

PIF Tips for Elders, Deacons and Other Lay Professionals

Individuals interested in serving in positions open to lay professions with churches, governing bodies or other denominational entities should complete a Personal Information Form (PIF) following “Instructions for Entering a PIF” while integrating the suggestions below.

Important Tips

Ecclesiastical Status. In Ecclesiastical Status select “Elder”, “Deacon” or “Other Lay Professional”.

Church Membership. Indicate the name of the PC(USA) congregation where you are a member, including city and state and Church PIN. You must be a member of a PC(USA) congregation to use Church Leadership Connection (CLC) to be matched with positions.

Position Type. In position type, check the positions in which you are interested marking the “Y” column if you already have experience or the “N” column if you do not have experience but still wish to be matched to these positions.

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” under PIF Part I, Step 3 of 4 any other relevant training and/or certification.

Work Experience. This refers to the number of years of experience you have in the professional church work in which you are interested. If you are looking for your first church professional position, select “0 to 2 years”.

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 in the particular ministry you are seeking. Likewise, in the narrative section on church characteristics desired, you will want to indicate the specific type of entity for which you would like to work and the position(s) in which you are interested: e.g., church business administrator, seminary placement officer, church youth director.

Opportunity Search. Review frequently the listings for diversified positions in the CLC Opportunity Search. There are listings for Church Administrator, Executive, General Assembly Staff, Presbytery Staff, Administrator, Youth Director, Director of Music (non-ordained), Presbytery/Synod Executive, Presbytery/Synod Staff Program Staff, Youth Director (non-ordained), College/Seminary Faculty, and College/Seminary Staff.