



Church Leadership Connection for COM Moderators

Using the Website: www.pcusa.org/clc

Committee on Ministry Moderator Responsibilities

As Committee on Ministry (COM) moderator you are responsible for several tasks with Church Leadership Connection (CLC). They are: **Assign Login IDs to Pastor Nominating Committees (PNC) and Clerks of Session (COS), Approve Church Information Forms (CIF) and Notify CLC of the Eligibility of a Church with a CIF to participate for the Board of Pensions Seminary Debt Assistance Program.** Instructions on how to fulfill these responsibilities are 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, cifquery@pcusa.org and 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 Username and Password

Each COM moderator has a username and password that allows him/her access to the password protected area of Church Leadership Connection (CLC) website. Your username will begin with CO (for COM) followed by the 6 digit presbytery ID number. If you do not know your user name and/or password or have forgotten it, please call CLC staff at (888) 728-7228, ext. 8550 and they will confirm your username and/or reassign your password

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. Church Leadership Connection 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 and click on "User Login". Enter your username and password.
- Pull down the menu under "Admin" and click on "Change Password".
- Follow the instructions.

Assign Login IDs and Passwords and Re-Initializing a Password

As COM moderator you are responsible for seeing that usernames and passwords are generated and provided to Pastor Nominating Committees/Search Committees (PNC) and Clerks of Session so they can do their assigned search process work within the CLC system. For PNCs this will include entering and correcting the Church Information Form (CIF), requesting re-matching of the CIF, and accessing the Personal Information Forms (PIF) that are referred to the PNC. For Clerks of Session this will allow them to attest to the approval of the CIF by the Session. In some presbyteries, the assigning of login IDs and passwords has been assigned to office staff. Please clarify with your presbytery office who does this for the presbytery but know that CLC will always refer folks back to the COM moderator to get their login IDs and passwords.

In order to assign a login ID and password:

- Go to our website at www.pcusa.org/clc and click on "User Login". Enter your username and password.
- On the "Admin" drop down menu, click on "Assign Login IDs". The screen should look like this:

Assign Login IDs
[<< Cancel and go back](#)

Organization Type:	Please Select One ▾
Role:	▾
Church Number:	

Generate

- Under “Organization Type” click on the type of organization (Church, Presbytery, Synod, Theological institution, General Assembly, other).
- Under “Role” click on the role identity of the person to whom you are assigning the login ID (i.e. Pastor Nominating Committee Chair, Clerk of Session, Pastor Nominating Committee Member, Search Committee Chair).
- Enter the Church PIN number (available from your Presbytery office).
- Click on “Generate”. The Username and Password will be displayed on the screen as follows:

The Username and Password have been generated as follows:

Login/User ID: P0012345

Password: 51Xf0?§u

- The Login/User ID generated will begin with letter(s) (P for PNC Chair, COS for Clerk of Session, M for PNC Member) followed by the five number Church PIN. Two zero’s are used after the P and M before the PIN.
- The password is case sensitive and must be entered exactly as it is assigned: uppercase letters, lowercase letters, numbers and symbols.
- Suggest to the person you are giving the User ID and Password to that they change the password to something easier to remember.
- IF A PASSWORD IS FORGOTTEN OR LOST. You can re-initialize the password by logging into the CLC website and on the “Admin” drop down menu, click on “Re-initialize Login Password”. The screen should look like this:

Enter the Login ID and Email address below, and we'll reinitialize and email the new password to the email address specified.

Login ID: This field is required

E-Mail:

Reinitialize Password

- You will need the Login ID of the person whose password you are reinitializing and the email address where you would like the new password to be sent.

- If you have trouble, CLC can assist you. Call CLC at (888) 728-7228 ext. 8550 or email to clcstaff@pcusa.org

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. As the moderator of COM you are responsible for signing off on the CIF of churches seeking pastors, which grants them permission to circulate a CIF with CLC. To approve a CIF:

- Go to our website at 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". All CIFs needing your approval will be listed there. 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	
00001.AB1	FIRST	Pastor (Solo)				View
00002.BB1	SECOND	Associate Pastor (Other)				View

- If you wish to view the CIF click on "View" to the right. After viewing click on "Go back" located to the left. This will return you 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	
00002.AB2	SECOND	Associate Pastor (Other)				View

Approve this Church Information Form?

Yes No

- Click “Yes” or “No” and then hit “Submit”.
- Immediately, go to the next step to notify CLC on whether or not the church CIF you just approved meets the criteria for the Seminary Debt Assistance Program.

CIF Eligibility for Seminary Debt Assistance Program

One of the ways that smaller churches may be able to attract pastors willing to consider serving with them, is through the opportunity to participate in the Seminary Debt Assistance Program administered by the Board of Pensions of the PC(USA). This program is designed to assist newly ordained ministers, serving small congregations, repay education debt incurred while seeking a Master of Divinity degree. In order for a minister to participate in this program he/she must serve a church that has fewer than 150 members and a budget of less than \$250,000. As COM moderator you are asked to identify whether or not the church on the CIF meets this criteria. In order to do this:

- Go to our website at www.pcusa.org/clc and click on "User Login". Enter your username and password.
- On the drop down menu under “CIF” click on “Eligibility for Seminary Debt Assistance”.
- The screen should look like this:

The following list consists all those churches in your Presbytery that have CIFs in the system. Please fill out the following simple form so the CLC Staff will be notified immediately for each church's eligibility for Seminary Debt Assistance Program. Thank you!

Church ID:

Eligible for Seminary Debt Assistance Program?

Yes No

- On the drop down menu under “Church ID” click on the church ID for the church CIF for which you wish to notify CLC.
- If the church has fewer than 150 members and a budget of less than \$250,000 click “Yes”. If the church does not meet both of these criteria then click “No”.
- Click on “Notify CLC”.

Other Areas Accessible to COM Moderators on CLC

The COM moderator's username and password also allows you to view other areas of the CLC website. These can be found in the various pull down menus.

Opportunity Search

- This search mechanism allows you to see all the positions that are posted on CLC, and sort according a number of parameters.

Reports

- **Applicants and Positions.** This is the current number of applicants and positions within the CLC system.
- **CIF Status.** This lists the most recent and active CIFs from your presbytery within CLC. This includes the church, position type, status, and PNC contact. It also allows you access to the CIF for viewing.
- **View Referred PIFs.** This allows you to see the PIFs referred to each of the CIFs in your presbytery.
- **CIF Web Hit Count.** This allows you to see how many times the CIF was been accessed through CLC and the last time it was accessed.
- **CIF Diversity Count.** This allows you to see how many PIFs were referred to each church, the number of those PIFs that were from women and the Racial/Ethnic breakdown of the referred PIFs.

Admin

- **Notify of New Call.** Normally, the Stated Clerk or Executive/General Presbyter (EP/GP) of the Presbytery of call is responsible for notifying CLC.
- **View Presbytery Information.** This lists the basic information for each presbytery as well as the names of the EP/GP, Stated Clerk, COM moderator and the Committee on Preparation moderator. This is where you can find the names of your counterparts in other presbyteries. Changes to this section can only be made by the EP/GP.
- **Change Password.** This allows users to change their password to one that may be more easily remembered.

Contacting Church Leadership Connection

The Church Leadership Connection staff is here to serve you. If you need any assistance or have questions, please let us help. We can be reached by phone at 1-888-728-7228, ext. 8550 or by email at clcstaff@pcusa.org.