



## Instructions for Entering a New Personal Discernment Profile (PDP)

These instructions will assist you in entering your Personal Discernment Profile (PDP) in the new Church Leadership Connection (CLC) system. Review all the instructions before you begin.

### Basic instructions

- We recommend using browsers such as Google Chrome or Microsoft Edge, as they are known to be most compatible with the CLC system.
- Prepare to fill out your PDP - You may want to preview an [online form for Call Seekers here](#).

### Notes

- To save a draft of the page you are working on, press the **Save & Continue** button. You can only save a draft if you have completed all the required categories on each page.
- You are allowed 1,000 characters, including spaces and punctuation, to enter your responses in the narrative sections.
- In the “Statement of a Faith” you are allowed 3,000 characters, including spaces and punctuation.

### Getting Started/Creating an Account

- Type in your browser **clc.pcusa.org**, to reach our welcome page.
- Click on the **Sign-Up** button at the top right or in the “**Don’t have an account?**” option under the log in box and select you are a call seeker.
- After selecting the call seeker option, type in your name, email address, and create your new username and password.
- When you submit your information, you will receive an email to confirm the creation of your account and that you agree to our terms of use. Click on the link provided and complete the confirmation. Please note the confirmation email may fall into spam or junk.
- Go back to the welcome page, type in the username and password you previously created and press the Login button.

### Dashboard

- As soon as you log in, you will be taken to the first part of the Dashboard which is the user’s **Profile Information**. You will be asked to fill out your personal information, contact details, presbytery of membership, misconduct self-certification and your demographic details. After completing this, you will see your dashboard. The Dashboard has 7 sections: Profile Information, Ecclesiastical Information, My Discernment Profile, My Opportunity Referrals, Personal Discernment Profiles, Actions, and Resources. You can collapse these sections by clicking the arrow button on the right side. On the next pages we will explain each panel.

## 1. Profile Information

- Your Profile Information includes your name, address, contact information, birth year, gender, and ethnic orientation.
- Please note that this information (birth year, gender and ethnic orientation) is private, and it is not a factor for matching. This helps us keep statistical data of our users for us to improve CLC and to support efforts of equity, diversity, and inclusion.

## 2. Ecclesiastical Information

- Click the Edit button and select your ecclesiastical status from the dropdown menu. If you are an Ordained Minister or a Candidate for Ministry, select your presbytery of membership, and type in your ordination/candidacy date. If you are Christian Education, Ruling Elder or other, select your presbytery of membership and type in the name of your congregation and select your church from the list provided. Select if you are available to match and if you authorize presbytery advanced searches.
- Advanced Searches are requested by presbytery staff for vacant positions that have specific requirements from the candidates or need to expand the categories of the search. Presbytery executives or appointed presbytery staff can make a request for Advanced Search listings.
- Select your availability to match and geographical preferences that will later populate in your PDP. You can deselect geographical options if you want, for each PDP created.
- When you complete this section, your Presbytery Stated Clerk (or assigned leader) will need to attest that you are a member in good standing of their presbytery. When they attest your account, you will be able to create a new PDP. During this waiting time, you can fill out the My Discernment Profile template sections.
- The Ecclesiastical information section has a link to the **Sexual Misconduct Self Certification**. Please read this information carefully and click the answer that corresponds to you.

## 3. My Discernment Profile

Your Discernment Profile will contain: **My Competency Survey, Statement of Faith, Optional Links, Work Experience, Service to the Greater Church, and Education.**

### a. *My Competency Survey*

The competency survey is a custom-made questionnaire that aims to improve the profile matching process. This will provide the congregations with matches based on overall measured strengths, since every pastoral candidate's attributes should be considered during this process. Please take at least 20 minutes to complete the survey. You can always leave the page and come back to it later to continue. Once you have finished the survey, press the submit button. Once submitted you can view your results. These results will not be shared with any organization, only used in the matching algorithm. Note that you will be able to take the survey again within 6 months. For more information regarding the competency survey, please click here: [PC\(USA\) OGA \(pcusa.org\)](http://pcusa.org)

### b. *Statement of Faith*

The statement of faith has a 3-thousand-character limit, once you reach the limit, the system will not allow you to type further. Not every organization requires a Statement of Faith so you can decide if you include it in your PDP or not.

### c. *Optional Links*

You can have up to 10 links to share. Simply click on the "Add link" button and choose a title for your link, write a description, (optional) and type in or paste the URL.

**d. My Work Experiences**

Click the “Add New Work Experience” button. Then select if your previous or current job is in a church or secular organization. Fill in the position title, church/organization name, location, responsibilities (1,000-character limit), and start date to end date. There is no limit to how much work experience you can add.

**e. Service to the Greater Church**

Service to the greater church is any voluntary work or church body position you have served in the Church or community. Click on the “Create new Service” button to add details about your experiences.

**f. My Education**

This section will include your formal education, continuing education, training and certifications, and your skills. Pressing the save and continue button will help save and reach the next section.

- Click on the “Add...” buttons to include new information for each section.
- In Training and Certifications, click on the box that applies to you and add the information needed. Note that not all fields are required.
- In the “Other Training” section, type the title of the training and press the spacebar. This will create a tag that will be added to the PDP.
- In Skills, add your Native Language and select the proficiency of other languages you know.
- Add Technical Skills you think are relevant to the job you want and your proficiency. (Example: Power Point – Trained)

## **4. Personal Discernment Profile**

- Your personal discernment profile is the form matched to the Ministry Discernment Profiles (MDP) on CLC. You can have multiple PDPs, so you can customize each individual PDP based on the position you want and your other needs. ***If you have multiple PDPs, please be sure not to include the same position types or geographical locations in them. This can create extra work for the Search Committees receiving the same person's information more than once.*** You will begin by selecting your matching preferences on employment type, position type(s), minimum effective salary, housing options, intercultural ministry availability, and advanced search availability. Press save and continue to go to the next page.
- On the Geographical Options page, you can click on the “Copy from my Profile” button to populate the selections you already did in your Ecclesiastical Status section, or select the states or presbyteries where you are willing to be matched within the U.S.A. If you are interested in international opportunities, please visit [Presbyterian Mission Agency Work for the Church | Presbyterian Mission Agency](#)
- Next is the Work Experience section. Click on the “Copy from my Profile” button to paste the information into your PDP. From here you can add, edit, or delete any information you do not want to share with your PDP. Modifying or deleting any work experience in your PDP will not affect the information in your Discernment Profile.
- The Service to the Greater Church section also has the “Copy from my Profile” option to quickly input your information. You can modify, add, or delete as needed.

- The new system has narrative questions designed for Ordained positions (Teaching elder), non-Ordained positions and for Transitional and Interim Pastor Positions. Each has 5 narrative questions the call seeker will have to answer. The positions you select will determine what set(s) of 5 questions you will get to answer in your PDP. A limit of 1,000 characters has been placed so candidates can summarize their responses and leave space to expand on these answers during the interview process with the Search Committees.
- The optional links can also be copied from your Discernment Profile. These links are an excellent resource for you to share more about yourself with Search Committees. You may share videos, blogs, social media pages, or any relevant experience that may help you find the right call.
- On the reference section, type the name and contact details of anyone of relevance that knows your work. There is a minimum requirement of 3 references, but you may include up to 6 if needed.
- The last part of the PDP is the review page, where you can see everything that you filled out and make any changes in needed. If you click on edit, it will take you back to that section. When you are done with the changes, please click save and continue until you get back to the review page. When you are ready for your PDP to be released, click on the “Submit” button. The PDP will then be available for matching and self-referral.
- **Matching details.** You might be wondering how congregations receive your PDP. Congregations will receive your PDP based on your job preferences (position type, employment type, geographic locations, and your minimum effective salary). Matching is anonymous, so congregations only receive your work experience, service to the greater church and education. After evaluation a small portion of your PDP, they will decide if they will extend you an invitation to apply. They will not know your name or contact details until you accept their invitation to apply. You will be able to see the congregations that have invited you to apply in your account, and you will also receive an email notice of the invitations.

**Print your PDP.** To download a copy of your PDP, click on your PDP ID number. Then click the Print button on the top right. In your printer options, select “Save as PDF”. After selecting the document’s destination, it should be downloaded to your computer automatically.

## 5. My Saved Opportunities

- Here you will see all the churches and agencies that you have saved from the Opportunity Search section. You can save positions you may be interested in applying for by clicking on the star on the top right of the posted position. You can choose an action after reviewing the MDP to apply or remove the position from the list. If you save an opportunity and then apply to it, this will disappear from your saved opportunities list.

## 6. My Opportunity Referrals

- Here you will see all the churches and agencies that invited you to apply for their positions. You can accept or decline their invitation. Starting in 2025, you will be asked to share a reason for the decline. Although this is optional, congregations appreciate the feedback and helps them in their discernment process.

## 7. Opportunity Search

- You may use the filters to personalize your search as much as possible. If you see a church or organization of interest, click the “Apply” button to self-refer. You can also save opportunities of interest by clicking the “star” icon in the position description. Your saved opportunities will go to the “My Saved Opportunities” section which you can access on your dashboard.

## 8. Resources

- Finally, there is the Resources section on the dashboard. There are some extremely useful links which can help you as a call seeker discern where the holy spirit is calling you to serve.

## 9. Inactivating your PDP

- You can remove your PDPs from matching by visiting the **Ecclesiastical Information** section in your dashboard and selecting you are “No, not available to match but open to a call”. This will keep you from getting matched any further but you can apply to any opportunity if interested.
- You can also inactivate specific PDPs for matching. On you **Personal Discernment Profile** section, you will see a toggle button that will activate or deactivate your PDP.

We thank you all for your wonderful feedback and reporting which has made this transition to a new CLC system possible. We could not have done it without you. If you need assistance with filling out your profile, please call us at 884-984-2440 or email [clcsupport@pcusa.org](mailto:clcsupport@pcusa.org).

May the peace and grace of God be with you.

CLC TEAM

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