will be sent to the responsible individual.

7. **Updating Your CIF.**

If you wish to make changes to your CIF, enter CLC using your user name and password, and under “CIF” choose Part I or Part II and click on “Update CIF Part I” or “Update CIF

Part II". If you have 2 or more positions when you go to update CIF Part II there will be a pull down box, and make sure you update only the correct CIF Part II. Make changes and then click on "Submit Completed CIF!" Certain corrections, noted with a red asterisk, will make it necessary to have your CIF re-approved to before it can be re-circulated.

8. Notification of a Call.

When a call has been extended and accepted for your CIF position, please notify CLC by entering the CLC system, going to "Admin" scrolling down to "Pending/Fill" and clicking on "Report a New Call Pending". Fill in the requested information.