



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

### **Executive/General Presbyter Responsibilities**

As Executive/General Presbyter (EP/GP) you are responsible for several tasks with Church Leadership Connection (CLC). They are: **Matching, Reverse Matching, Requesting a CIF Rematch, Notify CLC of a New Call, Assign Login IDs, and Notify CLC of Presbytery Information Updates.** Instructions on how to fulfill these responsibilities are below.

### **A Note about Using Presbytery Staff**

Some EP/GPs have presbytery staff fulfill some of these responsibilities. Please remember that your EP/GP password gives the holder access to a great deal of confidential information within the CLC system. CLC asks that you please share your password wisely.

### **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 EP/GP has a username and password that allows him/her access to the password protected area of the Church Leadership Connection (CLC) website. Your username will begin with EP 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. 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](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.

## **Matching**

The Church Leadership Connection matching and referral system matches the criteria indicated as "required" on Church Information Forms (CIF) with criteria on Personal Information Forms (PIF) to generate names for consideration by Pastor Nominating Committees (PNC) and search committees.

As EP/GP you are in an ideal position to match the CIFs of congregations within your Presbytery. However some presbyteries have CLC do the matching for the CIFs from their presbyteries. CLC can do all the matching for your presbytery or just the initial matching. We can do all the requested rematching for a CIF or just rematch occasionally, when asked. Just let CLC know how we can assist you. For matching that has specific racial/ethnic needs we suggest you contact Jewel McRae at CLC at (888) 728-7228 ext. 5748.

For specific instructions on how to do matching, consult CLC Resource "**CIF Matching for Executive/General Presbyters**" available from CLC.

## **Reverse Matching**

Reverse Matching uses the criteria of a specific church professional's PIF to match with CIFs in the CLC system. This is especially helpful when you are aware of a minister member of your presbytery who needs to quickly relocate to a different ministry setting or you just want to assist a minister in his/her search process. Just as with matching a CIF you can do all the Reverse Matching of a PIF or you can ask CLC to do it for you or some combination of both. Just let CLC know how we can assist you with Reverse Matching.

For specific instructions on how to do Reverses Matching, consult CLC Resource “**CIF Reverse Matching for Executive/General Presbyters**” available from CLC.

### **Requesting a CIF Rematch**

As EP/GP you can do additional matches (“rematches”) for a CIF as often as you like. If you would like CLC to do a rematch for a CIF:

- 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 “Matching” and click on “Request CIF Rematch”.
- Click on the CIF ID number of the CIF you would like CLC to rematch. Then click “Submit”.
- An email request to CLC will be generated and the rematch will be done, in most cases, within 24 hours (M-F).

### **Notify CLC of a New Call**

When a new call has been extended and the applicant has accepted, the Stated Clerk or EP/GP of the Presbytery of call is asked to notify CLC. (Work out with your Stated Clerk about who will be responsible for this). In order to notify CLC of a new call in your Presbytery:

- 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” heading and click on “Notify of New Call”.
- In the pull down screen “CIF ID” click on the appropriate Church Information Form (CIF) ID number.
- Enter the applicants Personal Information Form ID number (“PIF ID”) or if you do not have that number provide the information asked for, including the effective date.
- When finished, click on the “Submit” button.

### **Assign Login IDs and Passwords and Re-Initializing a Password**

Normally, CLC understands that the moderator of the Committee on Ministry (COM) to be responsible for seeing that usernames and passwords are generated and provided to PNCs 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 CIF, requesting re-matching of the CIF, and

accessing the PIFs 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. The EP/GP can also assign login IDs and passwords. You may wish to clarify who will be doing 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](http://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:

The screenshot shows a web form titled "Assign Login IDs" with a link "<< Cancel and go back". The form contains three input fields: "Organization Type" with a dropdown menu showing "Please Select One", "Role" with a dropdown menu, and "Church Number" with a text input field. Below the form is a "Generate" button.

- 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.
- 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 onto 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](mailto:clcstaff@pcusa.org)

## Notifying CLC of Presbytery Information Updates

When your Presbytery has a new EP/GP, COM moderator, CPM moderator, or Stated Clerk or when there are changes to information such as address, phone number, and email address, please notify CLC. The EP/GP is the only one who can make these changes. In order to change information:

- Go to our website at [www.pcusa.org/clc](http://www.pcusa.org/clc) and click on "User Login". Enter your user name and password.
- Pull down the menu under "Admin" heading and click on "Notify for Information Update".
- Make the appropriate changes on the screen.

- The section “Distribution Code” tells CLC where, in the course of a normal matching process, the email notification about referred PIFs is distributed. If your presbytery has a specific situation where the distribution needs to be handled differently, please call CLC.
- The section, “Allow matching PIF inside the Presbytery” tells CLC whether or not your presbytery allows PIFs from minister members of your Presbytery to be matched with CIFs in your Presbytery.
- When finished with the changes, click on the “Submit” button.

### **Other Areas Accessible to EPs/GPs on CLC**

The EP/GP username and password also allows you to view other areas of the Church 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 CIFs from your presbytery within CLC. Listed are the name of the church, position type, status, and PNC contact. You can view the CIF as well.
- **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**

- **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](mailto:clcstaff@pcusa.org).