



## **INSTRUCTIONS FOR ENTERING A MINISTRY INFORMATION FORM (MIF)**

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## BEFORE YOU BEGIN

**Make sure your computer will run the CLC system.** If you are using Internet Explorer 11 we recommend that you load the [pcusa.org](http://pcusa.org) website in your browser and enable compatibility mode via Tools>Compatibility View Settings> add. Or use a different browser such as Firefox or Google Chrome.

- **CLC System.** There is a two-hour time limit per page for entering information. Completing a draft of the form will allow you the time needed to gather information and complete answers without the CLC system time-out constraints. CLC encourages the lengthier sections of the form, especially the narrative questions, be completed in a word processing document. You can then copy and paste the draft responses into the form. If you are unable to complete your form in this time period, select “save my place and return later.”

- **Login and Password for church positions.** Please make sure to obtain both the **Pastor Nominating Committee Chair login credentials** (this login begins with the letter “P”) and the **Clerk of Session login credentials** (this login begins with the letters “COS”). If you have not received both login credentials or if you have received login credentials that begin with the letter “M” please **contact** your **Chair of COM** and have them give you the correct login credentials before you move forward. After logging in, 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 or password, click on “forgot login ID or password.” The system will allow you to create a password. If you need assistance with this function, contact a CLC consultant by telephone at (888) 728-7228, ext. 8550, or email [clcstaff@pcusa.org](mailto:clcstaff@pcusa.org).

- **Login and Password for: Designated Pastors, New Church Development, Pastors for a Parish, Mid Councils, Seminaries and Colleges, or Other Non-Parish positions,** contact the CLC Consultants at 888-728-7228, ext. 8550, or email [clcstaff@pcusa.org](mailto:clcstaff@pcusa.org) for a login and password.



## CLC IMPORTANT NOTES BEFORE ENTERING A MIF

- **There are mandated character limits.** The Brief Church Mission Statement and answers to the five narrative questions in Part II are limited to 1,500 **characters** each including spaces and punctuation.
- **Saving your draft MIF.** If you need to head out for the day and have not completed the information in Part I or Part II, you can save your draft by scrolling to the top of the page and clicking on the red letters that say, “Save my place and return later”. You will be able to continue where you left off at the homepage. To get back to where you left off, click on “Resume.”
- **CLC can help you.** CLC consultants are available Monday through Friday, 8 a.m. to 5 p.m. Eastern Time, at 888-728-7228, ext. 8550, or email at [clcstaff@pcusa.org](mailto:clcstaff@pcusa.org).

## ENTERING A MIF IN THE CLC SYSTEM

- To begin entering a Ministry Information Form, press Ctrl + Click on the following link [Church Leadership Connection \(pcusa.org\)](https://www.pcusa.org) or you can write on your browser **clc.pcusa.org** and enter your login and password.

## ENTERING MIF PART I

- On the menu bar, move cursor to “MIF.” Use the drop-down menu and select “Part I.” Here you can view, create, or update the information. We recommend you choose “**View**” your first time to see what information is already there and what changes may need to be made. If there are changes that need to be made, simply click on the “Update Form” button at the top of the screen. To save a **draft**, use the above steps mentioned. Part I of the MIF asks for general information about your church or organization.

*There are 5 sections on the MIF Part I. Once you fill out each section, press next at the bottom of the page or scroll back to the top and click on the next section colored in blue. At the final section, you must submit the Completed Ministry Information Form.*

- **Church/Organization IDs:** Churches use their five-digit PC(USA) church PIN number. Other organizations use the five-digit ID that you were given from CLC.

*Non-parish positions can skip the following questions*

- **Church Size.** On the pull-down menu select the appropriate number of church members.



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- **Average Worship Attendance.** Enter your average worship attendance for all regular worship services. Do not include special or one-time services.
- **Church School Attendance.** Enter the number of people (children through adults) who attend church school.
- **Curriculum.** List (within 150 characters including spaces and punctuation) the curriculum most used in church school.
- **Racial Ethnic Composition of Church/ Organization.** Using whole numbers that add up to 100 percent enter the racial ethnic composition of your church or organization.
- **Presbytery.** On the pull-down menu, select the presbytery where your church or organization is located.
- **Community Type.** On the pull-down menu, select the community type where your church or organization is located.
- **Clerk of Session/Contact Person Information.** For church positions enter the contact information for your clerk of session.
- For new church developments enter the presbytery contact person.
- For mid councils, seminaries, colleges, or other non-parish positions provide the contact information for the search committee's primary contact person.

**Reminder:** It is vital that the **Clerk of Session obtains their own Login Credentials** to approve the MIF in the system. They can obtain their login from the COM Moderator. The COS login will begin with the letters COS, followed by the 5-digit Ministry ID Number.



## ENTERING MIF PART II

Part II of the MIF asks for more in-depth information about your church or organization, as well as information on the position to be listed. This is the longest part of the form which includes narrative questions. **CLC strongly urges you to answer the questions in MIF Part II off-line, in a word processing document, where the information can be saved and then copied and pasted into the online form.** *NOTE: Responses to each narrative question are limited to 1,500 characters including spaces and punctuation.*

- **Entering MIF Part II.** If you are already logged into the system on the menu bar at the upper part of your screen, go to “MIF” to “Part II” and click on “Create MIF Part II.”
  - **Position Type and Requirements.** On the pull-down menu, click on the position title and the level of experience you require (*no experience, first ordained call, up to 2 years, 2-5 years, 5-10 years, or above 10 years*) Your MIF will be matched with all persons who have this level of experience and above. – *Please note that the experience level you choose is directly associated with the position type you choose i.e. if you choose solo pastor with 5-10 year of experience, the only candidates that you will receive in your matching process will be those pastors who have served as a solo pastor for 5 or more years. In some cases, this can be limiting because if you are looking for a solo pastor and you want someone with 5-10 years of ministry experience the system does not correlate the matching in this way. Any candidates that do have 5-10 years of ministry experience, but not all that ministry experience was as a solo pastor will not be included in your search parameters. This is something to consider when choosing the experience level in the position for which you are searching).*
  - **Employment Status.** Click “Full-time” or “Part-time” or “Open to both”.
  - **Language Requirements.** Click on the language(s) in which the person who fills this position needs to be fluent.
  - **Statement of Faith.** The statement of faith provides insight of person’s theology. Select whether you desire to receive a statement of faith from potential candidates. By selecting “yes” you will only be matched with persons who have included a statement of faith on their PIF.
  - **Training/Certification Requirements.** If you require special training for your position, choose from the categories: Interim/Transitional Ministry Training, Interim Executive Presbyterian Training, Certified Christian Educator, Certified Business Administrator, Certified Conflict Mediator, Clinical Pastoral Education Training, or Other.
  - **Deadline date.** CLC does not recommend entering a deadline date unless you believe it to be necessary. If you enter a deadline date, know that 10 days after your MIF will be purged from the CLC system. To continue your search process once your form is purged you will have to reenter your MIF.
- When the above steps are completed click on “next” at the bottom.**



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## MISSION STATEMENT AND NARRATIVE QUESTIONS

Non-parish positions are not required to answer all the narrative questions. However, it is important that your responses will provide adequate information for call seekers about your ministry. All search committees are asked to include a mission statement in their MIF. The narrative question fields are limited to 1,500 characters each including spaces and punctuation.

**Leadership Competencies.** Select up to ten (10) leadership competencies that you are seeking in this individual. For a definition of the competencies, click on “**Reference Materials**” and select “**Leadership Competencies.**”

**Salary and Housing.** Enter the minimum and maximum effective salary for this position. Effective salary includes salary and housing allowance/manse value combined (for pastoral positions). The minimum salary will be displayed on your MIF. The maximum salary is not displayed but is used for matching purposes only. Do not write “Negotiable.” *We use a range because candidates list a minimum effective salary on their PIF’s, and the system matches all the candidate/ministers who fall below the maximum. This allows for the church to have some negotiating power when discerning who they wish to call and how much they feel called to offer.*

**Housing for Pastoral Positions.** If you have a manse that is part of the call, click on “Manse.” If you have a housing allowance that is part of the call, click on “Housing Allowance.” If you have a manse but are willing to consider a housing allowance in lieu of using the manse click on “Open to Either.”

**Housing for Non-Pastoral Positions.** Click on “N/A” if this is a non-pastoral position.

**Equal Employment Opportunity.** All MIFs must answer the EEO question in the affirmative for the MIF to be included in the CLC system. Although the statement refers to instructions from the committee on ministry (COM), the statements are intended to indicate a willingness to comply with PC(USA) Equal Employment Opportunity policies.

**References.** List up to three persons who know your congregation or organization well. Include the contact information requested and their relationship to your congregation or organization. Please make sure to contact your references so they are aware you used them as such.

**PNC/Search Committee Chairpersons.** Enter the contact information for the chair of the pastor nominating committee or search committee.

**Click on “Submit Completed MIF!”**

*There is no way to do a final review of the whole MIF without clicking the “Submit completed MIF!” button.*



## NEXT STEPS

**Success.** The system will let you know that your MIF, Part II, has been successfully saved. If you have not already done so, please make a note of your entire MIF number. Your MIF number is your ministry's 5-digit PIN number followed by a decimal point, two letters and a number (i.e. 12345.AA0) Your MIF number will be needed to review all referred PIFs, and to make changes to your form.

**Approval.** Before your MIF can be circulated, it must be approved by your clerk of session and the committee on ministry (COM) moderator for congregations in the system. A CLC system generated email will be sent requesting approval.

**CLC Release.** After your MIF has the approvals of both the COS and the COM, a CLC Consultant will give a final review to your MIF, looking out for any errors. Once everything looks in order, the MIF will be released for matching.

### SAVING A PDF COPY OF YOUR MIF

- Login to the CLC website.
- Under "MIF," click on "View MIF Query."
- Enter your MIF # (i.e. 01234.aa) and click "Submit." Your MIF will be displayed.
- Highlight the entire MIF and copy and paste into a word processing document.
- You may choose to save your document as a PDF by clicking "PDF" right below the title at the beginning of the page.
- You can now print and/or email copies of your MIF as needed.

### CLC MATCHING

Once your MIF has been approved, it will be available for matching with Personal Information Forms (PIF) in CLC. When matched, a list of the referred PIFs will be sent to the chair of the PNC or search committee, the presbytery EP/GP, and/or the committee on ministry (COM) moderator.

The first batch of matches is sent automatically, however, the PNC or presbytery must request the following matches to be sent.

### MATCHING REQUEST

To request matches, visit the **Matching** tab at the top of the page and click "**Request MIF Rematch.**" Choose your MIF number and submit. An email will pop-up with the MIF information. Press send and a CLC Consultant will be sending matches in the following 24 hours. You may only send a matching request every 7 days



## **ADVANCED SEARCH**

- CLC has updated the system to support local searches for Interim, Supply and other temporary pastoral positions not listed on the CLC Opportunity Search. The Advanced Search feature identifies church professionals who meet the position type, experience level, salary requirements and geographical choice that congregations are seeking. The purpose of advanced searches is not to replace the Ministry Information Form (MIF). Rather the purpose is to support local searches for positions that are temporary. Although, the Advanced Search matching provides a list of names for local positions, it does not match for leadership competencies and other compatibility factors that are essential to a MIF. Only the presbytery executive or persons serving in this role can request an Advanced Search match through the CLC system.

## **VIEW REFERRED PIFS**

Using your login and password, you can enter CLC to view the PIFs that have been matched to your MIF. To view referred PIFs select the “Report” menu, go to MIF, and click on “View Referred PIFs.” Any matching and referrals to your MIF will be listed. You can view a referred PIF by clicking on the PIF number.

## **DECISION DROP DOWN MENU**

Next to the PIF Referrals, there will be a decision drop-down list. This is for personal use of the PNC and will not notify anyone of a decision made. This is a great tool to keep your search organized.

## **UPDATE YOUR MIF**

If you wish to make changes to your MIF, log in to CLC. Choose Part I or Part II and click “Update.” If you have two or more positions when you go to update MIF, Part II, there will be a pull-down box, select the version you want to update. Make changes and then click on “Submit Completed MIF!” Certain corrections, noted with a red asterisk, will make it necessary to have your MIF reapproved by the COM: employment status, position title and experience level, compensation and housing, leadership competencies, EEO certification, and search committee contact person.

## **NOTIFICATION OF A CALL**

When a call has been extended, please notify CLC by entering the CLC system, going to “Admin,” scrolling down to “Pending/Fill,” and clicking on “Report a New Call Pending.” Fill in the requested information.