

PIF Tips for Non-Parish Ministers (Ordained)

Ministers of Word and Sacrament or Candidates for Ministry interested in serving as pastors in a non-parish ministry 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 non-parish ministry positions 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 position. If you have already completed a PIF for installed positions you only need to complete a second Part II for the other PIFs.

Position Type. In position type, check the ministry position(s) you would consider for the specific PIF you are creating.

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 ordained ministry, not the number of years of experience you have in a particular type of ministry. . Information about your relevant non-parish ministry 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 position 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., nursing facility chaplain, seminary placement officer, or campus ministry, etc.

Opportunity Search. Review frequently the listings for the many non-parish positions on the Opportunity Search. There are listings for Campus minister, Chaplain, Church Administrator, Executive, Administrator, College/Seminary Faculty, College/Seminary Staff, and Pastoral Counselor, among others.

Committee on Ministry. Remember, “Every minister shall ordinarily be a member of the presbytery where his or her work is situated” (*Book of Order G-11.0401a.*) and “A presbytery shall determine the ministers of the Word and Sacrament who shall be its continuing members. In making this determination the presbytery shall be guided by written criteria developed by the presbytery for validation of ministries within its bounds.” (*Book of Order G-11.0401a.*) So establish and maintain communication with the COM moderator as you accept a position in a non-parish ministry setting.