



## **Church Leadership Connection for Clerk of Session**

### **Using the Website: [www.pcusa.org/clc](http://www.pcusa.org/clc)**

#### **Clerk of Session Responsibility**

As Clerk of Session you are responsible for approving the Church Information Form for your congregation with Church Leadership Connection (CLC). Instructions on how to fulfill this responsibility is below.

#### **A Note about Spam Blockers**

In order to receive emails from CLC in a timely manner, please be sure that your computer will allow you to receive emails from: [pifquery@pcusa.org](mailto:pifquery@pcusa.org), [cifquery@pcusa.org](mailto:cifquery@pcusa.org) and [clcstaff@pcusa.org](mailto:clcstaff@pcusa.org) . Computer spam blockers have been known to keep CLC emails out of email inboxes by placing them in the spam folder.

#### **Your User Name and Password**

You will be given a username and password from the Committee on Ministry of your Presbytery that allows you to access to the password protected area of the CLC website. Your username will begin with COS (for Clerk of Session) followed by the 6 digit church PIN number. If you do not know your username and/or password or have forgotten it, please call your Committee on Ministry.

The password assigned to you may be difficult to remember. The password is case sensitive and must be entered exactly as it is assigned: uppercase letters, lowercase letters, numbers and symbols. For example, your password might look like this: Mt2Yj6+z. CLC suggests that you change this password to something easier to remember. Changing the password also adds an extra layer of security, protecting the confidentiality of your password. If you wish to change your password:

- Go to our website at [www.pcusa.org/clc](http://www.pcusa.org/clc) and click on "User Login". Enter your username and password.

- Pull down the menu under “Admin” and click on “Change Password”
- Follow the instructions.

## Church Information Form (CIF) Approval

Before a CIF can be circulated with CLC it must be approved by the Clerk of Session (COS) of the congregation who confirms session approval of the CIF, and the moderator of COM who confirms COM approval of the CIF. To approve a CIF:

- Go to [www.pcusa.org/clc](http://www.pcusa.org/clc) and click on "User Login". Enter your username and password.
- On the drop down menu under “CIF” go to “Part II”, move to the right and click on “Approve a CIF”. The screen should look like this:

Please select a Church Identification Form Number from the list below. To view a specific Church Identification Form, select the View link next to the list item.

CIF	Church	Position	CLC Approval	COS Approval	COM Approval	
00002.BB1	SECOND	Associate Pastor (Other)			5/12/2008	<a href="#">View</a>

- If you wish to view the CIF click on “View” to the right. You may also wish to print a copy of the CIF for your records. After viewing return to the screen shown above.
- Click on the CIF ID number to the left of the church name to open the screen for CIF approval. It should look like this:

CIF ID: 00002.BB1

CIF	Church	Position	CLC Approval	COS Approval	COM Approval	
<a href="#">00002.BB1</a>	SECOND	Associate Pastor (Other)			5/12/2008	<a href="#">View</a>

Approve this Church Information Form?

Yes  No

- Click “Yes” or “No” and then hit “Submit”.

You can now exit the CLC system. Notify the chair of your Pastor Nominating Committee (PNC) or search committee that you have approved the CIF.