



## **CLC Instructions and User Guide for Clerk of Session**

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

### **Clerk of Session Responsibility**

As Clerk of Session you are responsible for **approving the Ministry Information Form** for your Congregation.

### **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), [mifquery@pcusa.org](mailto:mifquery@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.

### **Login and Password**

You will be given a Login and password from the Committee on Ministry of your Presbytery. Your login will begin with COS (for Clerk of Session) followed by the 5 digit church PIN number. If you do not know your login and /or password or have forgotten it, please call your Committee on Ministry.

The password is case sensitive and must be entered exactly as it is assigned. CLC suggests that you change the password to something easier to remember.

### **To change your password**

Move cursor to "Admin" and click "Change Password". Your password must be at least 6 characters, one being a number.

### **Ministry Information Form (MIF) Approval**

Before a MIF can be circulated with CLC it must be approved by the Clerk of Session (COS) of the congregation who confirms session approval of the MIF, and the moderator of COM who confirms COM approval of the MIF.

1. Move cursor to "MIF" "Part II", click "Approve a MIF". All MIFs needing your approval will be listed.
2. If you wish to view the MIF click on "View" to the right. You may also wish to print a copy of the MIF for your records. After viewing close the screen.
3. Click on the MIF ID number to the bottom left to open the screen for MIF approval.
4. Click "Yes" or "No" then "Submit".

### **Other Areas Accessible to COM Moderators on CLC**

#### **Opportunity Search**

Allows you to see all the positions that posted on CLC and sort according to a number of parameters.

#### **Reports**

- **Applicants and Positions** the current number of applicants and positions within the CLC system.

#### **Contacting Church Leadership Connection**

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

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