

## **CIF Tips for Elders, Deacons and Other Lay Professional Positions**

Churches or other PC(USA) entities seeking to fill a position that can be filled by an elder, deacon or other lay profession should complete a Church Information Form (CIF) following “Instructions for Entering a CIF” while integrating the tips below.

### ***Important Tips***

#### **User Login and Password.**

*Churches:* In order to enter a CIF with Church Leadership Connection (CLC) you will need a user login and password which can be obtained from the moderator of your presbytery Committee on Ministry (COM).

*Non church PC(USA) entities:* Contact CLC at 1-888-728-7228 ext. 8550 or at [clcstaff@pcusa.org](mailto:clcstaff@pcusa.org) to get a user login and password for CLC.

#### **Clerk of Session Details.**

*Churches:* Enter the information about your Clerk of Session who will be asked to indicate to CLC that the CIF has been approved by Session.

*Non church PC(USA) entities:* Enter the information of a contact person such as the chair of the search committee or personnel committee.

**Position To Be Filled.** There are a variety of lay positions that can be posted and matched through CLC. They include: Administrator, Church Business Administrator, College/Seminary Faculty, College/Seminary Staff, Director of Music (non-ordained), Executive, and Youth Director (non-ordained). Mark the appropriate position type on the CIF.

**Employment Status.** Select whether the position is “Full-time” or “Part-Time”. If you are willing to consider candidates who are interested in part-time employment as well as those who are interested in full-time employment mark “Open to Both”

**Specify Title.** Enter the specific title for the position, if there is one. For example: Administrator of Church Program, Administrative Assistant to the Faculty, and Executive Director of Volunteers. Leave blank if you do not have a specific title.

**Experience Desired.** Select the lowest level of experience your committee is willing to consider by clicking on the appropriate item. Your CIF will be matched with PIFs with that level of experience or more.

**Brief Church Mission Statement.** This section must be completed for every CIF

**Other Narrative Questions.** You may choose to leave answers to the three narrative questions blank, however, answers to these questions may give more insight into your congregation to persons considering your interim position.

**Position Description.** Complete both “A. Major Responsibilities” and “B. Description of Characteristics”.

**Skill Choices.** You may select up to a total of 10 skills you would like to see in candidates for your position.

**Compensation and Housing.** Enter both the minimum and maximum salary for this position. Remember that only the minimum salary will be displayed on the “Opportunity Search”. Under “Housing Type” click on N/A since non pastoral positions are not eligible for a housing allowance.

**Geographic Choices.** Determine whether your church is willing to consider candidates from anywhere in the United States or want to limit your search geographically and indicate your decision on the CIF.

**Equal Employment Opportunity.** All CIFs, including those for any lay positions must answer both questions in the affirmative for the CIF to be posted with CLC. Although the statement refers to instructions from the COM, the statements are intended to indicate a willingness to comply with PC(USA) EEO policies.

**Search Committee Chairperson Details.** Enter the complete name, address, phone numbers, fax and email of the chairperson of the Search Committee. If the chairperson does not have an email, enter the email address of the person who will be taking care of email and internet communications for the committee.