

PIF Tips for Interims

Ministers of Word and Sacrament who are interested in serving as interim pastors or in interim 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 open to both installed and interim positions it is to your advantage to complete two separate Part IIs of the PIF: one to be used for matching with installed positions, and the second to be used for matching with interim positions. If you have already completed a PIF for installed positions you only need to complete a second Part II for interim positions.

Positions You Would Consider. In “positions you would consider”, check “Interim Pastor”, “Interim Associate Pastor” and/or “Interim Ministry (governing Body)”.

Training/Certification. Indicate your PC(USA) or Interim Ministry Network training along with the location of your training. Most search committees seeking an interim are looking for someone with this training.

Work Experience You Have. This refers to the number of years of ordained ministry, not the number of years you have served as an interim. Information about your experience with interim ministry can be entered under 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 serving as an interim. Likewise, in the narrative section on church characteristics desired, you will want to indicate the specific type of interim position in which you are interested: e.g., interim head of staff, interim solo pastor, or interim presbytery executive, etc. You may also want to include your preferences for short-term or long-term positions.

Submission of PIF. Church Leadership Connection (CLC) recommends that Interim Pastors submit their PIF no more than six months before they expect to be available for a new interim position. If you have already submitted a PIF for an installed position, this PIF will be given a .2 designation to your PIF number.

Opportunity Search. Review frequently the “Diversified” listing on the Opportunity Search; interim positions are posted and filled more quickly than regular installed positions.

Committee on Ministry. Remember, “The session may not secure or dissolve a relationship with an interim pastor or interim co-pastor without the concurrence of the presbytery through its committee on ministry” (*Book of Order G-14.0503c.*). So establish and maintain communication with the COM moderator early in your negotiations with the session.