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

STATED CLERK RESPONSIBILITIES

As Stated Clerk (SC) you are responsible for several tasks within Church Leadership Connection (CLC). These are:

1. **Manage** Presbytery Permissions.
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** User Profiles (UP) for ordained ministers.
4. Other responsibilities, such **maintaining the presbytery information up to date**.

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

As Stated Clerk, you do not need a username and password to use CLC. You can access CLC directly through a link in your Stated Clerk Portal "Programs" tab. For assistance, please contact CLC by email at clcsupport@pcusa.org or at 844-984-2440.

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 Executive Presbyter, 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.

INVITING PRESBYTERY MEMBERS TO THEIR ROLE

Once logged into the CLC website, on the **Organization Members** section, click on the "**Invite**" button. Enter the name, contact details, and roles you want to assign to that person. 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. This will not delete their account.

ATTESTING USER PROFILES

Under **Call Seeker Attestations** you will find a list of ministers who have signed up for the system. You can attest if they are in good standing or not by clicking the **"Attest"** button. Please remember that attesting is certifying that: ***"As of this date, no allegation or charges are pending against the member, nor is the member currently under judicial censure limiting the ministry or under supervised rehabilitation."*** You can access the User Profiles any time and change your attestation decision if the minister is no longer a member of the presbytery or is no longer in good standing. Once they have created a PDP, you will be able to read their information.

PRESBYTERY MINISTRY INFORMATION UPDATE

The Office of the General Assembly is receiving presbytery information updates through the Stated Clerks' Portal only. This will ensure that information throughout the OGA systems is uniform. When your Presbytery has a change of phone number, email address, website address or other, please update the information through the Portal.

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. **NEW PDP PRINTABLE FORM:** This is a PDP blank form that is meant to be used as a tool for discernment. This is not a mailable/faxable form. This form cannot be uploaded. PDPs must be manually entered into

the CLC system. If a call seeker needs assistance entering their information online, please have them contact CLC staff.

3. **MDP NARRATIVE QUESTIONS:** This document compares the narrative questions of the old CLC system vs the new CLC.
4. **GLOSSARY OF TERMS:** This contains definitions of the different CLC terms and processes.
5. **TRAINING VIDEOS:** Here you will find training videos for Search Committees, Mid-Councils and Call Seekers.

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)**.**