



CLC User Guide and Instructions for Clerks of Session
Website: www.pcusa.org/clc

CLERK OF SESSION RESPONSIBILITIES

As Clerk of Session, you are responsible for:

1. **Completing the Ministry Profile (MP)** of the church/organization.
2. **Forming the Search Committee to invite the PNC Chair, and the PNC Members to their roles.**
3. **Approving the Ministry Discernment Profile (MDP) *after*** the PNC Chair has completed the information.

A NOTE ABOUT SPAM BLOCKERS

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:

clcstaff@pcusa.org

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 Committee on Ministry Moderator (COM) or a designated person within your presbytery will send a link so you may configure your credentials and enter your general information. If you have not received a link, you may visit the **CLC Portal to Sign Up**. At the Sign-Up screen, select you are a **Calling Organization**. Under Organization Type, choose **Congregation**, and type the name of your church to select it from the list. Finally, fill in your details and create your username and password. The COM Moderator will be notified to approve or deny your access to the clerk of session role. 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 or at 844-984-2440.

FILLING OUT THE MINISTRY PROFILE (MP) FOR THE CONGREGATION

- When you are logged in for the first time you will be taken to the **Ministry Profile**. You must complete the following sections:

- Church Email Address, Preferred Phone Number, Alternate Phone/Email, Fax, and Website Address.
- **Inter/Multicultural Ministry.** Intercultural ministry is an intentional approach to develop and strengthen diverse relationships that foster comprehensive mutuality, reciprocity, and equality. This ministry focuses on relationship building and forming compassionate connections in which people are transformed, shaped, and molded from one another’s experiences and racial and cultural power imbalances. Read more [here](#).
- **Congregation Size.** Select the appropriate number of church members.
- **Average Worship Attendance.** With a single number, enter your average worship attendance for all regular worship services. Do not include special or one-time services.
- **Church School Attendance.** With a single number, enter the number of people (children through adults) who attend church school.
- **Curriculum.** List (within 150 characters including spaces and punctuation) the curriculum most used in church school. If you go past the 150-character limit, the system will not save this section.
- **Community Type.** On the pull-down menu, select the community type where your church or organization is located. Press the save button and return to your dashboard.
- **Intercultural Composition.** Using whole numbers that add up to 100 percent enter the racial ethnic composition of your church or organization. Press the **Save** button once you are finished.

You will be taken to your dashboard after completing the ministry profile. Update the Ministry Profile any time by clicking the edit button of this section.

Ministry Profile		
Ministry Name	Presbytery	Synod
Testing Presbyterian Church	Presbiterio De San Juan	Boriquen En Puerto Rico
Email	Preferred Phone	Website Address
t@test.com	1234567890	test.com
Mailing Address	Alternate Phone/Email	Community Type
PO Box 8968		Rural
Inter or Multicultural Ministry	Congregation or Organization Size	Curriculum
Yes	101-250 members	testing
Intercultural Composition		

Next steps as Clerk of Session. The PNC Chair will enter the MDP, when this happens you will receive an email to review and approve the MDP. Log into the system to find it in the **MDPs Waiting for Approval** section. Click the MDP number to review the information. Once you have reviewed the MDP you may click the Approve button on the righthand side of the page.

MDP ID	Position Type	Employment Type	Congregation	Approved by COS	Approved by COM	Actions
10218	Transitional/Interim Position	Full-time	Hope Presbyterian Church	No	No	Approve

Press the **“Save and Continue”** button as you move through each page. You can edit any of the details you have entered previously in the **Ministry Profile** section of your dashboard.

FORMING THE SEARCH COMMITTEE.

After completing the ministry profile, go to the **Search Committees** section, click the **“Form Committee”** button. Then, enter a name for your search committee and press **submit**.



Form Committee

Committee Name *

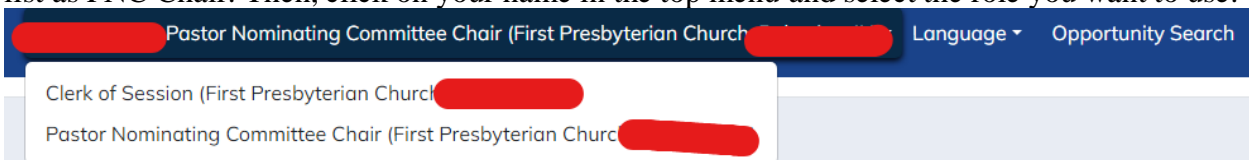
Search Committee

Submit

Inviting the PNC Chair and PNC Member to their role: Under Search Committee, click the **Invite** button on the right side. The system will ask you to type in a name, email address, and the role you want to assign. The PNC Chair role will allow the PNC Chair to enter the Ministry Discernment Profile. You can invite the PNC Members if needed by typing in their details and selecting the PNC Member role. Once you submit the invitation, the person will receive an email to create an account on CLC.

When the PNC Chair and members have signed up, you will see their Status change from **Invited** to **Active**. You can remove them from their roles any time by clicking the **Remove** button under Actions.

If you are both Clerk of Session and PNC Chair, please add yourself to the search committee list as PNC Chair. Then, click on your name in the top menu and select the role you want to use.



You can **rename the committee** any time if needed, and you can **dissolve the committee** once the PNC has finished their search.

APPROVING THE 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 COS** status will change to “yes” once it has been approved.

When both the Clerk of Session and the COM moderator’s approvals are met, 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.**”

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 or call us at 502-569-8550/ (844) 984 2440 (toll-free).**