Instructions for Entering a New Personal Information Form (PIF)

Church Leadership Connection (CLC) hopes these instructions will assist you in entering your Personal Information Form (PIF) with CLC. Review all the instructions before you begin.

BASIC INSTRUCTIONS:

If you are using Internet Explorer 11 it is currently not compatible with CLC. We recommend that you load the pcusa.org website in your browser and enable compatibility mode via Tools>Compatibility View Settings> add. The other option is to use a different browser such as Firefox or Google Chrome.

1. Prepare to write your PIF - You may wish to preview the online tutorial for Call Seekers at:
   Call Seekers - https://vimeo.com/140225104
   Writing Effective PIFs - https://sway.com/LpRO_aKUuzkiGewN

2. PIF Draft - Completing a draft of your PIF off-line gives you the time needed to gather information and compose answers without the CLC system time-out constraints. CLC strongly encourages you to answer the more lengthy sections of the PIF, especially the narrative questions, in a word processing document. You can copy and paste your draft responses into the online form.

> **Note:**
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> - The system allows two hours per page for entering information into the form.
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> - You are allowed 1,500 characters, including spaces and punctuation, to enter your responses in the narrative sections.
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> - You are allowed 3,000 characters, including and punctuation to enter your "Statement of a Faith."

PIF PARTS

- Part I of the Personal Information Form (PIF) includes contact information, ecclesiastical status, education, training and certifications, demographics (e.g. SSN [social security number], DOB (date of birth), gender, and ethnic orientation). Before you can move forward to Part II, Part I must be completed and submitted. Once you have completed and submitted Part I, the system will assign you a login and password.

- In Part I you are required to choose whether you are "Actively Seeking" (open to receiving a call and moving within nine months) or "Inactively Seeking" (not actively seeking, but open to a call).

- Choose your Advanced Search matching option. Advanced Searches are local searches requested by presbytery staff for temporary positions such as Interim, Supply and other temporary pastor positions not listed on the CLC Opportunity Search. The Advanced Search feature matches for persons that meet the position type, experience level, salary requirements and geographical choice of the calling organizations. The CLC staff can only conduct these searches and only presbytery executives or appointed presbytery staff can make a request for Advanced Search listings.

- In Part II, the system allows a two-hour window on each page for you to input your information before the system times out. If you are unable to complete your form in the given timeframe, save your form. To return at a later time, choose "resume" to complete PIF Part II from the menu. *You must complete the page you are working on before you can save your work using the "Save My Place" feature.*

- Part II of the PIF includes: the position you are applying for, experience level, service to the church, employment type, geographical choice, leadership competencies, compensation, narrative questions, statement of faith, optional links, references, and Sexual Misconduct Self- certification.

> ### NOTE:
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> You are allowed up to three PIFs in the system. Your Part I information will remain for each PIF. However, the PIFs should be distinct in character. They should be written for the positions you are seeking. *You cannot duplicate the position you are applying for on more than one PIF.*

PASSWORDS

If you forget your password, contact a CLC consultant for assistance.

First Time Users:

▪ When you have completed and submitted Part I of your PIF, the system will assign you a login ID (Personal Identification Number) and password. The login name will be your PIF number and your password, a hodge-podge of case-sensitive letters, numbers, and symbols. You have the option of changing your password into an easier password to remember.

▪ To change your password go to the "Admin" menu at the top of your screen. Click on "Change Password" and follow the instructions. If you forget your login ID or password, call 888-728-7228 ext. 8550 or email clcstaff@pcusa.org for assistance.

HOW TO SUCCESSFULLY COMPLETE YOUR FORM

✓ Select the position (s) you are applying for by using the pull down menu. Indicate how many years of experience you have in the positions you selected (*e.g. no experience, first ordained call, up to 2 years, 2–5 years, 5–10 years, or above 10 years*). Note: only select positions in which you want to serve.

✓ Designate the employment type you are interested in (e.g. full-time, part-time, bi-vocational).

✓ Making multiple choices. There are several places on the form where you may make multiple choices. Use the pull down tab to choose the items you want to select.

✓ If you desire to enter more than one PIF in the system, do not "Enter a New PIF". Instead, log into CLC using your current PIF number and password, use the menu tool to select "create a new Part II." The system will assign a new version number at the end of the PIF number e.g. .1, .2, and .3.

✓ Make a geographical choice - If you are willing to serve anywhere in the U.S.A., click on "S*uggest my name anywhere in the USA*." If you are restricted in where you can serve, click "*Only refer my name to the states checked below*."

✓ If you are interested in "Mission Co-Worker (International)" positions see ***One Door, International Mission Service*** http://onedoor.pcusa.org/(S(xgvjr3du301rstujmhkexssk))/user/pages/index.aspx for position information.

✓ Select up to ten (10) Leadership Competencies that you possess. These competencies should be reflected in your narrative responses, work experience, and or specialized training.

✓ Compensation. Indicate your minimum requirements for "effective salary" (cash and housing).

✓ Write your narrative questions providing outcome responses.

✓ Include a statement of faith.

✓ Optional links provide an opportunity for you to include sermons, lesson plans, and other pertinent material.

✓ You must have a minimum of one reference with their full contact information listed.

✓ Attest to the Sexual Misconduct Self-certification.

✓ Review your information and "Submit Completed PIF"!

AFTER YOUR PIF HAS BEEN SUBMITTED

ATTESTATION

Your PIF must be attested to by your presbytery stated clerk (SC) if you are a teaching elder. The committee on preparation for ministry (CPM) moderator attest your form if you are a candidate for ministry. The CLC system generates an automatic email asking for attestation. Follow up with your presbytery to ensure that your form is attested to in a timely manner. Lay Professional forms do not require attestation by the presbytery.

MATCHING

Once your PIF has been attested it will be available for matching with Ministry Information Forms (MIF). When matched to a MIF your PIF will be available electronically to the EP/GP, COM, PNC, and/or search committee.

- Enter the system and select the "Report Menu" to review referred MIFs.

SELF-REFERRAL

1. Use the Opportunity List to select positions in which you want to self-refer.

2. Login to the system (www.pcusa.org/clc).

3. Move the cursor to "PIF" and drop-down to "PIF Self-Referral."

4. Select the appropriate version of your PIF you wish to refer and click "Submit."

5. Enter the Ministry 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.