

CIF Tips for Yoked Churches

Churches that are yoked and are calling one pastor should complete a Church Information Form (CIF) following “Instructions for Entering a CIF” while integrating the instructions/tips below. If yoked churches are seeking to fill an associate or non-pastoral position, contact CLC staff for instructions on how to fill out a CIF. 1-888-728-7228, ext. 8550.

Important Tips

Contact Church and Yoked Congregation(s)

Designate one church as the contact church. The contact church will be the church under which the CIF, Part II will be assigned. Each of the other yoked congregations will be able to provide their own mission statement and answers to narrative questions on the “Yoked Church Information” form found under CIF menu. The Presbyterian Church must always be the contact church if it is yoked with a non PC(USA) church.

Update a separate CIF, Part I for each congregation. Update a CIF, Part I for each congregation that is yoked.

CIF Part II: Contact Church

CIF Part II, Page 1. Answer the questions for the position requirements. Since this is a yoked pastoral position, select “Pastor (Yoked field)”.

CIF Part II, Page 2. The answers to the narrative questions in Step 3 should be about the contact church.

CIF Part II, Page 3. The references listed should be those who know ALL the congregations that are yoked and can give an accurate reference for each one.

CIF Part II, Page 4. Enter the position description, pastoral characteristics and qualifications and make the skill choices for the yoked pastoral position.

CIF Part II, Page 5 and 6. Answers to these steps relate to the Pastor Nominating Committee.

Yoked Church Information Form

After completing a CIF, Part I for each church, a “Yoked Church Information” needs to be completed on-line for the other congregation(s) not designated as the contact church. Go to CIF, Yoked Church Information, Add New and enter the yoked church’s information.

Contact Church and Yoked Congregation(s)

Contact Church ID. Enter the contact congregation’s ID number.

Yoked Church ID. Enter the yoked congregation’s ID number.

Distance Between Churches (in miles). Enter the number of miles between the yoked church and the contact church.

Distance Between Churches (in minutes). Enter the number of minutes travel time between the yoked church and the contact church.

Total Distance Between All Churches (in miles). Enter the total number of miles between all the churches. This will be the same as above if there are only two yoked churches.

Total Distance Between All Churches (in minutes). Enter the total number of minutes travel time between all the churches. This will be the same as above if there are only two yoked churches.

Yoked Form Narrative Information

The first three questions. Answers to these questions will describe the schedules between all the yoked churches. Please give as much information as possible to give prospective candidates a feel for how the yoked churches schedules work together.

The remainder of the narrative questions. The remainder of the narrative questions relate to the specific yoked church listed at the beginning of the form.

If you have any questions call CLC staff at 1-888-728-7228, ext. 8550 or email at clcstaff@pcusa.org.