

CIF Tips for Non-Parish Ministries Positions

PC(USA) entities seeking pastors for non-parish ministries can 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 to get a user login and password for CLC.

Position to be Filled. Options for non-parish pastoral positions may include Campus Ministry, Chaplain, Mission Pastor, or Pastoral Counselor. Select the appropriate position type.

Specify Title. Enter the specific title for the position, if there is one. For example: Hospice Chaplain, Pastor for New Immigrants, and Pastoral Counselor for Rehabilitation. Leave blank if you do not have a specific title.

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”

Brief Mission Statement. Complete this section by providing a mission statement for the calling organization.

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 organization for persons considering your 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.

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.