User Guides for Presbyteries

Church Leadership Connection

Version 1.0
January 2016

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User Guides for Presbyteries Release 1.0
January 2016

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The Church Leadership Connection (CLC) *is the PC(USA)'s web-based computer matching and referral system*. CLC is a web-based system that provides global access and visibility for both calling organizations and call seekers. CLC policies are in compliance with the Book of Order, they do not supersede the authority of mid councils but work in partnership to support presbytery mission. CLC adheres to values of fairness and openness and affirms the denomination's polity of these issues. The mission of CLC is *"To help search committees and call seekers with a high likelihood of "fit" to make an initial connection, relying on them to go deeper in exchange of information, conversation, and discernment."*

The need for user guides

Welcome to this new guide on the roles and functions of the presbytery on the Church Leadership Connection (CLC) System. This guide provides an overview of each task and is developed to provide a comprehensive understanding of the responsibilities of the presbytery in the search and call process. This guide will assist in training the Committee on Ministry, Committee on Preparation for Ministry, Executive Presbyter, Stated Clerk, Pastor Nominating Committee, and the Clerk of Session. The Church Leadership Connection computer matching and referral system is most effective when each partner in the call process uses the CLC system maximizing its features.

Figure 1. CLC website found at http://www.pcusa.org/clc

Church Leadership Connection (CLC) User's Tasks

Presbytery (EP)	COM	PNC	Clerk of Session	CPM	Stated Clerk	Synod Exec	Individual
Assign login IDs	Assign login IDs						
Reinitialize passwords	Reinitialize passwords						
		Enter MIF					Enter up to 3 PIFs
		Update MIF					Update PIFs
	MIF Sem. Debt Assist						
	Approve MIF		Approve MIF	Attest to Candidate	Attest Teaching Elder		
Matching						Matching	Self Refer PIF
Request Rematch		Request Rematch				Reverse Matching	
Reverse Matching						Request MIF Rematch	
				Unauthorize PIF	Unauthorize PIF		
Notify of New Call	Notify of New Call	Notify of New Call		Notify of New Call	Notify of New Call		Notify of New Call
Notify Info Update						Notify Info Update	
Update pby. contact					Update pby. reference check for Teaching Elder's contact information	Edit contact Info	
Advanced Search							

CLC User Viewing

Presbytery (EP)	COM	PNC	Clerk of Session	CPM	Stated Clerk	Synod Exec	Individual
Opportunity Search	Opportunity Search	Opportunity Search	Opportunity Search	Opportunity Search	Opportunity Search	Opportunity Search	Opportunity Search
Applicants & Positions Report	Applicants & Positions Report	Applicants & Positions Report	Applicants & Positions Report	Applicants & Positions Report	Applicants & Positions Report	Applicants & Positions Report	Applicants & Positions Report
MIF Status	MIF Status	MIF		PIF Attestation Record	MIF Status	MIF Status	PIF
Referred PIFs	Referred PIFs	Referred PIFs	View Part 1 of MIF			View Referred PIFs	View Referred MIFs
MIF Web Hit Count	MIF Web Hit Count	MIF Web Hit Count			PIF Attestation Record	MIF Web Hit Count	
MIF Diversity Count	MIF Diversity Count					MIF Diversity Count	
View Presbytery Info	View Presbytery Info			View Presbytery Info	View Presbytery Info	View Presbytery Info	
Referred Advanced Search PIFs						Referred Advanced Search PIFs	

1. Executive/General Presbyters

Responsibilities

As Executive/General Presbyter (EP/GP) you are responsible for several tasks within Church Leadership Connection (CLC). They are: **Matching**, **Reverse Matching**, **requesting a MIF Rematch**, **requesting Advanced Search**, **Notify CLC of a New Call**, **Assign Login IDs**, and **Notify CLC of Presbytery Information Updates**. See instructions below.

Login and password

Your login will begin with EP followed by the 6-digit synod/presbytery ID number. If you do not know your login and/or password or have forgotten it, please contact CLC at (888) 728-7228, ext. 8550. The password is case sensitive and must be entered exactly as it is assigned.

Change password

- Go to **Admin** menu dropdown
- Click ***Change Password*** (must be at least 6 characters, one being a number).

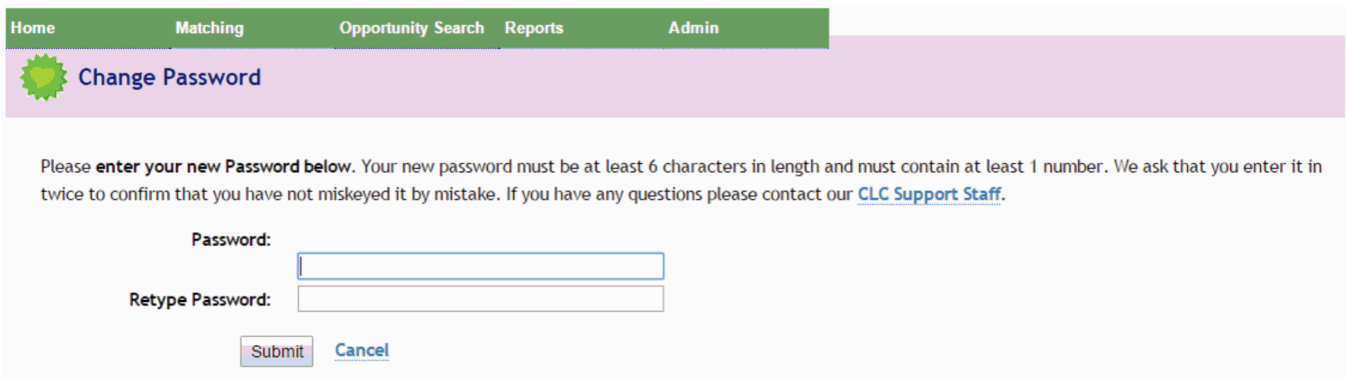


Figure 2. Change Password screen

Matching

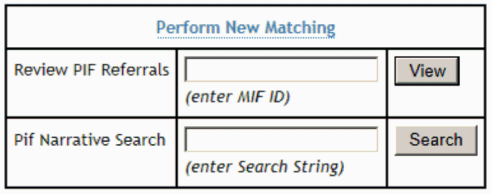


Figure 3. Matching

The matching and referral system matches the criteria indicated on the Ministry Information Form (MIF) with criteria on Personal Information Forms (PIF) to generate names for consideration by Pastor Nominating Committees (PNC) and Search Committees. As EP/GP you can do the matching for the positions within your presbytery or CLC staff can do the matching at your request.

Matching

- Go to Matching dropdown, click **Matching**.
- Click on **Perform a New Match**.
- Dropdown list, choose the MIF ID#, ***Submit***.
- View MIF criteria, ***Submit***.
- View the PIFs by choosing the ***PIFID#***, click ***Go Back*** at the upper left hand side highlighted in red after viewing each PIF.
- Go to ***Selection*** column, click in the box of the PIF to send for the match.
- Click ***Generate Final Referral Report***.

Reverse matching

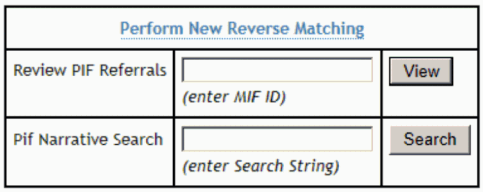


Figure 4. Reverse matching

Reverse Matching uses the criteria of a specific church professional's PIF to match with MIFs in the CLC system. This is especially helpful when you are aware of a minister member of your presbytery who needs to quickly relocate to a different ministry setting or you just want to assist a minister in his/her search process.

Reverse matching

- Go to Matching dropdown, click **Reverse Matching**
- Click on **Perform a New Reverse Match**.
- Dropdown list, choose the ***PIF ID#***, click ***Submit***.
- View PIF, click ***Submit***.
- View the MIFs by clicking the ***MIFID#***, click ***Go Back*** at the upper left hand side highlighted in red after viewing each MIF.
- Go to ***Selection*** column, click in the box of the MIFs to send for the match.
- Click ***Generate Final Referral Report***.

Requesting a MIF re-match from CLC

- Dropdown menu ***Matching*** and choose ***Request MIF Rematch***.
- Choose the MIF ID number from the dropdown arrow and ***Submit***.
- Click ***Send***; note the email is already filled out for you

Advanced searches

CLC has updated the system to support local searches for Interim, Supply and other temporary pastoral positions not listed on the CLC Opportunity Search. The Advanced Search feature identifies church professionals who meet the position type, experience level, salary requirements and geographical choice that congregations are seeking. The purpose of advanced searches is not to replace the Ministry Information Form (MIF). Rather the purpose is to support local searches for positions that are temporary. Although, the Advanced Search matching provides a list of names for local positions, it does not match for leadership competencies and other compatibility factors that are essential to a MIF.

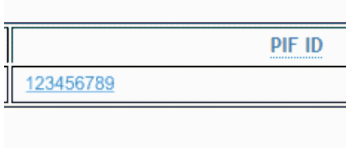


Figure 5. Advanced search results

- Only the presbytery executive or persons serving in this role can request an Advanced Search match through the CLC system.
- To support the privacy of call seekers and the integrity of the search process, only CLC staff can conduct an Advanced Search.
- Advanced searches should only be requested for local positions where there is a current position open and a job description is available to send to call seekers.
- Referrals can be accessed on the CLC system using the presbytery executive menu under reports.

To request an advanced search match, contact CLC staff.

Notify CLC of a new call

When a new call has been extended, the stated clerk, EP/GP, COM, or CPM of the presbytery is asked to notify CLC.

- Under the **Admin** menu, choose ***Notify of New Call***.
- On the dropdown arrow, choose the appropriate **MIF ID**.
- Enter the Personal Information Form (**PIF ID#**) or the person's name, address, and effective date of the call.
- Click ***Submit***.

Assign login IDs and passwords and re-initializing a password

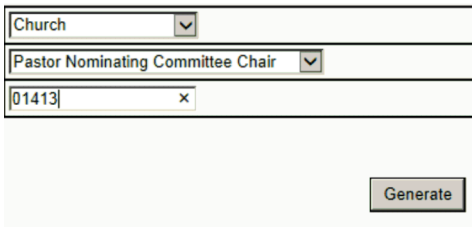


Figure 6. Assigning login IDs

The EP can also assign login IDs and passwords for the PNC and/or Clerk of Session.

To assign a login ID and password:

- On the ***Admin*** drop down menu, click on ***Assign Login IDs***.
- Under ***Organization Type*** click on the type of organization (Church, Presbytery, Synod, Theological institution, General Assembly, and other).
- Under ***Role*** click on the role identity of the person to whom you are assigning the login ID (i.e. Pastor Nominating Committee Chair, Clerk of Session, Pastor Nominating Committee Member, Search Committee Chair).
- Enter the church PIN number.
- Click ***Generate***. The login and password will be displayed on the screen.

The Login/ ID generated will begin with letter(s) (P for PNC Chair, COS for Clerk of Session, M for PNC Member) followed by the five number church PIN. The password is case sensitive and must be entered exactly as it is assigned.

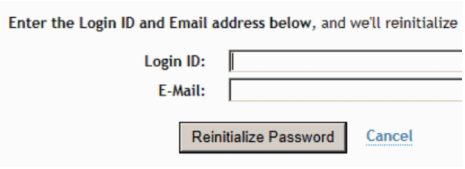


Figure 7. Re-initializing a password

If a Password is forgotten you can re-initialize the password by moving cursor to the ***Admin*** drop down menu, choose ***Re-initialize Password***.

- You will need the Login ID of the person whose password you are re-initializing and the email address where you would like the new password to be sent or you can have the password sent to your email address.
- Enter the Login ID and email address.
- Click ***Submit***

Notify CLC of presbytery information updates

When your Presbytery has a new EP/GP, COM moderator, CPM moderator, or SC or when there are changes to information such as address, etc. please notify CLC.

In order to change information:

- Go to dropdown menu under ***Admin*** click ***Notify for Information Update***.
- Make the appropriate changes, ***Submit***.

The section **Distribution Code** tells CLC where in the course of a normal matching process the email notification about referred PIFs is distributed. If your presbytery has a specific situation where the distribution needs to be handled differently, please call CLC.

The section **Allow matching PIF inside the Presbytery** tells CLC whether or not your presbytery allows PIFs from minister members of your Presbytery to be matched with MIFs in your Presbytery.

Other areas accessible to EPs/GPs

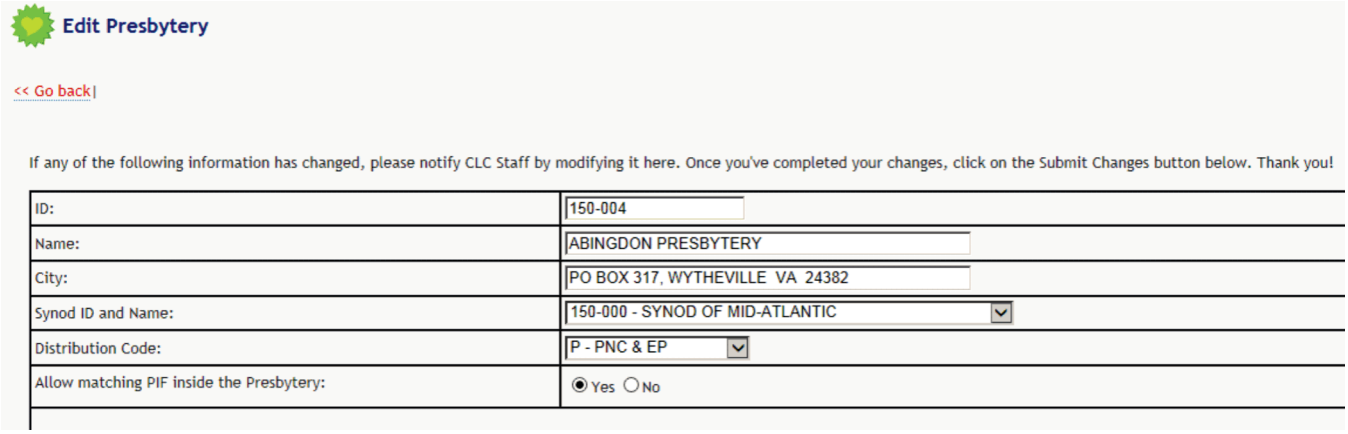
Opportunity search

Allows you to see all the positions that are posted on CLC and sort according to a number of parameters.

Reports

- **Applicants and Positions** is the current number of applicants and positions within the CLC system.
- **MIF Status** list the most recent MIFs from your presbytery. You can also view the MIF.
- **View Referred PIFs** allows you to see the PIFs referred to each of the MIFs in your presbytery.
- **MIF Web Hit Count** allows you to see how many times the MIF has been accessed through CLC and the last time it was accessed.
- **MIF Diversity Count** allows you to see how many PIFs were referred to each position, the number of those PIFs that are Racial/Ethnic, Gender, etc.
- To view **Advanced Search matches** see the Match Menu.

View Presbytery Information lists the basic information for each presbytery. Changes to this section can only be made by the EP/GP.



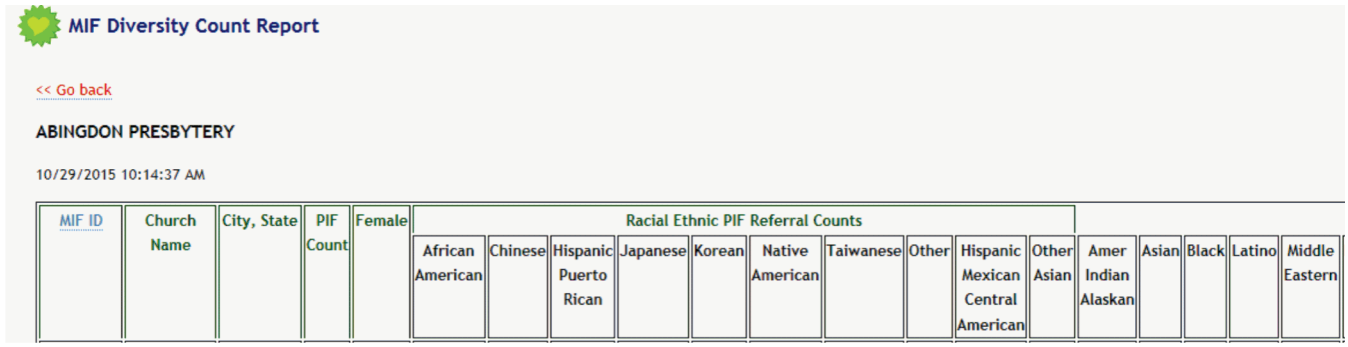
Edit Presbytery

<< Go back |

If any of the following information has changed, please notify CLC Staff by modifying it here. Once you've completed your changes, click on the Submit Changes button below. Thank you!

ID:	150-004
Name:	ABINGDON PRESBYTERY
City:	PO BOX 317, WYTHEVILLE VA 24382
Synod ID and Name:	150-000 - SYNOD OF MID-ATLANTIC
Distribution Code:	P - PNC & EP
Allow matching PIF inside the Presbytery:	(•) Yes ( ) No

Figure 8. Notifying CLC of updated information



MIF Diversity Count Report

<< Go back

ABINGDON PRESBYTERY

10/29/2015 10:14:37 AM

MIF ID	Church Name	City, State	PIF Count	Female	Racial Ethnic PIF Referral Counts														
					African American	Chinese	Hispanic Puerto Rican	Japanese	Korean	Native American	Taiwanese	Other	Hispanic Mexican Central American	Other Asian	Amer Indian Alaskan	Asian	Black	Latino	Middle Eastern

Figure 9. MIF diversity count example

2. Stated Clerks

Responsibilities

As Stated Clerk you are responsible for several tasks with Church Leadership Connection (CLC). They are: **Attestation for a Personal Information Form (PIF)**, **Unauthorize a PIF**, **Notify CLC of a New Call**, **updating the Reference Check for Teaching Elder's contact information**.

Login and password

Your login will begin with SC (stated clerk) followed by the six-digit synod/presbytery ID number. If you do not know your login and/or password, please call CLC staff at (888) 728-7228, ext. 8550.
The password is case sensitive and must be entered exactly as it is assigned. CLC suggests that you change the password to something easier to remember.

Change password

- Move the cursor to ***Admin*** dropdown, click ***Change Password***.
  Your password must be at least six characters, one being a number.

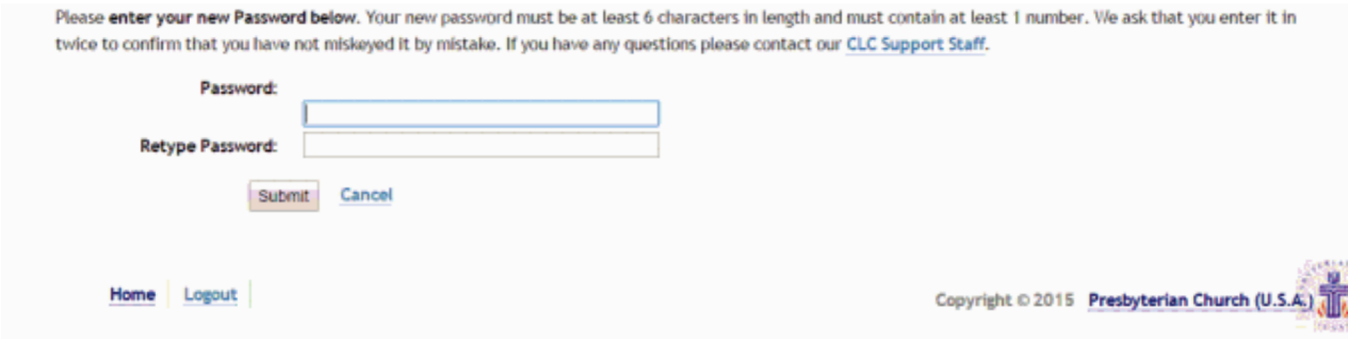


Figure 10. Stated Clerk Change Password screen

Attestation of Personal Information Forms (PIFs)

PIF ID	Name	Attestation
123456789	Doe, Jane	Awaiting

Figure 11. PIF awaiting attestation

You are responsible for attesting to the presbytery standing of PC(USA) teaching elders submitting a Personal Information Form (PIF) to CLC for circulation. Your attestation is a verification of standing only, and does not include or imply approval of the PIF or verification of any information contained on the PIF. When a PIF is submitted, the system will generate an email message to you. The email will identify the person and their PIF ID number. You do not need to wait for the email before attesting to a PIF.

- Move cursor to PIF dropdown, click ***PIF Attestation***. All PIFs needing your attestation will be listed.
- If you wish to view the PIF, click ***View*** to the right. Then click ***Go back*** located to the left, which will return you to the PIF name and information.
- Click the PIF ID number to the left of the person's name to open the screen for PIF attestation.
- Click the appropriate box:

Note: You will also see the Sexual Misconduct Self-Certification Statement, to which the individual has attested.

- Click ***Submit***.

Note: When a PIF has been active for one year, CLC will generate an email requesting that you re-attest to the person's standing in presbytery. We require attestation annually to monitor changes in standing that may affect the individual's ability to accept a new call.

Unauthorize a PIF

Figure 12. Unauthorize a PIF

- Move cursor to PIF dropdown, choose ***Unauthorize a PIF***.
- Choose the name of the PIF that needs to be unauthorized. Make sure the name is highlighted in the box **PIF ID**, click ***Submit***.

Notify CLC of a new call

When a new call has been extended and the applicant has accepted, the stated clerk or executive/general presbyter of the presbytery is asked to notify Church Leadership Connection.

- Move cursor to PIF dropdown, on the menu under **Admin** click ***Notify of New Call***.
- On the dropdown screen ***MIF ID***, click the appropriate Ministry Information Form (MIF) ID number.
- Enter the individual's Personal Information Form ID number ("PIF ID") or, if you do not know the number, provide the information asked for, including the effective date, then Click ***Submit***.

Other areas accessible to Stated Clerks

Opportunity search

Allows you to see all the positions that are posted on CLC and sort according to a number of parameters.

Reports

- **Applicants and Positions** is the current number of applicants and positions within the CLC system.
- **MIF Status** list the most recent MIFs from your presbytery. You can also view the MIF.
- **PIF Attestation Record** lists the active PIFs in the CLC system for which the stated clerk has attested.

Admin menu

View Presbytery Information lists the basic information for each presbytery as well as the names of the EP/GP, stated clerk, committee on ministry moderator, and the committee on preparation moderator.

To update presbytery information log into the system, select Admin and choose **View Presbytery Information**, select your presbytery, select **Edit Presbytery Information**, and edit the fields for Reference Check for Teaching Elders' Contact Information, ***Submit.***

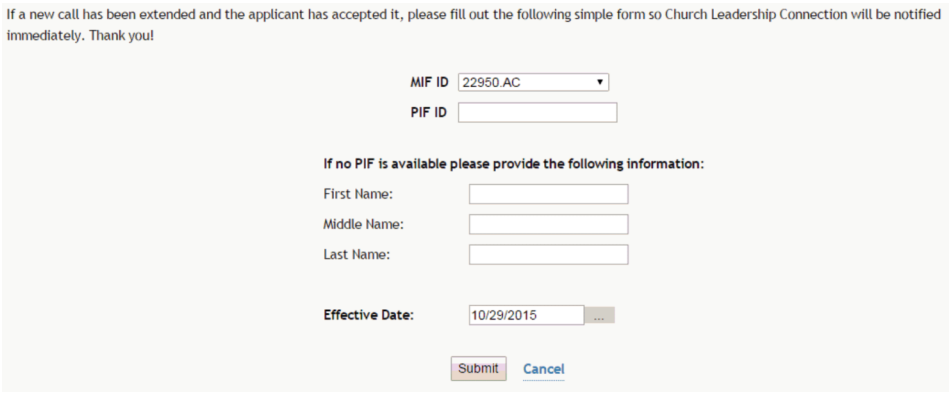


Figure 13. Notify CLC of a new call

3. COM moderator

Responsibilities

As a committee on ministry (COM) moderator, you are responsible for several tasks in Church Leadership Connection (CLC). They are: **Assign Logins to Pastor Nominating Committees (PNC) and Clerk of Session (COS)**, **Approve MIF**, and, **notify CLC of a new call**, and **notify CLC of the eligibility of a church with a MIF to participate for the Board of Pensions Seminary Debt Assistance Program**. Instructions on how to fulfill these responsibilities are below.

Login and password

Your login will begin with CO (for COM) followed by the six-digit synod/presbytery ID number. If you do not know your login and/or password, please call CLC staff at (888) 728-7228, ext. 8550. CLC suggests that you change this password to something easier to remember.

Change password

➢ Move the cursor to ***Admin*** dropdown, click ***Change Password***. Your password must be at least six characters, one being a number.

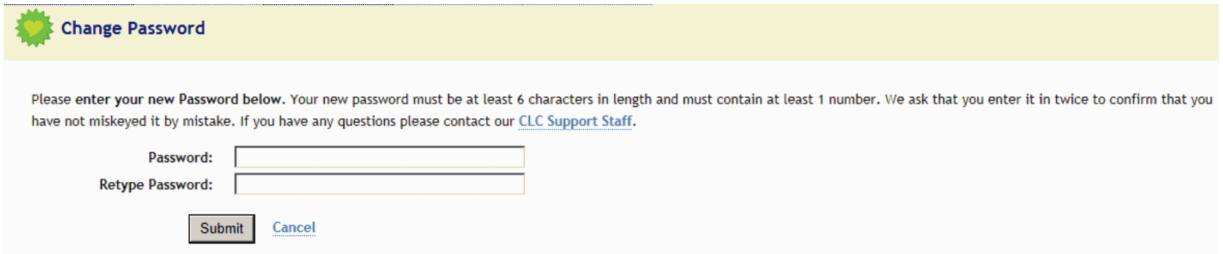


Figure 14. COM Moderator Change Password screen

Assigning login IDs and passwords and re-initializing a password

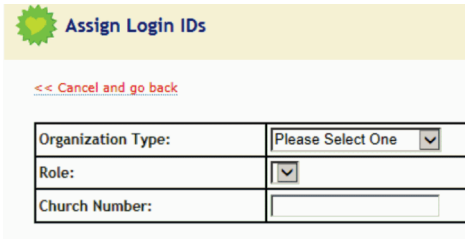


Figure 15. Assigning login IDs

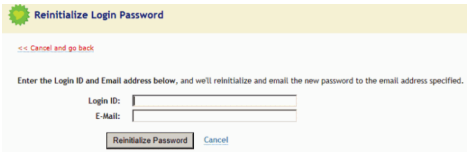


Figure 16. Re-initializing a password

You are responsible for assigning logins and passwords for pastor nominating committees/search committees (PNC) and clerks of session. For PNCs this will include entering and correcting the Ministry Information Form (MIF), requesting re-matching for the MIF, and accessing the Personal Information Forms (PIF) that are referred to the PNC. The clerks of session approve the MIF.

To assign logins and passwords

- On the **Admin** dropdown menu, choose ***Assign Login IDs***.
- Under **Organization Type** choose from the dropdown menu the type of organization (Church).
- Under **Role** choose the role identity of the person to whom you are assigning the login (i.e. Pastor Nominating Committee Chair, Clerk of Session, Pastor Nominating Committee Member, Search Committee Chair).
- Enter the church PIN number (available from your presbytery office).
- Click on ***Generate***.

The login will begin with letter(s) (P for PNC chair, COS for clerk of session, M for PNC member) followed by the five number church PIN.

- The password is case sensitive and must be entered exactly as it is assigned. CLC suggest that you change this password to something easier to remember.

Re-Initializing a Password

- If a password is forgotten, you can re-initialize the password by going back to ***Admin*** and choose ***Re-initialize password***.

Note: You will need the login of the person whose password you are reinitializing and the email address where you would like the new password to be sent or type in X for the email address.

Ministry Information Form (MIF) approval

Before an MIF can be circulated it must be approved by the clerk of session (COS) of the congregation who confirms session approval of the MIF, and the moderator of COM who confirms approval of the MIF.

To approve an MIF

- Move cursor to MIF Part II, then click on ***Approve an MIF***. All MIFs needing your approval will be listed.
- If you wish to view the MIF, click on ***View*** to the right. After viewing click on ***Go back*** located to the left. This will return you to the screen shown above.
- Click on the MIF ID number to the bottom left to open the screen for MIF approval.

Click on ***Yes*** or ***No*** then ***Submit***.

Eligibility for seminary debt assistance program

One of the ways that smaller churches may be able to attract pastors willing to consider serving with them is through the opportunity to participate in the Seminary Debt Assistance Program administered by the Board of Pensions of the PC(USA). This program is designed to assist newly ordained ministers serving small congregations to repay education debt incurred while seeking a Master of Divinity degree.

- If you want to notify CLC on whether or not the church MIF you just approved meets the criteria for the Seminary Debt Assistance Program, on the menu under ***MIF*** go to ***Eligibility for Seminary Debt Assistance***.
- Right side of ***MIF ID***, click on the MIF ID# from the dropdown list.
- If the church has fewer than 150 members and a budget of less than $250,000, click ***Yes***. If the church does not meet both criteria, click ***No***.
- Click ***Notify CLC***.

Figure 17. Eligibility for seminary debt assistance program

Notify CLC of a new call

Figure 18. Notify of new call

To notify CLC that a teaching elder has accepted a new call, login into CLC, select the Admin Menu and then choose Notify of New Call from the dropdown list, complete requested information and then submit.

Other areas accessible to COM moderators

These functions can be found in the various pull down menus.

Opportunity search

Allows you to see all positions that are posted on CLC.

Reports

- **Applicants and Positions**. This is the current number of applicants and positions within the CLC system.
- **MIF Status** lists the most recent change to active and inactive MIFs from your presbytery within CLC.
- **View Referred PIFs** allows you to see the PIFs referred to each of the MIFs in your presbytery.
- **MIF Web Hit Count** allows you to see how many times the MIF was accessed through CLC
- **MIF Diversity Count** allows you view PIFs that were referred
to each position, a breakdown by racial ethnic and gender.

Admin menu

- **View Presbytery Information** lists the basic information for each presbytery as well as the names of the EP/GP, stated clerk, COM moderator, and the committee on preparation moderator. This is where you can find the names of your counterparts in other presbyteries. Changes to this section can only be made by the EP/GP.
- **Change Password**. This allows users to change their password to one that may be more easily remembered.

4. CPM moderators

Responsibilities

As committee on preparation for ministry (CPM) moderator, you are responsible for several tasks in Church Leadership Connection (CLC). They are: **Personal Information Form (PIF) Attestation for Candidates**, **notify CLC of a new call**, and **Unauthorize a Candidate's PIF**.

Login and password

Your login will begin with CP (for CPM) followed by the six-digit synod/presbytery ID number. If you do not know your login and/or password or have forgotten it, please contact CLC staff at (888) 728-7228, ext. 8550. The password is case sensitive and must be entered exactly as it is assigned. CLC suggests that you change this password to something easier to remember.

Change password

➢ Move the cursor to ***Admin*** dropdown, click ***Change Password***. Your password must be at least six characters, one being a number.

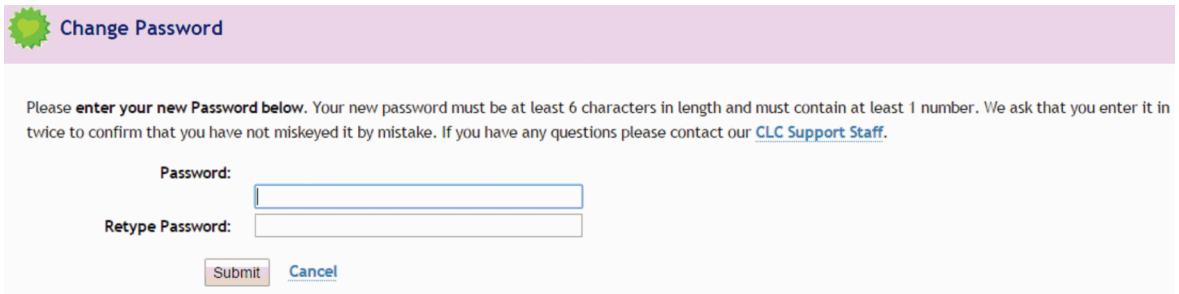


Figure 19. Change Password screen

Personal Information Form (PIF) attestation

You are responsible for attesting the Personal Information Form (PIF) of candidates. Please use the guidelines below to determine when a candidate is ready to negotiate for service.

- The candidate has fulfilled all requirements of "final assessment" (*Book of Order*, G-2.0607a–d) and is certified ready for examination for ordination, pending a call.
- Following an authoritative interpretation of the 219th General Assembly (2010), the presbytery attests the candidate has met the following requirements in order to enter into negotiation for his or her ministerial service.
    - Has completed two full years of theological education (or the equivalent thereof),
    - Has had consultation within the last year,
    - Has satisfactorily completed all the standard ordination exams or received an exception to this requirement under G-2.0610,
    - Has received approval of the presbytery of care.

**(For more information, see Final Assessment and Negotiation for Service section of the* Advisory Handbook on Preparation for Ministry).

Attest a PIF

- Move cursor to PIF dropdown menu and click ***PIF Attestation***. All PIFs waiting for attestation will be listed.
- To view the PIF, click ***View*** to the right. After viewing, click Go Back at top left corner.
- Choose the **PIF ID number** to the left to open the screen for PIF attestation. You will see the Sexual Misconduct Self-Certification Statement at the bottom of the screen.
- Choose the appropriate box and click ***Submit***.

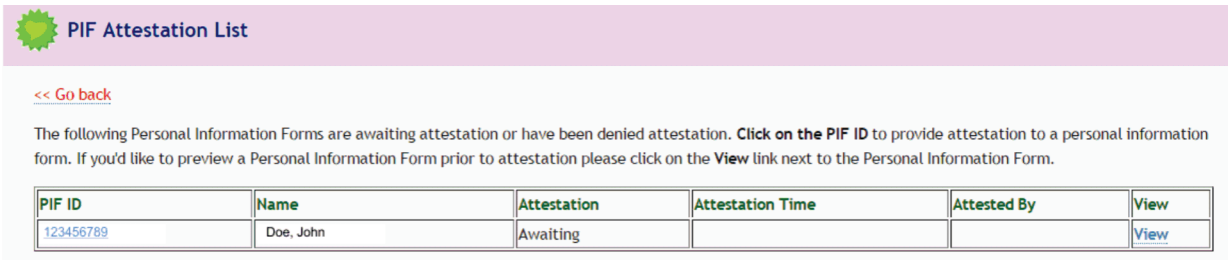


Figure 20. PIF attestation screen

Unauthorize a candidate's PIF

- Move cursor to PIF dropdown menu and choose ***Unauthorize a PIF***.
- From the dropdown menu, choose the PIF that needs to be unauthorized. Make sure the name highlighted in the box ***PIF ID*** is correct then ***Submit***.

Note: Please send a written notification to CLC with the reason for your action for our records.

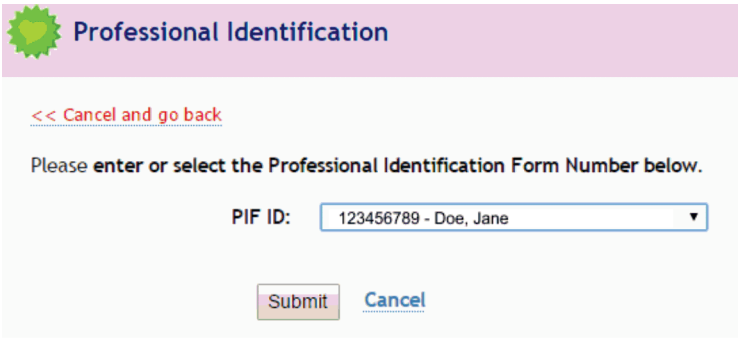


Figure 21. Unauthorize a PIF

Notify CLC of a new call

See page 17, Figures 22 and 23.

To notify CLC that a candidate has accepted a new call, login into CLC, select the Admin Menu and then choose Notify of New Call from the dropdown list, complete requested information and then submit.

Other areas accessible to CPM moderators

Opportunity search

Allows you to see all positions that are posted on CLC.

Reports

- **Applicants and Positions**. This is the current number of applicants and positions within the CLC system.
- **PIF Attestation Record** lists the active PIFs in the CLC system for which the CPM moderator has completed attestation.

- **View Presbytery Information** lists the basic information for each presbytery. Changes to this section can only be made by the EP/GP.

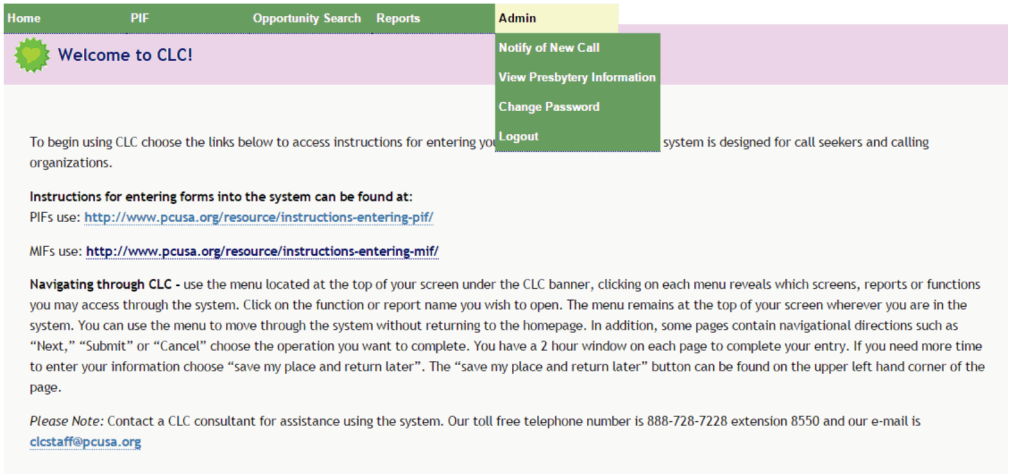


Figure 22. Dropdown to access Notify of CLC of a new call

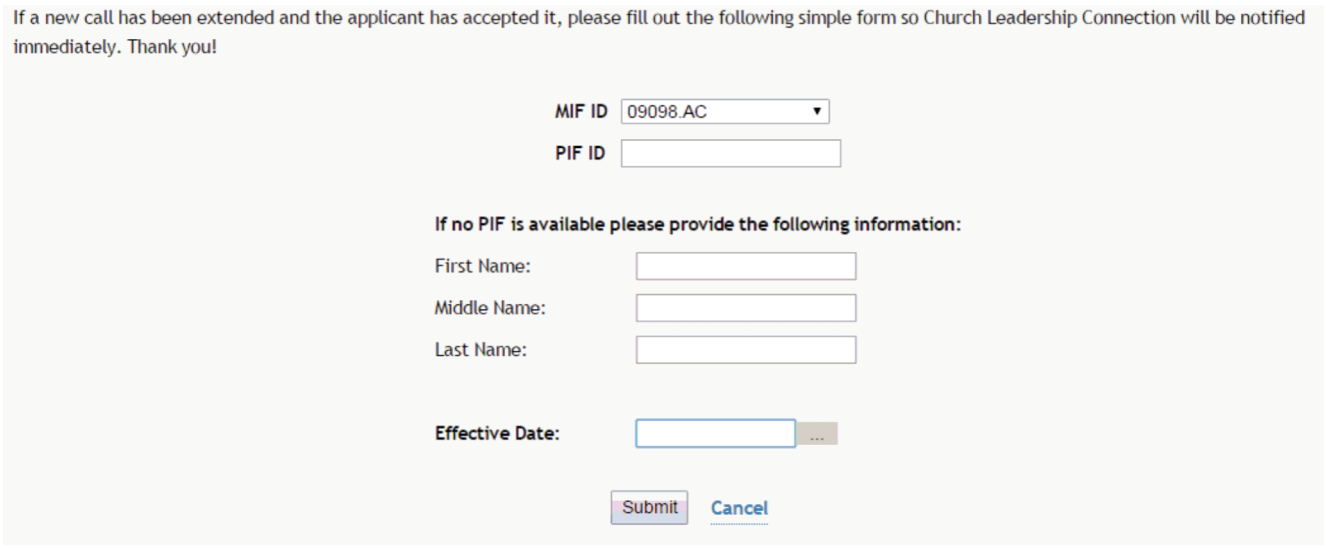


Figure 23. Notify CLC of a new call

5. Clerk of Session

Responsibilities

As clerk of session you are responsible for approving the **Ministry Information Form** for your congregation.

Login and password

You will be given a login and password from the committee on ministry (COM) of your presbytery. Your login will begin with COS (for clerk of session) followed by the five-digit church PIN number. If you do not know your login and/or password, please call your COM for assistance. The password is case sensitive and must be entered exactly as it is assigned. CLC suggests that you change the password to something easier to remember.

Change password

- Move cursor to **Admin** and click ***Change Password***. Your password must be at least six characters, one being a number.

Ministry Information Form (MIF) approval

Please **select a Ministry Identification Form Number from the list below.**

MIF	Church	Position
01710.AB1	First United	Pastor, yoked/parish

Figure 24. Approving a MIF

Before an MIF can be circulated with CLC, it must be approved by the clerk of session (COS) of the congregation who confirms session approval of the MIF and the moderator of COM who confirms COM approval of the MIF.

Instructions for Approving an MIF:

- Move cursor to **MIF>Part II**, click ***Approve an MIF***. All MIFs needing your approval will be listed.
- If you wish to view the MIF, click on ***View*** to the right. You may also wish to print a copy of the MIF for your records. After viewing close the screen.
- Click on the **MIF ID number** at the bottom left of the screen to open the screen for MIF approval.

Click **Yes** or **No** then **Submit**.

Other areas accessible to Clerks of Session

Opportunity search

Allows you to see all positions that are posted on CLC.

Reports

- **Applicants and Positions**. This is the current number of applicants and positions within the CLC system.

Admin menu

- Change password and logout.

6. CLC staff contact information

The Church Leadership Connection staff is here to serve you. If you need any assistance or have questions, contact us by **phone** at **1-888-728-7228, ext. 8550**, or by **email** at **clcstaff@pcusa.org**.