

## **Overview of the PIF Process**

1. An individual downloads a copy of the Personal Information Form (PIF) from the Church Leadership Connection (CLC) web site by clicking on “Printable Forms” and downloading the appropriate PIF instructions, tips and forms in MS Word format.
2. The individual completes a working draft version of his/her PIF off-line.
3. The individual enters the PIF on-line through CLC. For Ministers of Word and Sacrament, the CLC system generates a request to the presbytery stated clerk requesting attestation of the individual’s standing in presbytery. For Candidates for Ministry of Word and Sacrament, the CLC system generates a request to the presbytery Committee on Preparation for Ministry (CPM) moderator requesting confirmation that the candidate has been certified ready to receive a call and has been given permission to circulate a PIF.
4. CLC staff reviews the PIF and when complete, releases it in the CLC system where it is now available for matching.
5. The individual is encouraged to review position openings through the CLC “Opportunity Search” and self-refer by email or regular mail to positions of interest. The individual must attach or enclose a copy of their PIF when they self-refer.
6. The individual may review the CIFs to which his/her PIF has been referred by logging into the CLC system and looking under “Reports” for “View Referred CIFs”.
7. After the PIF has been active for 9 months, the CLC system will generate an email message to the individual notifying them they must update and extend their PIF annually.
8. Following update, an email message is generated to the presbytery stated clerk requesting re-attestation of the individuals standing in presbytery or to the CPM moderator asking for re-confirmation of approval to circulate a PIF.
9. When the individual accepts a call or terminates their search, they notify CLC by email or phone or by completion of the “Notify of New Call” under the Admin section in the CLC system.
10. CLC staff processes the call or termination and the PIF is removed from the CLC system database.