



CLC User Guide and Instructions for the Committee on Preparation for Ministry
Website: www.pcusa.org/clc

CPM RESPONSABILITIES

As the Committee on Preparation for Ministry Moderator (CPM) you are responsible for **Attesting User Profiles** (UP) within Church Leadership Connection (CLC).

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 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 or at 844-984-2440.

ATTESTING USER PROFILES (CANDIDATES)

Under **Call Seeker Attestations** you will find a list of candidates for ministry who have signed up for the system. You can attest if they are in good standing or not by clicking the “**Attest**” button. Attestation of a PDP signals to CLC that a candidate has been approved by the CPM to seek a call. Please use the guidelines below to determine when a candidate is ready to negotiate for service:

- The candidate has fulfilled all requirements of “final assessment” * (G-2.0607) and is “certified ready for examination for ordination, pending a call.”
- Following an Authoritative Interpretation of the 219th General Assembly (2010), the presbytery attests the candidate has met the following requirements to enter negotiation for his/her ministerial service:
 - Has completed two full years of theological education (or the equivalent thereof),
 - Has had consultation within the last year,
 - Has satisfactorily completed all the standard ordination exams or received an exception to this requirement under G-2.0610,

- Has received approval of the presbytery of care.

For more information, see the “Final Assessment and Negotiation for Service” section of the Advisory Handbook on Preparation for Ministry.

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.

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, such as links to videos, guides, and forms for the new CLC system.

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.

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).