

Interim Pastors: Completing the PIF

Individuals interested in serving as interim pastors or filling interim governing body positions complete the Personal Information Form in accordance with the instructions given below. You may indicate your interest in interim ministry on your PIF by including these position types in your selection.

Important Tips

If you are open to both installed and interim positions it is to your advantage to complete two separate Part IIs of the PIF: one to be used for matching with installed positions, and the second to be used for matching with interim positions. The narrative sections, particularly the sections discussing leadership style and accomplishments should be written to emphasize those characteristics and skills especially pertinent to serving as an interim.

Likewise, in the narrative section on church characteristics desired, you will want to indicate the specific type of interim position in which you are interested: e.g., interim head of staff, interim solo pastor, or interim presbytery executive, etc. ***Do not include these designations in the position type listing at the beginning of Part II—only check “interim pastor” and/or interim ministry (governing body) there.*** You may also want to include your preferences for short-term or long-term positions.

We recommend that Interim Pastors submit their PIF no more than six months before they expect to be available for a new interim position. In completing your PIF, be sure to include in “Work History” detail about the congregations or governing bodies you have served as interim. In the “Training/Certification” section, indicate your PC (USA) or Interim Ministry Network training along with the location of your training. CRS staff will confirm your Certification as an Interim Ministry Specialist, and indicate such on your PIF.

Review frequently the “Diversified” listing on the Opportunities Search; interim positions are posted and filled more quickly than regular installed positions.

Remember, “The session may not secure or dissolve a relationship with an interim pastor or interim co-pastor without the concurrence of the presbytery through its committee on ministry” (*Book of Order G-14.0503c*). So establish and maintain communication with the COM Moderator early in your negotiations with the session.

Instructions for Completing the PIF

If you have already completed a PIF for installed positions and want only to complete a second Part II for interim positions, skip to “Step 5.”

Print or download a working copy of the PIF from “printable forms” on the CLC web page (<http://www.pcusa.org/clc>). Use this copy as a draft to write your PIF. You may enter your PIF online or you may email a copy to CLC staff at pifquery@ctr.pcusa.org. If you prefer to mail a hard copy, it can be sent to Call Referral Services, Presbyterian Church USA, 100 Witherspoon—Mezzanine, Louisville KY 40202-1396.

To complete the PIF online using your draft worksheet as a guide:

From the CLC Main Menu page (www.pcusa.org/clc):

1. Click on **PIF for New User**. Review the introductory information, including the “Frequently Asked Questions” if you have not already done so, then click on **Start Filling My Personal Information Form**.
2. Complete Part I of the PIF. The following notes may help you in completing Part I.
 - a. Ecclesiastical status: Please note whether you are currently active as a PC(USA) Minister of Word and Sacrament or are Honorably Retired. Ministers of other denominations (except “formula partners”) are not eligible to complete a PIF.
 - b. Candidacy date: If you are ordained, you do not need to add your candidacy date.
 - c. Church Membership: This section is used only for non-ordained individuals completing a PIF.
 - d. Formal Education: Please include the name, city, and state of all colleges, universities and theological institutions, along with the type of degree and the year it was completed.
 - e. Continuing Education: Please include information about recent and/or significant continuing education programs, including the name of the program or event, the sponsoring agency, and the year it was completed.
3. After completing Part I, click the **next** button. If there are no errors or omissions, you will receive an acceptance message with your professional ID number and password. Write down or print out the ID# and password; you will use these to re-gain access to your PIF. If you receive an error message, click on the “back” button to go back into the form, correct the error, and click “next” again.
4. From the acceptance message, you can proceed to Part II.
5. Complete Part II. The following notes may be helpful in completing some of the items on Part II:
 - a. Positions: Select **ONLY** interim pastor and/or interim ministry (governing body). If you wish to be considered for other types of positions, we recommend you complete a

second PIF Part II for those positions. Do not use this section to indicate your work experience; use your “Work History” section for that information.

b. **Work Experience:** This refers to the number of years of ordained ministry, not the number of years you have served as an interim.

c. **Minimum cash salary:** This is for cash salary only. Do not include an amount for housing or any other benefits or allowances.

d. **Work Experience:** It is helpful to include your position title, name of the church/governing body, its city and state, and the dates from/to or number of years. If a church, also include the church size and community type.

6. When you have finished and reviewed Part II, click on the **Submit** button.
7. When a PIF is completed (Part I and Part II), the PIF will automatically be placed in a holding area to await your Presbytery Stated Clerk’s attestation as to your standing in presbytery. CLC will automatically generate an email message to your Stated Clerk requesting attestation. You may want to contact your Stated Clerk to alert him/her to the fact they will be receiving the request for attestation.

For additional information about online completion of the PIF, along with instructions for viewing or printing your PIF, reviewing your referral list, and updating your PIF, go the CLC Handbook at <http://horeb.pcusa.org/cps/CLCHandbook>.