



## **CLC User Guide and Instructions for COM Moderators**

Website: [www.pcusa.org/clc](http://www.pcusa.org/clc)

### **COM RESPONSABILITIES**

As Committee on Ministry (COM) moderator, you are responsible for several tasks within Church Leadership Connection (CLC). These are:

- 1. Assigning the Clerks of Session** to their role.
- 2. Approving** incoming Clerk of Session role requests.
- 3. Keeping** Clerk of Session **list updated**.
- 4. Reviewing and approving** MDP's.
- 5. Manage Matching** list, if needed.
- 6. Running Advanced Searches**, if needed.

**These are the default role settings for the CLC system, but it may vary depending on what the presbytery assigns.**

### **A NOTE ABOUT SPAM BLOCKERS**

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

[clcstaff@pcusa.org](mailto:clcstaff@pcusa.org)

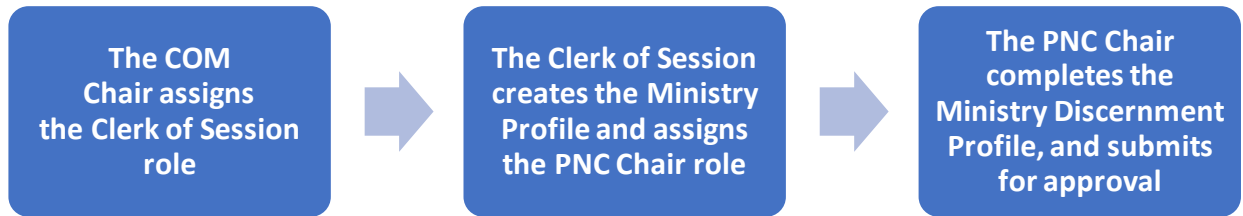
[clcsupport@pcusa.org](mailto:clcsupport@pcusa.org)

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

### **LOGIN AND PASSWORD**

The Stated Clerk or the Executive Presbyter will send a link so you may configure your credentials and enter your general information. If you do not know your username and/or password or have forgotten it, select the option "Need help logging in" at the login site. For assistance, please contact CLC by email at [clcsupport@pcusa.org](mailto:clcsupport@pcusa.org) or at 844-984-2440.

## OVERVIEW OF ENTERING A MINISTRY DISCERNMENT PROFILE (MDP)



### ASSIGNING THE CLERK OF SESSION ROLE

Clerks of Session form a committee, enter the basic church/organization details, invite the PNC Chair and PNC Members to their roles, and approve the MDP in the system. To assign the Clerk of Session role, go to the **Clerks of Session** section, and click on the “**Invite**” button. Then, enter the Clerk of Session’s congregation, name, and email address. When you press submit, the system will automatically notify them to create an account.

### APPROVING CLERKS OF SESSION REQUESTS

Session Clerks can also directly create an account on the CLC website. Once they have created an account, the system will notify you to approve it. They will appear in the **Clerk of Session** section. Under **Actions** you will have the option to “**Approve**” or “**Deny**” their access to the role.

### REMOVING CLERK OF SESSION ROLE

If there is a Clerk of Session who is no longer fulfilling that role, you may click on the “**Remove**” button under actions. This will remove their permission to access the role.

### APPROVING A MINISTRY DISCERNMENT PROFILE (MDP)

*Note: Before an MDP is created on the site by the PNC, the presbytery will authorize the creation of the MDP. When the PNC Chair completes the MDP online, the COM Chair and Clerk of Session select the approval option in the system.*

You will receive an email notification when a PNC has entered their Ministry Discernment Profile in the system. To see the MDP, log in and go to the **Ministry Discernment Profile section** in your dashboard. Before you approve or deny the MDP, please take your time in reviewing the information submitted to make sure that the PNC has entered: what has been agreed on, that the information is legible, and that all the fields have been completed. If you notice any typos or grammatical errors in their information, you can leave a note for them with suggestions on their MDP. Once they have updated the information and you find everything is in order, you may approve the MDP. You will see that the **Approved by COM** status bar will change to “yes” once it has been approved.

The MDP will be released automatically, and the church can begin to request matches. The status bar under the Ministry Discernment profile will also change from “**Submitted**” to “**Active**.”

## **MANAGING MATCHING**

The Ministry Discernment Profile section will have the congregations that submitted their MDPs into the system. Under **Actions**, click on **View Matching** results. You can view all the matches the congregations receive. Each PDP has a **Notes** section at the bottom where you can write any message or observation regarding the PDP to the congregation. If you click on the **rematch button**, the system will automatically send matches to the congregation. Once the PNC receives matches, they must determine if they will invite their matches to apply for the position. **The PNC must select an action for each of the PDPs they receive before they can request another Rematch.**

## **PRESBYTERY ADVANCED SEARCHES**

In special cases, you will be able to select additional matching criteria that the PNC cannot. Manage the MDP matching criteria under the Ministry Discernment Profile section and click on the clipboard icon. CLC Consultants will also be available to assist you if needed.

## **NOTIFYING CLC OF A NEW CALL**

If a congregation has extended the call to a candidate and has a start date for the position, the COM Chair, EP, or PNC Chair are able to remove the posting by clicking on the action “notify a call” on the matching list. If the candidate was found outside of the system and not as a match, please reach out to CLC Support at [clcsupport@pcusa.org](mailto:clcsupport@pcusa.org) with the name of the candidate and the start date of the position. The CLC Team will take care of inactivating the MDP. Finally, the PNC Chair can remove all the members of the committee including themselves and dissolve the search committee. This will conclude the search process and guarantee the position is no longer posted. You can also remove the Clerk of Session.

## **OTHER AREAS ON THE SITE**

- **Opportunity Search:** Allows you to see all the positions that are posted on CLC and sort them according to several parameters.
- **Resources:** Here you will find several links with different topics for the benefit of all users. Below find some important links to videos, guides, and forms for the new CLC system:
  1. **[NEW MDP PRINTABLE FORM](#):** this is a MDP blank form that is meant to be used as a writable tool when PNCs, Search Committees or Sessions and COMs meet to discuss the components of the position. This is not a mailable/faxable form. MDPs have to be logged in to the CLC system. If a PNC has a problem getting the MDP in the system, the presbytery can help them out by assigning someone to share the role needed to support the congregation.
  2. **[MDP NARRATIVE QUESTIONS](#):** This document compares the narrative questions of the old CLC system vs the new CLC.
  3. **[GLOSSARY OF TERMS](#):** This contains definitions of the different CLC terms and processes.
  4. **[TRAINING VIDEOS](#):** A series of short videos starting from the PNC sign-up process to notifying a call.

**CONTACT THE CLC TEAM**

If you have any questions or need assistance, please let us know at [clcsupport@pcusa.org](mailto:clcsupport@pcusa.org) or call us at 502-569-8550/ (844) 984 2440 (toll-free).