

CIF Tips for Governing Body Positions

Presbyteries, Synods or General Assembly seeking a pastor or elder to serve in governing body position should complete a Church Information Form (CIF) following “Instructions for Entering a CIF” while integrating the instructions/tips below.

Presbyteries and Synods may wish to consult [Middle Governing Body Search Committee Guidelines](http://www.pcusa.org/oga/publications/mgb.pdf) which can be downloaded from <http://www.pcusa.org/oga/publications/mgb.pdf>.

Important Tips

User Login and Password. In order to enter a CIF with CLC you will need to contact CLC for a user login and password at 1-888-728-7228 ext. 8550 or email clcstaff@pcusa.org.

Church Size. Select “N/A”. Information about the geographical and numerical size of a Presbytery or Synod can be integrated into the narrative portion of the CIF.

Worship Attendance, Church School Attendance and Curriculum. Leave blank.

Ethnic Composition. If you can determine the ethnic composition of your presbytery/synod, enter the whole numbers. If you cannot determine this distribution or if this is for a General Assembly position, enter “100” in the “other” box.

Presbytery/Synod. Enter the presbytery and synod for presbytery or synod positions. For General Assembly positions, enter the Presbytery where the position office is located (i.e. Mid Kentucky Presbytery).

Community Type. Select “N/A”.

Clerk of Session Details. This section is used for obtaining approval of a church’s CIF by the Clerk of Session. There is no equivalent requirement for a governing body CIF, however, the system requires that some data be entered in these fields. You may enter the chair of the search committee, a synod executive, personnel chair, or human resources staff member. You can omit the email address.

Position To Be Filled. Options available for selection include: General Assembly Staff, Interim Ministry (Governing Body), Presbytery Staff, Presbytery/Synod Executive, Presbytery/Synod Program Staff, Presbytery/Synod Stated Clerk, Synod Staff.

Specify Title. Enter the specific title for the position. For example: Associate for Mission Personnel Service, Executive Presbyter, Synod Executive/Clerk, Associate Presbyter for New Church Development.

Brief Church Mission Statement. Include a mission statement for the presbytery, synod or General Assembly entity.

Other Narrative Questions. While these narrative questions are not required for governing body positions, it does give you space to describe your entity in greater detail. Don’t overlook this as an opportunity to help elicit interest in your position.

Positions Description. Both sections, addressing the position’s major responsibilities and characteristics and qualifications needed in a person, need to be completed.

Equal Employment Opportunity. All CIFs, including those for governing body positions, must answer both questions in the affirmative for the CIF to be included in 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 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.