

## Overview of the CIF Process

1. The moderator of the Pastor Nominating Committee (PNC)/Search Committee downloads a copy of the Church Information Form (CIF) from the Church Leadership Connection (CLC) web site clicking on “Printable Forms” and downloading the appropriate CIF instructions, tips and forms in MS Word format.
2. The PNC completes a working draft of the CIF and has it approved by Session and Committee on Ministry (COM).
3. The Executive/General Presbyter (EP/GP) or COM moderator assigns user name and password to the PNC/Search Committee moderator and to the clerk of session. CLC will assign user names and passwords to Presbyteries, Synods, Theological Institutions, General Assembly and other entities.
4. The PNC/Search Committee moderator enters the approved CIF on-line through CLC. The CLC system sends a request to the COM moderator and clerk of session asking for their approval of the CIF.
5. COM moderator and clerk of session approve the CIF online.
6. CLC staff reviews and releases the CIF into the database where it will appear in the Opportunity Search and is available for matching.
7. The CLC system notifies the EP/GP and PNC/Search Committee moderator that the CIF has been approved.
8. CLC staff or the EP/GP performs the initial match.
9. Once the match is performed and Personal Information Forms (PIFs) are referred, the CLC system generates a message to the PNC/Search Committee moderator to login and review the PIFs.
10. PNC/Search Committee moderator, as well as the EP/GP and COM, log in and review the referred PIFs. It is up to the PNC to make contact with the individuals whose PIFs have been referred.
11. If further matches are needed, PNC/Search Committee moderator or EP/GP must request further matches. Go to menu under “matching”; scroll down to the bottom and click “submit.” *Note: If CLC staff performs the match, additional matches can be requested*

*every 3-5 working days. If the EP/GP performs the match, consult with the EP/GP regarding additional matches.*

12. When the PNC/Search Committee has extended a call and it has been accepted, the PNC/Search Committee moderator, EP/GP, COM or stated clerk notifies CLC staff. Go to menu under “admin”; click on “notify of a new call”; complete “report a new call/call pending”; and click “verify or submit.”
13. CLC staff processes the call and the CIF is removed from the Opportunity Search. The CIF remains on the EP/GP and COM “CIF Report” until 30 days after the effective date of call. The CIF is then purged from the CLC system database.