

**Church Leadership Connection PC(USA)
Instructions for Entering a Personal Information Form (PIF)**

www.pcusa.org/clc

1-888-728-7228 ext. 8550 or clcstaff@pcusa.org

Church Leadership Connection (CLC) hopes these instructions will assist you in entering your Personal Information Form (PIF) with CLC. Review all the instructions before you begin.

BEFORE YOU BEGIN

1. **Make sure your computer meets the CLC Operating System Requirements.** “CLC Minimum Operating System Requirements” can be found at “Printable Forms” on the CLC website. If your computer does not meet these requirements make the appropriate upgrades to your computer or use a computer that meets these minimum requirements.
2. **Prepare to write your PIF.** You may wish to download and review [On Seeking A Call: A Manual for Church Professionals Considering New Ministries](#) or [Calling to Educational Ministry](#). These resources are designed to assist church professionals as they discern God’s call to new service in the Presbyterian Church (USA).
3. **Download blank PIF forms.** From the CLC website, download and/or print from “Printable Forms” copies of PIF Part I, PIF Part II, Skills List, and tips for a specific type of PIF, if needed, in either PDF Format or MS Word Format. You will need these copies to assist you in gathering information and in creating a draft of your PIF.
4. **The wisdom of a draft PIF**
 - Completing a draft of your PIF, off-line, gives you the freedom to compose and edit your PIF to your heart’s content without the CLC system time-out constraints. It allows you the time necessary to gather requested information, make decisions about positions and places, and answer the narrative questions within the system’s character limitations. CLC strongly encourages you to answer the more lengthy sections of the PIF, especially the narrative questions, in a word processing document. The advantages are:
 - you will be able to copy sections of your PIF word document and paste them into your on-line PIF,
 - the handy-dandy word processing character count tool can let you know how close you are to the characters limit for each narrative question, and
 - you will have a back-up copy of your PIF just in case information is lost while entering your PIF on-line (it’s been known to happen).
5. **CLC tips and hints for entering a PIF**
 - **There is a mandated 25 minute system time-out.** After twenty-five (25) minutes of working within the CLC application and never saving, the system will log you out of the application and you may not even know it. This means that you may lose some of the information you were working on before and after the time-out. Remember to save, save, save on CLC because every time you save, the 25 minutes clock starts over. Also having

a draft back-up on your personal computer guarantees that your information is not truly lost.

- **There are mandated character limits.** Answers to the first four (4) narrative questions in Part II, Step 5 of 6, are limited to 1500 characters each (with spaces) limit (not word count; not characters (no spaces) count). The Optional One-Page Statement of Faith has a 3000 character (with spaces) limit (not word count; not characters (no spaces) count). The use of formatting and white space count toward your character limits.
- **You need to begin with Part I.** It is necessary to begin entering your PIF with Part I because this is where your PIF user name and password will be generated.
- **Save your PIF early and often.** So as to not lose what you are entering on-line, CLC recommends that you save your PIF at the completion of each screen by clicking on “Save my place and return later” located at the upper left corner of your screen. This will take you out of the PIF but it will save what you have completed. To get back to where you left off, click on “Resume” to the right of your PIF number, name and last update.
- **Your user login and password.**
 - If you believe you may have an old PIF in CLC please check with CLC staff before you begin entering a new PIF. You may already have a user login and password that can be used to update your PIF or create a new part II for a different version of your PIF.
 - For those entering a PIF for the first time, when you click on “Save my place and return later” or when you have completed and submitted Part I of your PIF the system will give you a user name (Personal Identification Number) and password. The user name will be your PIF number and your password will be a hodge-podge of case-sensitive letters, numbers and symbols. You will need your login and password to re-enter CLC and access your PIF. CLC suggests you immediately change your password to one that is more easily remembered. Go to “Admin” at the top of your screen. Click on “Change Password” and follow the instructions. If you forget your login ID or password call or email CLC.
- **Making multiple choices.** There are several places in completing your PIF where you may be selecting more than one item (positions, community type, church size and languages). In order to select more than one item you must hold down the control (Ctrl) key on your computer while you scroll through the list and click on your choices. You can release the control key when you have made all your selections. Confirm that all the items you have chosen are highlighted before moving on.
- **You may enter up to three (3) versions of your PIF with CLC.** This allows you to tailor each PIF to a particular position (for example: interim pastor, associate pastor, and governing body staff). To enter another version of your PIF, **do not “Enter a New PIF”**. Instead login to CLC using your current PIF number and password and create and submit a new Part II. The CLC system will assign a version number at the end of the PIF number (.1, .2 and .3). **DO NOT** re-enter Part I for additional versions of your PIF.

- **CLC can help you.** The knowledgeable personnel at CLC can walk you through most problems. CLC consultants are available Monday through Friday, 7:30 a.m. to 6 p.m. Eastern Time, at 1-888-728-7228, ext. 8550. CLC staff will return your call if you need to leave a message. Or email at clcstaff@pcusa.org.

ENTERING PIF, PART I

Part I of the PIF has four (4) steps asking for general information. If you are prepared and efficient you can move through the four screens quickly and then submit Part I before needing to save. If, however, you are prone to worry, believing that the system could take your work and never give it back, or prone to wander, leaving your computer to go look up names or dates, answer the door, or take a phone call, then you may wish to “Save my place and return later” located at the upper left hand portion of your screen when you have finished each screen.

1. Enter the CLC System.

Go to pcusa.org/clc. Click on “Enter a New PIF”. Read “Before You Begin”. When you are ready to enter your PIF, scroll down and click on “BEGIN ENTERING PIF”.

2. Step 1 of 4. General Information:

Complete the general contact information requested.

- To Save:** Click on “Save my place and return later” at the upper left corner.
- To Move On:** Click on “next” at the bottom.

3. If you saved, note your login and password.

If you saved at this point you will be taken to a different screen that which will assign you a login number and password. This login will be your PIF number and your password will be a hodge-podge of case-sensitive letters, numbers and symbols. You will need your login and password whenever you wish to re-enter CLC and access your PIF. CLC suggests you immediately change your password to one that is more easily remembered. Go to “Admin” at the top of your screen. Click on “Change Password” and follow the instructions. To get back to where you left off, click on “Resume” to the right of your PIF number, name and last update. Click “next” at the bottom of Step 1.

4. Step 2 of 4. Ecclesiastical Status:

Select the Ecclesiastical Status that applies to you.

- PC(USA) minister:** select your Presbytery and enter your ordination date.
- PC(USA) minister, honorably retired:** select your Presbytery and enter your ordination date.
- PC(USA) candidate:** select your Presbytery and enter your candidacy date.
- Minister of Other Denomination:** *Note: you cannot use CLC unless you have completed a presbyteries requirements for becoming a PC(USA) minister.* If you have completed the presbytery requirements enter your ordination date and then complete the sections under “Other Denominations” including the name of the presbytery with who you are in process.

- e) **Church Educator, Elder, Deacon or Other Lay Professional:** fill-in your church membership information.

When this step is completed click on “Save my place and return later” or “next” at the bottom.

5. **Step 3 of 4. Education.**

Information about formatting in these sections can be found above the boxes. Click on “(Format Your Text)” if you would like more information. There are a very limited number of training/certification options to choose from on the PIF in part II. Therefore, you should be sure to mention any other relevant training and/or certification under Formal or Continuing Education in this section.

a) **Formal Education.** This is where you can copy and paste from your PIF draft copy.

b) **Continuing Education.** This is where you can copy and paste from your PIF draft copy.

When this step is completed click on “Save my place and return later” or “next” at the bottom.

6. **Step 4 of 4. Personal Information.**

The information from this screen (social security number, birth date, gender and ethnic orientation) is for CLC use only and is not distributed by CLC.

When this step is completed click on “Submit Completed PIF!” at the bottom. If you have not saved your PIF up until this point, this is where your login and password will be assigned to you.

7. **Note your login and password.**

Your user name will be your PIF number and your password will be a hodge-podge of case-sensitive letters, numbers and symbols. You will need this user name and password to re-enter CLC and access your PIF. CLC suggests you immediately change your password to one that is more easily remembered. Go to “Admin” at the top of your screen. Click on “Change Password” and follow the instructions.

8. **Log out or Move to Part II.**

At this point, you can choose to log out or continue to fill out Part II.

ENTERING PIF, PART II

Part II of the PIF has six (6) steps asking for more in-depth information, including answers to narrative questions. Answering the narrative questions, on-line, has been where users have been known to lose their work, mostly due to the system’s 25 minutes mandated time-out. **CLC strongly urges you to answer the questions in PIF, Part II off-line, in a word document, where the information can be saved and then copied and pasted into the on-line form.**

NOTE: Review “There are mandated character limits” in the Before you Begin section.

Clicking on “Save my place and return later” at the completion of step (2 through 5) is also strongly recommended.

1. **Enter the CLC System.**

Go to pcusa.org/clc. Click on “User Login”. Enter your Username (PIF ID) and Password (which you should have after entering PIF, Part I).

2. **Entering PIF Part II.**

On the menu bar at the upper part of your screen, go to “PIF” to “Part II” and click on “Create PIF Part II”.

3. **Step 1 of 6.**

a) **Positions You Would Consider.** You are asked to click on the positions you would consider divided into two different columns:

--Positions you would consider for which you **have experience**.

--Positions you would consider but **do not have experience**.

In order to make multiple selections in each column you will need to hold down the control (CTRL) key on your computer while you scroll through the list and click on the items you wish to include. Release the control key when you have completed your selections in the column and then confirm that all your selections have been marked.

b) **Employment Type:** Click on the type of employment you are willing to consider: Full-time, Part-time, or Open to both.

c) **Community Types You Would Consider.** Click on all the community types you are willing to consider. In order to make multiple selections in a column you will need to hold down the control (CTRL) key on your computer while you scroll through the list and click on the items you wish to include. Release the control key when you have completed your selections and then confirm that all your selections have been marked.

d) **Church Size You Would Consider.** Click on all the church sizes you are willing to consider. In order to make multiple selections in a column you will need to hold down the control (CTRL) key on your computer while you scroll through the list and click on the items you wish to include. Release the control key when you have completed your selections and then confirm that all your selections have been marked.

e) **Geographic Choices.**

- If you are willing to have your PIF matched with positions anywhere in the USA, click on “Suggest my name anywhere in the USA”.
- If you only want your PIF matched to specific states, click “only suggest my name in the specified areas checked below” and select the states you are willing to consider.
- If you are even more geographically limited, meaning that you can only seek a call within a certain local area, click on the specific state(s) and complete both sections of the statement: “I will only consider a call within _____ miles of _____.”
- If you have selected “Mission Co-Worker (International)” under positions you would consider AND have limited your search to specific states, be sure to add “x-International” to the states selected.

When this step is completed click on “next” at the bottom (do not click on “Save my place and return later” at the completion of step 1).

4. Step 2 of 6.

- a) **Primary Skill Choices.** Click on up to ten (10) skills in which you have experience or training that you would like to use in your next position. You can click on the link for a description of these skills or download a copy from the CLC website under “Printable Forms”. There is also a link to list of “most commonly selected skills for each position” that is also available from the CLC website under “Printable Forms”.

Training/Certification. Click on any of the training/certification options that apply to you. There are a very limited number of training/certification options to choose from here so be sure to mention any other relevant training and/or certification under Formal or Continuing Education in Part 1, Step 3.

- b) **Work experience you have.** Click on the number of years of relevant church related experience you have. Candidates for ministry select “First Ordained”.
- c) **Languages in which you are fluent.** . In order to make multiple selections you will need to hold down the control (CTRL) key on your computer while you scroll through the list and click on each language in which you are fluent. Release the control key when you have completed your selections.

When this step is completed click on “Save my place and return later”. To get back to where you left off, click on “Resume” to the right of your PIF number, name and last update. Click “next” at the bottom.

5. Step 3 of 6.

- a) **Clergy Couple.** If filing as a clergy couple, click “Yes” and fill out the PIF ID number and name of the other person.
- b) **Salary.** Minimum effective salary you would consider includes (but is not limited to): salary, housing and deferred compensation. It does not include Board of Pension’s dues, other insurance, allowances (car, professional, study). Please consult the Board of Pensions website for more information about effective salary.
- c) **“Are you willing to serve in a church or institution composed mainly of persons of a race other than your own?”** Answer this question.

When this step is completed click on “Save my place and return later”. To get back to where you left off, click on “Resume” to the right of your PIF number, name and last update. Click “next” at the bottom.

6. Step 4 of 6.

Read and complete the Sexual Misconduct Self Certification.

When this step is completed click on “Save my place and return later”. To get back to where you left off, click on “Resume” to the right of your PIF number, name and last update. Click “next” at the bottom.

7. Step 5 of 6.

Narrative Questions. This is a great place to copy the answers to the narrative questions in Step 5 from your draft PIF and paste them in the spaces provided. You can find information

about formatting your text by clicking on “(Format your text)”. *Note: The addition of formatting and white space will count toward your 1500 character limit.* There is a 1500 character (with spaces) limit (not word count; not characters (no spaces) count) on the first four narrative questions and a 3000 character (with spaces) limit (not word count; not characters (no spaces) count) on the Optional One-Page Statement of Faith.

When this step is completed click on “Save my place and return later”. To get back to where you left off, click on “Resume” to the right of your PIF number, name and last update. Click “next” at the bottom of Step 5.

8. Step 6 of 6.

Enter up to six references, including relationship to you and contact information. Click on “I hereby authorize those inquiring into my suitability to contact my references.”

When this step is completed click on “Submit Completed PIF!”

9. Corrections.

The system may ask for corrections to your PIF. Simply go to the screen where the correction needs to be made, make the correction and click, again, “Submit Completed PIF!”

AFTER YOUR PIF HAS BEEN SUBMITTED

1. Attestation.

Before your PIF can be circulated, it must be attested to by your Presbytery Stated Clerk or Committee on Preparation for Ministry (CPM) moderator. You can contact them directly and ask them to attest to your PIF on-line. A CLC system generated email will also be sent to them asking for attestation. You can follow up with them to see that attestation has been completed.

- 2. PIF Permissions.** Under the PIF drop down menu, under Part II, there is a function called “PIF Permissions”. This setting notes whether you want your PIF matched to positions within your own presbytery. The automatic default for PIF Permissions is “no” and some presbyteries have also indicated that the setting for all PIFs within the presbytery is to be “no”. If your presbytery allows matching within your own presbytery and you wish to be matched with positions within your presbytery you may change the PIF Permissions to “yes.”
- Please note:** This may increase the possibility of your current ministry setting finding out that you are seeking a new call. Even though PNCs are cautioned about the need for confidentiality, word has been known to get out.

3. Saving a copy of your PIF

Once your PIF is released into CLC, it is a good idea to keep a file copy of your PIF on your own computer by copying and pasting it into a word document.

- Login to the CLC website.
- On your Task List place your cursor on PIF and then click on View PIF Query (Note: you may have more than one PIF in CLC).
- Select the appropriate version of your PIF and click submit.

- Scroll down to the bottom of the page of the PIF.
- Highlight the entire PIF.
- Go to edit and copy, then minimize the screen.
- Open a blank word document.
- Paste the copy of your PIF into the word document.
- Save to your computer.
- You now have a copy of your PIF that is on file with CLC.

MATCHING

Once your PIF has been attested to it will be in the CLC system and available for matching with Church Information Forms (CIF) in CLC. When matched to a CIF your PIF will be available electronically to the EP/GP, COM, PNC, and/or search committee.

1. To View Where your PIF has been Matched

Using your user name and password you are able to enter CLC to see where your PIF has been matched and referred. On the “Reports” menu, pull down and click on “View Referred CIFs”. Any matching and referral of your PIF will be listed here. You can view the referred CIF by clicking on the CIF number.

SELF REFERRAL

After completing and submitting a PIF **AND** your PIF has been attested to by your Stated Clerk or CPM moderator **AND** has been released in the CLC system, you may use the CLC system to refer your PIF to PNCs or search committees for positions in which you are interested.

1. Finding Positions and Noting CIF#s.

To search the CLC system for available positions:

- Enter the CLC system (www.pcusa.org/clc) using your user login and password.
- On the upper task bar, click on “Opportunity Search”.
- If you wish to view all positions currently in the CLC system scroll to the bottom on and click on “Begin Search”.
- If you wish to narrow your search you can sort CIFs according to a variety of parameters including: position type(s), community type, salary, church size and region of the country. Hold down your CTRL key to make multiple selections within a category.
- To view the CIFs you are interested in click on the CIF ID number in the left hand column. You can also copy and save the CIF to your own computer or print a hard copy.
- If you plan to self refer to a particular position make note of the Church Information Form number (i.e. 12345.ab).

2. Self Referring Your PIF to a PNC or Search Committee through CLC

- Enter the CLC system (www.pcusa.org/clc) using your user login and password.
- On the upper task bar go to “PIF” and on the drop down menu click on “PIF Self Referral”.

- Select the appropriate version of your PIF you wish to refer and click “Submit”. (Note: You may have up to three different PIFs in the CLC system. Make sure you are self referring the correct one).
- Enter the Church Information Form ID# (i.e. 12345.ab) and then click on “Submit Self Referral”.
- If you receive the message “Successfully completed the Self Referral” then your PIF has been sent to the PNC/Search Committee
- If you receive the message “The PIF has not been released and is therefore not available for referral” please wait until release of your PIF to self refer. You may call CLC staff at 1-888-728-7228 ext. 8550 if you have any questions.
- If you receive the message “Your PIF cannot be referred through CLC to a position within your Presbytery. To self-refer, please contact your Presbytery COM for guidance” that is what it means. Your presbytery does not allow matching or self referral of PIFs with CIFs within the Presbytery. Please contact your EP/GP or COM if you wish to be considered for a position within your presbytery.
- You may wish to follow up with a self referral with an email “cover letter” to the PNC/search committee chair.
- Email notification of the self referral will be sent to the presbytery identified email recipients for each CIF (PNC chair, search committee chair, COM moderator, and/or EP/GP).
- You can see where your PIF has been self referred, as well as where your PIF was referred through CLC matching by going to “Reports” and clicking on “View Referred CIFs”.

A FEW FINAL WORDS

1. Updating Your PIF.

If you wish to make changes to your PIF, enter CLC using your login and password, and under “PIF” choose Part I or Part II and click on “Update PIF Part I” or “Update PIF Part II”. Make changes and then click on “Submit Completed PIF!” Certain corrections, marked with a red asterisk, will make it necessary to have your PIF re-attested to by your presbytery before it can be circulated.

2. Annual renewal of PIFs.

PIFs in the CLC system require annual re-attestation to stay in the system. You will receive email notification when this annual re-attestation approaches.

3. Notification of a Call.

When a call has been extended and you have accepted, please notify CLC by entering the CLC system, going to “Admin” scrolling down to “Notify a New Call” and filling in the requested information.

