

## CIF Tips for Christian Educator Positions

Churches seeking a Christian Educator should complete a Church Information Form (CIF) following “Instructions for Entering a CIF” while integrating the instructions/tips below.

### *Important Tips*

**User Login and Password.** 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).

**Church School Attendance and Curriculum.** These are important items to complete if you are seeking a Christian Educator. Church School Attendance includes all ages.

Curriculum entry is limited to 150 characters. If you have additional or more detailed information you wish to share along these lines, please include in the narrative sections..

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

**Position To Be Filled.** Use “Church Educator (non-ordained)” as the position type.

**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: Director of Children’s Ministry, Director of Adult Education. Leave blank if you do not have a more specific title than Christian Educator.

**“Required” or “Desired” Experience.** Click on “Required” if you will only consider individuals who have experience in Christian Education. If you are also willing to consider candidates who lack experience but are interested in serving as a Christian educator click on “Desired”.

**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 Church Educator CIFs.

**Other Narrative Questions.** Use these narrative questions to describe your church in greater detail, focusing in on areas of interest to Christian Educator candidates. Answers to these questions provide you with an opportunity to raise interest in your position.

**References.** List three persons who know your congregation well, especially in relation to the education ministry of the congregation. Names may include another church educator, a presbytery staff person, or the education committee chair who is familiar with the education ministry of your congregation.

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

**Skill Choices (Required and Desired).** You may select up to a total of 10 skills you would like to see in your Christian Educator candidates. At least one skill but not more than four must be marked as “Required” and at least one skill must be marked as “Desired”.

**Compensation and Housing.** Enter both the minimum and maximum salary for this position. Be sure to check with your presbytery before completing to see if there are any Presbytery minimum salary expectations for Certified Christian Educators. Remember that only the minimum salary will be displayed on the “Opportunity Search”. Under “Housing Type” click on N/A since Christian Educators (non-ordained) 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 Christian Educators, 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 Christian Educator 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.