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WORKING WITH THE ONLINE CHURCH LEADERSHIP CONNECTION CHURCH INFORMATION FORM:

AN INTERIM & TRANSITIONAL PRESBYTER SEARCH COMMITTEE GUIDE

The online Church Information Form available in both PDF and MSWord formats at the www.pcusa.org/clc site is used universally for positions in the church. First developed exclusively for pastor search processes, it is adapted for other types of work in the church. What follows is a guide for Interim and Transitional Presbyter Search Committees.

Part I:

- Step 1: Fill in Organization ID, Name, address, email, website, etc.
- Step 2: Check N/A, then type in N/A under attendance and curriculum lines
- Step 3: Enter the ethnic composition of the presbytery, even though it says it is for a congregation. You can allude to this in the narrative if you like, but most people reading will understand
- Step 4: Enter the name of the presbytery and synod
- Step 5: Actually enter "N/A" in each line under Clerk of Session that allows you to put a mark.

Part II:

- Step 1: This is self-explanatory although there is not a position name that reflects transitional presbytery or even Interim EP. I would check Presbytery Staff, and then in the line that asks you to specify the title, put the actual title of the position there. Employment status, experience desired and Language requirements are self-explanatory.
- Step 2: Check No, unless this position is to be shared by more than one presbytery.
- Step 3: In the narrative section the CLC requires only the Brief Mission Statement for an interim (transitional) executive/presbyter search. I don't think they want to be in a position where it appears that the presbytery has to do a full mission study, to be reflected in the narrative, before an interim/transitional presbyter is sought. I think your committee, with all the developmental work the presbytery has been doing in recent years and the decisions it has reached, can fill out the narrative questions in way that can give a good snap shot of the presbytery, helping prospects decide whether they would want to go further in conversation. You don't have to tell the whole story. Tell as little as you'd like, but enough to generate some interest.

Step 4: Offer references who will agree to be named and can speak intelligently and accurately about the presbytery. It could be helpful, but not essential, to confer with the synod staff to your committee about these references.

Step 5: Description of position, etc.

- a. CLC requires Position and Person Descriptions be included.
- b. Skill choice limitation can be difficult but is straight forward, based on consultation within the presbytery.
- c. Range of salary is needed but the max is not published. Note that *effective salary* includes housing & utility allowance as well as base cash salary, but not travel reimbursement and most other allowances such as books, continuing education, field expenses, pension and medical.
- d. Your geographic choices are only limited by the committee's budget, the time constraints of arranging on-site interviews, and your committee's willingness to bring people from long distances. You can do much of your interviewing by phone conference call and then bring candidates in serially based on your first choice following phone interviews, or bring in a couple persons on contiguous dates so that your process is not hampered and candidates are not kept waiting (not a good posture for an interim/transitional leader for whom the next employment opportunity is timely)

Step 6: My hope is that you will be able to answer EEO questions in such a way that you can answer "No" to the first (unless the COM has actually counseled with your committee about this), and that you will answer the second question "Yes" and then formally communicate (email is fine) your resolve in this area to the Presbytery Council, with a copy to the COM. It sets a good example for congregations if the transitional presbyter search committee is intentional in this way.

Step 7: Chairperson detail is pretty straight forward. You can use whatever email address you want to use in order to confidentially receive PIFs – in other words, it does not have to be Peter's address. But if you send the email addresses of all committee members to the CLC, I am pretty sure that they can work it out so that once the chair (or whatever email you use) has a PIF sent, everyone on the committee will receive it. When the time is right, send all your addresses to the CLC. It may be that the chair will have to forward PIFs, but I think the CLC has the capacity to send them directly to all.

The Search Committee chair's signature is sufficient, although N/A must be typed in the lines for Clerk of Session and Committee on Ministry for the computer to process the submission; use the same date in those lines as the date of the Search Committee chair's signature, but N/A for COS and COM. Note as well that the chair's signature can be faxed to the CLC office if that seems more expeditious.

Once you have done all of this, it should not take the CLC long to process the CIF and get it on line, sending you a notice. From that point I can do some matching.

Finally, if members of the search committee would like to see the matching process in action, the group, along with the synod Executive for Partnerships, can get behind a digital projector with a laptop, get online, and do a live match of position and current prospects who are in the system, so all committee members can see how the process works and offer synod staff any direction that would be useful to the committee, and will be consistent with the committee's intent and values.

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Synod of the Northeast
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