



## **Church Leadership Connection for CPM Moderators Using the Website: [www.pcusa.org/clc](http://www.pcusa.org/clc)**

### **Committee on Preparation for Ministry Moderator Responsibilities**

As Committee on Preparation for Ministry (CPM) moderator you are responsible for several tasks with Church Leadership Connection (CLC). They are: **Personal Information Form (PIF) Attestation for Candidates** and **Unauthorize a Candidate's PIF**. 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](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**

Each CPM moderator has a username and password that allows him/her access to the password protected area of the CLC website. Your username will begin with CP (for CPM) followed by the 6 digit presbytery ID number. If you do not know your username 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. 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.

## Personal Information Form (PIF) Attestation

As CPM moderator you are responsible for signing off on the Personal Information Forms (PIF) of candidates for ministry, thereby giving them permission to circulate their PIF. This should not be done until all requirements for ordination are complete, CPM has certified the candidate ready for examination for ordination pending a call (G-14.0450) and CPM has given approval for the candidate to circulate his/her PIF.

When a candidate for ministry from your presbytery submits a PIF the CLC system will generate an email message to you. This email will identify the candidate and their PIF ID number and give you step-by-step instructions for attesting to the individual's standing in presbytery. You do not need to wait for this email to arrive before you attest to a PIF.

To attest to the PIF:

- 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 the “PIF” heading and click on “PIF Attestation”. All PIFs needing your attestation will be listed there. The screen should look like this:

### PIF Attestation List

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The following Personal Information Forms are awaiting attestation or have been denied attestation. Click on the PIF ID to provide attestation to a personal information form. If you'd like to preview a Personal Information Form prior to attestation please click on the View link next to the Personal Information Form.

PIF ID	Name	Attestation	Attestation Time	Attested By	View
<a href="#">100000000.1</a>	Candidate, Christian	Awaiting			<a href="#">View</a>

- If you wish to view the PIF click on “View” to the right. After viewing click on “Go back” located to the left, which will return you the above screen.
- Click on the PIF ID number to the left of the candidate’s name to open the screen for PIF attestation.
- Click on the appropriate box for the following statement:

Re: PIF #100000000.1 by Christine Candidate

In accord with Book of Order G-14.0302, G-14.0309d, and G-14.0310, the Committee on Preparation for Ministry of GOOD PRESBYTERY has certified CHRISTINE CANDIDATE ready to receive a call and has given approval for him/her to submit a Personal Information Form for circulation.

Yes                       No

- You will also see the Sexual Misconduct Self Certification Statement which the candidate has attested to:

**SEXUAL MISCONDUCT SELF CERTIFICATION STATEMENT**  
(PIF # 100000000.1)

I certify below that no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons related to sexual misconduct.

- When finished, click on the “Submit” button. You may attest to other PIFs as well.

**Unauthorize a Candidate’s PIF**

There may be a time when you would no longer be able to click the “yes” box on the attestation statement of a particular PIF which has previously been attested “yes”. As the CPM moderator, it is your responsibility to go back into CLC and “unauthorize” a PIF.

- 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 “PIF” heading and click on “Unauthorize a PIF.”

- Scroll through the names of the recently attested PIFs and click on the name of the PIF that needs to be unauthorized. Make sure the name is highlighted in the box titled “PIF ID.”
- When finished, click on the “Submit” button.
- Follow up by CPM, the Executive/General Presbyter (EP/GP), and/or CLC may be needed if the PIF has already been circulated.

## **Other Areas Accessible to CPM Moderators on CLC**

The CPM moderator’s username and password also allows you to view other areas of the secure area of the Church Leadership Connection website. These can be found in the various pull down menus.

### **PIF**

- **View PIF Query.** This allows you to view the attested PIFs of all your presbytery’s candidates that are in the CLC system.

### **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.
- **View Referred CIFs.** This allows you to see the CIFs which have been matched to your candidates’ PIFs.
- **PIF Attestation Record.** This lists the active PIFs in the CLC system for which the CPM moderator has completed attestation.

### **Admin**

- **Notify of New Call.** Normally, the Stated Clerk or EP/GP of the Presbytery of call is responsible to notify CLC of a new call. However, if you have a candidate who accepts a call with an entity not listed with CLC, CLC would like to hear from you so that the candidate’s PIF can be removed from CLC circulation.
- **View Presbytery Information.** This lists the basic information for each presbytery as well as the names of the EP/GP, Stated Clerk, Committee on Ministry moderator and the

CPM 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**

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](mailto:clcstaff@pcusa.org).