

Presbyterian Church (U.S.A.)
Churchwide Personnel Services/Office of Call Referral Services
100 Witherspoon Street
Louisville, Kentucky 40202-1396
Toll Free: 1-888-728-7228 ext. 8550 Fax: 502-569-5870

CLC INSTRUCTIONS FOR CPM MODERATORS

Welcome to the Church Leadership Connection (CLC) System. The CLC is a computer database matching system that is accessible over the World Wide Web. The new system provides easy access, user-friendly forms, instant posting of opportunities and instant retrieval of matching data. Our web address is www.clc.pcusa.org.

As the Committee on Preparation for Ministry Moderator your role is to sign off on the Personal Information Form of candidates to give them permission to circulate a PIF in the CLC system. **This should not be done until all requirements for ordination are complete. (See Book of Order –14.0309d)**

Your Task Consists of the Following Steps:

1. **View the Personal Information Form (PIF)** of a Candidate for Ministry [go to www.clc.pcusa.org, log in, click on “View PIF”, click on or enter the PIF ID number]
2. **Attest the PIF** of the Candidate for Ministry [go to www.clc.pcusa.org, log in, click on “PIF Attestation,” click on or enter PIF ID number, if permission is being given to circulate the PIF, click on “Yes” and re-enter your log in ID and password, then click on “Submit.”; if permission is not being given, click on “No” and re-enter your log in ID and password, along with a short explanation in the narrative box, then click on “Submit.”]
3. **Check PIF Attestation Records** for all Candidates for Ministry under your care [go to www.clc.pcusa.org, log in, click on “Check Attestation Record”, review record]

How To Obtain Your Log-in ID and Password:

- Contact Call Referral Services Staff @**1-888-728-7228 ext. 8550** and they will generate your Log-in ID and Password. (For example, your log-in ID will look like CP000000)
- The password assigned to you is difficult to use. The password is case sensitive and must be entered exactly as it is assigned; uppercase letters must be entered as well as lowercase letters in addition to numbers. (For example, your password will look like Mt2Yj68z)
- The first thing you should do is to change this password to something easier to use and easy for you to remember. Changing the initial password to your own password also adds an extra layer of security protecting your confidentiality of your password. **(Your new Password should be no more than 8 characters made up of both letters and numbers).**
- If you forget your password, contact Call Referral Services Staff at our email address at cpsstaff@pcusa.org and they will generate a new one for you.

Note: If you cannot access the form electronically, call CRS at 888-728-7228 ext. 8550 and request that the form be either mailed or faxed to you. Thank You.