



## **Church Leadership Connection for Stated Clerks**

### **Using the Website: [www.pcusa.org/clc](http://www.pcusa.org/clc)**

#### **Stated Clerk Responsibilities**

As Stated Clerk you are responsible for several tasks with Church Leadership Connection (CLC). They are: **Attestation of Personal Information Forms (PIF)**, **Unauthorize a PIF**, and **Notify CLC of a New Call**. Instructions on how to fulfill these responsibilities are below.

#### **A Note about Spam Blockers**

In order to receive emails from CLC in a timely manner, please be sure that your computer will allow you to receive emails from: [pifquery@pcusa.org](mailto:pifquery@pcusa.org), [cifquery@pcusa.org](mailto:cifquery@pcusa.org) and [clcstaff@pcusa.org](mailto:clcstaff@pcusa.org). Computer spam blockers have been known to keep CLC emails out of email inboxes by placing them in the spam folder.

#### **Your User Name and Password**

Each Stated Clerk has a username and password that allows him/her access to the password protected area of the CLC website. Your username will begin with SC (for Stated Clerk) followed by the 6 digit presbytery ID number. If you do not know your user name and/or password or have forgotten it, please call CLC staff at (888) 728-7228, ext. 8550 and they will confirm your User Name and/or reassign your password

The password assigned to you may be difficult to remember. The password is case sensitive and must be entered exactly as it is assigned: uppercase letters, lowercase letters, numbers and symbols. For example, your password might look like this: Mt2Yj6+z. Church Leadership Connection suggests that you change this password to something easier to remember. Changing the password also adds an extra layer of security, protecting the confidentiality of your password. If you wish to change your password:

- Go to our website at [www.pcusa.org/clc](http://www.pcusa.org/clc) and click on "User Login". Enter your username and password.
- Pull down the menu under "Admin" and click on "Change Password".
- Follow the instructions.

### **Attestation of Personal Information Forms (PIF)**

As Stated Clerk you are responsible for attesting to the presbytery standing of Presbyterian Church (USA) ministers of the Word and Sacrament submitting a Personal Information Form (PIF) to CLC for circulation. Your attestation is a verification of standing only and does not include or imply approval of the PIF or verification of any information contained on the PIF.

When a minister member of your presbytery submits a PIF the CLC system will generate an email message to you. This email will identify the minister and their PIF ID number and give you step-by-step instructions for attesting to the individual's standing in presbytery. You do not need to wait for this email to arrive before attesting to a PIF. In order to attest to a PIF:

- Go to our website at [www.pcusa.org/clc](http://www.pcusa.org/clc) and click on "User Login". Enter your username and password.
- Pull down the menu under "PIF" heading and click on "PIF Attestation". All PIFs needing your attestation will be listed there.
- If you wish to view the PIF click on "View" to the right. After viewing click on "Go back" located to the left, which will return you to the PIF name and information.
- Click on the PIF ID number to the left of the person's name to open the screen for PIF attestation.
- Click on the appropriate box for the following statement:

**MARY MINISTER is a member of the Presbytery of GOOD WORKS. As of this date, no allegation or charges are pending against the member, nor is the member currently under judicial censure limiting the ministry or under supervised rehabilitation. The receiving body should always call the presbytery to ask for further information about any applicant, including their ministry and activities within the presbytery of membership.**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

- You will also see the Sexual Misconduct Self Certification Statement which the individual has attested to:

**SEXUAL MISCONDUCT SELF CERTIFICATION STATEMENT**  
(PIF # 100000001.1 )

I certify below that no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons related to sexual misconduct.

- When finished, click on the “Submit” button. You may attest to other PIFs as well.
- When a PIF has been active for one year, CLC will generate an email to you as Stated Clerk requesting that you re-attest to the person's standing in presbytery. We require attestation annually to monitor changes in standing which may affect the individual's ability to accept a new call.

### **Unauthorize a PIF**

There may be a time when you would no longer be able to click the “yes” box on the attestation statement of a particular PIF which has previously been attested “yes”. As the Stated Clerk, it is your responsibility to go back into the Church Leadership Connection system and “unauthorize” a PIF.

- Go to our website at [www.pcusa.org/clc](http://www.pcusa.org/clc) and click on "User Login". Enter your username and password.
- Pull down the menu under “PIF” heading and click on “Unauthorize a PIF.”
- Scroll through the names of the recently attested PIFs and click on the name of the PIF that needs to be unauthorized. Make sure the name is highlighted in the box titled “PIF ID.”
- When finished, click on the “Submit” button.
- Follow up by the Executive/General Presbyter (EP/GP), the Committee on Ministry (COM) moderator and/or CLC may be needed if the PIF has already been circulated.

## Notify CLC of a New Call

When a new call has been extended and the applicant has accepted, the Stated Clerk or Executive/General Presbyter of the Presbytery of call is asked to notify Church Leadership Connection.

- Go to our website at [www.pcusa.org/clc](http://www.pcusa.org/clc) and click on "User Login". Enter your username and password.
- Pull down the menu under "Admin" heading and click on "Notify of New Call".
- In the pull down screen "CIF ID" click on the appropriate Church Information Form (CIF) ID number.
- Enter the called individual's Personal Information Form ID number ("PIF ID") or if you do not have that number provide the information asked for, including the effective date.
- When finished, click on the "Submit" button.

## Other Areas Accessible to Stated Clerks on CLC

The Stated Clerk's username and password also allows you to view other areas of the secure area of the CLC website. These can be found in the various pull down menus.

### Opportunity Search

- This search mechanism allows you to see all the positions that are posted on CLC, and sort according a number of parameters.

### Reports

- **Applicants and Positions.** This is the current number of applicants and positions within Church Leadership Connection.
- **CIF Status.** This lists the current status of all CIFs from within your presbytery.
- **PIF Attestation Record.** This lists the active PIFs in the CLC system for which the Stated Clerk has completed attestation.

### Admin

- **View Presbytery Information.** This lists the basic information for each presbytery as well as the names of the EP/GP, Stated Clerk, COM moderator and the Committee on Preparation moderator. This is where you can find the names of your counterparts in other presbyteries. Changes to this section can only be made by the EP/GP.
- **Change Password.** This allows users to change their password to one that may be more easily remembered.

## **Contacting Church Leadership Connection**

Church Leadership Connection staff is here to serve you. If you need any assistance or have questions, please let us help. We can be reached by phone at 1-888-728-7228, ext. 8550 or by email at [clcstaff@pcusa.org](mailto:clcstaff@pcusa.org).