

PIF Tips for Governing Body Positions

Individuals interested in serving in a Governing Body positions should complete a Personal Information Form (PIF) following “Instructions for Entering a PIF” while integrating the suggestions below.

Important Tips

Separate PIFs. If you are interested in more than one type of position it is to your advantage to complete separate Part IIs of the PIF for different position types. You can have up to three different PIFs in the Church Leadership Connection (CLC) system at any one time. For example, one to be used for matching with installed positions, the second to be used for matching for middle governing body positions and a third for chaplaincy positions. If you have already completed a PIF for another type of position you only need to complete a second Part II for a Governing Body focused PIF.

Position Type. In position type, you may check any or all of the following: General Assembly Staff, Presbytery Staff, Synod Staff, Interim Ministry (Governing Body), Presbytery/Synod Executive, Presbytery/Synod Program Staff, Presbytery/Synod Stated Clerk.

Training/Certification. There are a very limited number of training/certification options to choose from on the PIF, Part II. You should include in “Formal or Continuing Education” on PIF Part I, Step 3 of 4 any other relevant training and/or certification. If you have already completed Part I, you can edit Part I to include this information.

Work Experience. This refers to the number of years of ministry experience, not the number of years of experience you have in a governing body work. Information about your relevant governing body experience can be entered under the Work Experience narrative section.

Narrative Section. The narrative section, particularly the section discussing leadership style and accomplishments, should be written to emphasize those characteristics and skills especially pertinent to the governing body position(s) you are seeking. Likewise, in the narrative section on church characteristics desired, you will want to indicate the specific type of entity you want to work for as well as the position in which you are interested: e.g., synod stated clerk, presbytery program staff, or presbytery executive/general presbyter, etc.

Opportunity Search. Review frequently the listings for the governing body positions on the Opportunity Search and seek out other sources of advertising: Presbyterians Today and Presbyterian Outlook as well as presbytery and synod websites.