



CLC User Guide and Instructions for Executive/General Presbyters

Website: www.pcusa.org/clc

Executive/General Presbyter Responsibilities

As Executive/General Presbyter (EP/GP) you are responsible for several tasks within Church Leadership Connection (CLC). They are: **Performing MIF/PIF Matches** (Matching, Reverse Matching, Requesting a MIF Rematch), **Notifying CLC of a New Call**, and **Assigning Login IDs and Passwords**. See Instructions below.

A previous task, **Notifying CLC of Presbytery Information Updates**, is now a task that Stated Clerks complete through the Stated Clerks Portal.

A Note about Spam Blockers

In order to receive emails from CLC in a timely manner, please be sure that your computer will allow you to receive emails from the following addresses:

pifquery@pcusa.org

cifquery@pcusa.org

clcstaff@pcusa.org

Computer spam blockers have been known to keep CLC emails out of email inboxes by placing them in the spam folder.

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 ID and/or password or have forgotten it, please contact CLC by email at clcstaff@pcusa.org or 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" dropdown menu, and click "Change Password"

PERFORMING MIF/PIF MATCHES

Matching

Note: 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.

- Go to “Matching” dropdown, and click “Matching”
- Click on “Perform New Matching”
- From the dropdown list, choose the MIF ID# and click “Submit”
- View and adjust, as needed, the Optional Matching Criteria, then click “Submit”
- View the PIFs by choosing the “PIF ID#”; click “Go Back” in the upper left-hand corner after viewing each PIF
- In the “Select” column, click the box of the PIF’s to match
- Click “Generate Final Referral Report”

Reverse Matching

Note: 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.

- Go to “Matching” dropdown, and click “Reverse Matching”
- Click on “Perform New Reverse Matching”
- From the dropdown list, choose the PIF ID# and click “Submit”
- View and adjust, as needed, the Optional Matching Criteria, then click “Submit”
- View the MIFs by clicking the “MIF ID#”; click “Go Back” in the upper left-hand corner after viewing each MIF
- In the “Select” column, click the box of the MIF’s to match
- Click “Generate Final Referral Report”

Requesting a MIF Rematch from CLC

Note: The email is already filled out for you.

- Go to “Matching” dropdown, and click “Request MIF Rematch”
- From the dropdown list, choose the MIF ID# and click “Submit”
- Add any additional notes you want to the email, and click “Send”

Distribution Code

The “Distribution Code” tells CLC to whom email notifications about referred PIF’s should be distributed during a matching process. If your presbytery has a specific situation for which the distribution needs to be handled differently, please contact CLC.

Matching inside the Presbytery

The “Allow matching PIF inside the Presbytery” option tells CLC whether or not your presbytery allows PIF’s from minister members of your Presbytery to be matched with MIF’s within your bounds. The Presbytery Information page (“Admin” dropdown) shows your presbytery’s default setting. The COM moderator can use “Matching Within Presbytery” (“MIF” dropdown) to change the setting for individual MIF’s. **If the COM does not indicate a choice using the “Matching Within Presbytery” option, the MIF will be matched according to the presbytery’s default setting.**

NOTIFYING CLC OF A NEW CALL

When a new call has been extended, either the Stated Clerk or the EP/GP should notify CLC.

- Go to the “Admin” dropdown, and click “Notify of New Call”
- From the dropdown list, choose the correct MIF ID#
- Enter the PIF ID# in the box, or if no PIF ID# is available, enter the person’s name
- Enter the Effective Date of the call
- Click “Submit”

ASSIGNING LOGIN ID’S AND PASSWORDS & RE-INITIALIZING PASSWORDS

PNC’s will need login IDs and passwords to CLC to do a variety of tasks, including entering and editing the MIF, requesting a re-match of the MIF, and accessing PIF’s that are referred to them. It is important to note that different roles have different capabilities in the CLC. PNC Chair accounts can enter and edit MIF’s. PNC Member accounts can view the MIF and view referred PIF’s, but cannot enter or edit MIF’s.

Clerks of Session (COS) will need login IDs and passwords to register the Session’s approval of the MIF.

Usually, the Moderator of the Committee on Ministry (COM) is responsible for generating and providing login IDs and passwords to PNC’s and Clerks of Session.

The EP/GP can also assign login IDs and passwords for PNC’s and Clerks of Session.

Assigning Login IDs and Passwords

Note: The login IDs will begin with letter(s) (P for PNC Chair, COS for Clerk of Session, M for PNC Member) followed by the five-digit church PIN. The password is case-sensitive and must be entered exactly as it is assigned.

- Go to the “Admin” dropdown, and click “Assign Login IDs”.
- From the “Organization Type” dropdown, choose the appropriate type
- From the “Role” dropdown, choose the appropriate role for the person to whom you are assigning the login ID
- Enter the Church PIN number and click “Generate”
- The login ID and password will be displayed on the screen

Re-Initializing Passwords

Note: If a password is forgotten, you can re-initialize the password. You will need the email address where you would like the new password to be sent; you can also send the password to yourself.

- Go to the “Admin” dropdown, and click “Re-Initialize Password”
- Enter the login ID of the person whose password you are re-initializing
- Enter an email address (of the login ID owner or your own) to email the new password
- Click “Reinitialize Password”

NOTIFYING CLC OF PRESBYTERY INFORMATION UPDATES

The Office of the General Assembly is now receiving presbytery information updates through the Stated Clerks’ Portal only. This will ensure that information throughout the OGA systems are uniform.

When your Presbytery has a new EP/GP, COM moderator, CPM moderator, or SC or has a change to information such as address, etc., please have the Stated Clerk update the information through their Portal.

OTHER AREAS ON THE EP/GP CLC SITE

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** – shows current number of applicants and positions within CLC.
- **Presbytery Advanced Search** – shows referred PIF's for you Advanced Search. An Advanced Search is a "local" search run by CLC on behalf of presbyteries for temporary positions with specific needs and without MIF's in the system. Only the EP/GP or presbytery designee can request an Advanced Search.
- **MIF → Status** – lists the most recent MIF's from your presbytery; you can also view the MIF's.
- **MIF → View Referred PIFs** – lists the PIF's referred to each of the MIF's in your presbytery.
- **MIF → Web Hit Count** – shows how many times a MIF has been accessed through CLC and the last time it was accessed.
- **MIF → Diversity Count** – shows how many PIF's were referred to each MIF and the Racial/Ethnic and Gender distribution of those referred PIF's.

Admin

View Presbytery Information – lists the basic information for each presbytery.

CONTACTING CHURCH LEADERSHIP CONNECTION

If you need any assistance or have questions, contact us.

We can be reached by email at clcstaff@pcusa.org or by phone at 1-888-728-7228 ext. 8550.