CLC User Guide and Instructions for Executive/General Presbyters
Website: www.pcusa.org/clc

EXECUTIVE/GENERAL PRESBYTER RESPONSABILITIES

As Executive/General Presbyter (EP/GP) you are responsible for several tasks within Church Leadership Connection (CLC). These are:

1. **Inviting** organization member to their roles, such as: the **Stated Clerk, Executive Presbyter, Committee on Ministry (COM), and Committee on Preparation (CPM)** roles. You can assign the same role to more than one person.
2. **Updating** Organization members list.
3. **Attesting Non-Ordained call seekers.**
4. Manage presbytery permissions.
4. **Advanced matching,** which allows you to modify the criteria for the PDP search, so it is matched to an MDP.
5. Additional Responsibilities, such as **Presbytery Advanced Searches** and **submitting Call Notifications.**

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
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 will send a link so you can configure your credentials and create your account. 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.

INVITING PRESBYTERY MEMBERS TO THEIR ROLE

On the **Organization Members** section, click on the "**Invite**" button. Enter the person's name, contact details, and roles you want to assign. When you press submit, the system will automatically notify that person by email to create an account.

UPDATING ORGANIZATION ROLES

It is important to keep the organization's members list updated. If a person is no longer in a role, click the update button. You can unclick the role you had previously assigned to them. Once you press save, they will be removed from the organization members list.
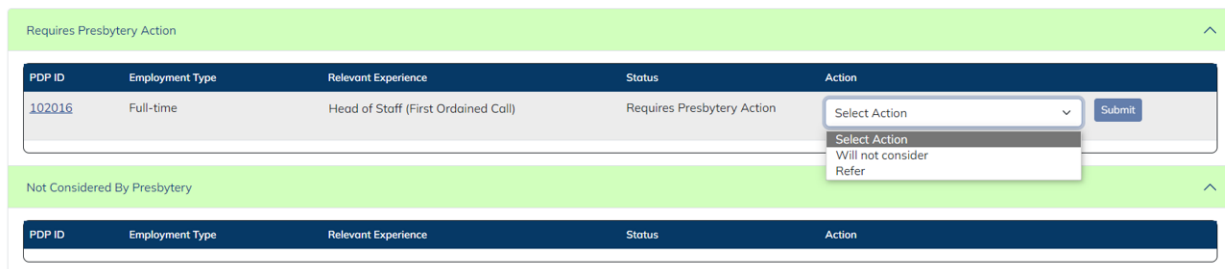
ATTESTING NON-ORDAINED PROFILES

Under the Call Seekers Attestation section, you will find non-ordained members of your presbytery who have finished their sign up and are requesting access to create a PDP. By approving their accounts, you are confirming they are members of your presbytery and that there are no charges or allegations pending against them. If you receive someone who is not a member of your presbytery, mark "no" on the attestation and select your reason.

MANAGE PRESBYTERY PERMISSIONS

Under the **Ministry Profile** section in your account, you will find a link to access and manage your presbytery permissions. This functionality empowers you to manage the tasks of your presbytery leaders and the matching process for your congregations. Opting to "**match all ordained positions**" will delegate the responsibility of initiating matches to you or the Stated Clerk, with congregations unable to request matches directly. Alternatively, selecting "**match by search committee**" enables targeted matching for specific congregations. If you prefer congregations to handle their matching independently, you may choose the "**none**" option.

The **Ministry Discernment Profile** section will have the congregations that submitted their MDPs into the system. Under **Actions,** click on the icon that looks like a checklist **(View Matching PDP 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 add matches into the list. If you decide to manage the matching for your congregations, then you must forward the matches to the PNC by selecting the action "refer". If there is a match you do not want the PNC to receive, then select the action "will not consider." See below for reference.

Once the PNC receives matches, they must determine if they will invite their matches to apply for the position. There is a maximum capacity of 25 matches on the "Matches Require Action" section.

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. You are able to add additional position types to the MDPs and you can increase or reduce their maximum effective salary.

You will also find the option Matching Inside the Presbytery, which controls whether your presbytery allows PDPs from minister members of your Presbytery to be matched with MDP's within your bounds. The default setting is to allow matching within the presbytery, which you can change 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 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.

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**).**