



Church Leadership Connection Self Referral: Sending and Receiving

WHAT IS SELF REFERRAL?

Self referral is when an individual refers their Personal Information Form (PIF) directly to a pastor nominating committee (PNC) or search committee, rather than the PIF being referred to the PNC or search committee through the Church Leadership Connection (CLC) matching process.

SENDING YOUR PIF TO A PNC/SEARCH COMMITTEE

After completing and submitting a PIF **AND** your PIF has been attested to by your Stated Clerk or CPM moderator **AND** has been released in the CLC system, you may use the CLC system to refer your PIF to PNCs or search committees for positions in which you are interested.

Finding a Position through Opportunity Search.

To search the CLC system for available positions:

- Enter the CLC system (www.pcusa.org/clc) using your user login and password.
- On the upper task bar, click on “Opportunity Search”.
- If you wish to view all positions currently in the CLC system scroll to the bottom on and click on “Begin Search”.
- If you wish to narrow your search you can sort CIFs according to a variety of parameters including: position type(s), community type, salary, church size and region of the country. Hold down your CTRL key to make multiple selections within a category.
- To view the CIFs you are interested in click on the CIF ID number in the left hand column. You can also copy and save the CIF to your own computer or print a hard copy.
- If you plan to self refer to a particular position make note of the Church Information Form number (i.e. 12345.ab).

Self-Referring Your PIF to a PNC or Search Committee

To use the CLC system to self refer your PIF to a particular position:

- Enter the CLC system (www.pcusa.org/clc) using your user login and password.
- On the upper task bar go to “PIF” and on the drop down menu click on “PIF Self Referral”.

- Select the appropriate version of your PIF you wish to refer and click “Submit”. (Note: You may have up to three different PIFs in the CLC system. Make sure you are self referring the correct one).
- Enter the Church Information Form ID# (i.e. 12345.ab) and then click on “Submit Self Referral”.
- If you receive the message “Successfully completed the Self Referral” then your PIF has been sent to the PNC/Search Committee
- If you receive the message “The PIF has not been released and is therefore not available for referral”, please wait until release of your PIF to self refer. You may call CLC staff at 1-888-728-7228 ext. 8550 if you have any questions.
- If you receive the message “Your PIF cannot be referred through CLC to a position within your Presbytery. To self-refer, please contact your Presbytery COM for guidance” that is what it means. Your presbytery does not allow matching or self referral of PIFs with CIFs within the Presbytery. Please contact your EP/GP or COM if you wish to be considered for a position within your presbytery.
- Some presbyteries have requested that PIFs from individuals within their presbytery cannot be matched to or self referred to CIFs also within the presbytery.
- You can see where your PIF has been self referred, as well as where referred through CLC matching, by going to “Reports” and clicking on “View Referred CIFs”.
- Email notification of the self referral will be sent to the presbytery identified email recipients for each CIF (PNC chair, search committee chair, COM moderator, and/or EP/GP).

RECEIVING A SELF-REFERRED PIF THROUGH THE CLC SYSTEM

A Pastor Nominating Committee (PNC) or search committee may receive referred Personal Information Forms (PIFs) not only through the matching done through the Church Leadership Connection (CLC) system but by self referral by interested individuals through the CLC system. When an individual self refers their PIF to your committee your chair will receive an email notification that a self referral has been made. To view the PIF the chair needs to:

- Enter the CLC system (www.pcusa.org/clc) using the user login and password.
- On the upper task bar go to “Reports” and on the drop down menu click on “View Referred PIFs”.
- You will find the self-referred PIF on the list. You will know that a PIF has been self referred because under the section “Referred By” will have a nine digit number (i.e. 100012345)
- Click on the PIF ID# in the left hand column to open and view the PIF.

Acknowledging Receipt of a PIF.

Please acknowledge receipt of a self-referred PIF and keep the individual informed of their status, including whether they will be considered.

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RECEIVING A PIF DIRECTLY FROM AN INDIVIDUAL (NOT THROUGH THE CLC SYSTEM)

You may receive a self referred PIF or other resume directly from an individual and not through the CLC system. Please consult with your presbytery on how these direct referrals should be handled.