



CLC Instructions and User Guide for COM Moderators

Website: www.pcusa.org/clc

Committee on Ministry Moderator Responsibilities

As Committee on Ministry (COM) moderator, you are responsible for several tasks within Church Leadership Connection (CLC). They are: **Assigning Login IDs and Passwords** to Pastor Nominating Committees (PNC) and Clerks of Session (COS), **Approving Ministry Information Forms (MIF)**, **Confirming Eligibility** of a congregation to participate in the Board of Pensions Seminary Debt Assistance Program, and **Matching Inside the Presbytery**. See instructions 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 the following addresses:

pifquery@pcusa.org

cifquery@pcusa.org

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

Your login ID will begin with CO (for COM) followed by the 6-digit synod/presbytery ID#. If you do not know your login ID and/or password or have forgotten it, please contact CLC by email at clcstaff@pcusa.org or at (888) 728-7228, ext. 8550.

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

Changing Your Password

Go to "Admin" dropdown menu, and click "Change Password". Your password must be at least 6 characters, with one being a number.

ASSIGNING LOGIN ID'S AND PASSWORDS & RE-INITIALIZING PASSWORDS

Note: Usually, the COM Moderator is responsible for assigning login IDs and passwords to PNC chairs, PNC members, and Clerks of Session. The format and capabilities for each role/login ID are different.

PNC Chair ID – P + 7 numbers (ending with the 5-digit church PIN)

- Can create and update the MIF
- Can request a re-match of the MIF
- Can view the MIF
- Can access the PIF's that are referred to the PNC

PNC Member ID – M + 7 numbers (ending with the 5-digit church PIN)

- Can view the MIF
- Can access the PIF's that are referred to the PNC

Clerk of Session ID – COS + 5-digit church PIN

- Can view the MIF
- Can approve the MIF on behalf of the Session

Assigning Login IDs and Passwords

Note: Passwords are case-sensitive and must be entered exactly as it is assigned. Please be sure to note the differences between ones/lowercase L's and zeroes/O's for assigned passwords.

- Go to the “Admin” dropdown, and click “Assign Login IDs”
- From the “Organization Type” dropdown, choose “Church” or another appropriate type if not assigning login IDs and passwords for a church
- From the “Role” dropdown, choose the appropriate role for the person to whom you are assigning the login ID
- Enter the church PIN number (5-digit number) and click “Generate”
- The login ID and password will be displayed on the screen

Re-Initializing Passwords

Note: If a password is forgotten, you can re-initialize the password. You will need the email address where you would like the new password to be sent; you can also send the password to yourself.

- Go to the “Admin” dropdown, and click “Re-Initialize Password”
- Enter the login ID of the person whose password you are re-initializing
- Enter the email address (of the login ID owner or your own) to email the new password
- Click “Reinitialize Password”

APPROVING MINISTRY INFORMATION FORMS (MIF'S)

Note: Before a MIF can be active and circulated on CLC, it must be approved by the Session and COM. These approvals are confirmed in CLC by the Clerk of Session and the COM moderator.

- Go to “MIF” dropdown, choose “Part II”, and click “Approve a MIF”; all MIF's awaiting approval will be listed
- If you wish to view the MIF, click “View” in the right-hand column
- After viewing, close the screen
- Click on the MIF ID# to open the screen for MIF approval
- Choose “Yes” to confirm COM approval, and click “Submit”

CONFIRMING ELIGIBILITY FOR SEMINARY DEBT ASSISTANCE PROGRAM

The Seminary Debt Assistance Program, administered by the PC(USA) Board of Pensions, is designed to assist newly ordained ministers who are serving small congregations with repaying education debt incurred while seeking a Master of Divinity degree. This program is a way for smaller churches to add value to the compensation offered to pastoral candidates.

- Go to “MIF” dropdown, and click “Eligibility for Seminary Debt Assistance”
- Select the church ID from the dropdown list
- If the church meet both criteria of fewer than 150 members and a budget less than \$250,000, click “Yes”; if the church does not meet both criteria, click “No”
- Click “Notify CLC”

MATCHING INSIDE THE PRESBYTERY

The “Allow matching PIF inside the Presbytery” option tells CLC whether or not your presbytery allows PIF’s from minister members of your Presbytery to be matched with MIF’s within your bounds. The Presbytery Information page (“Admin” dropdown) shows your presbytery’s default setting. The COM moderator can use “Matching Within Presbytery” (“MIF” dropdown) to change the setting for individual MIF’s by choosing the MIF ID#. **If the COM does not indicate a choice using the “Matching Within Presbytery” option, the MIF will be matched according to the presbytery’s default setting.**

OTHER AREAS ON THE COM MODERATOR CLC SITE

Opportunity Search

Allows searches through all positions that are posted on CLC; can filter by a number of parameters

Reports

- **Applicants and Positions** – shows current number of applicants and positions within CLC.
- **MIF → Status** – lists the most recent MIF’s from your presbytery; can also view the MIF’s.
- **MIF → View Referred PIFs** – lists the PIF’s referred to each of the MIF’s in your presbytery.
- **MIF → Web Hit Count** – shows how many times a MIF has been accessed through CLC and the last time it was accessed.
- **MIF → Diversity Count** – shows how many PIF’s were referred to each MIF and the Racial/Ethnic and Gender distribution of those referred PIF’s.

Admin

- **Notify of New Call** – used by Stated Clerk/EP/GP of calling Presbytery to report a settled call
- **View Presbytery Information** – lists the basic information for each presbytery

CONTACTING CHURCH LEADERSHIP CONNECTION

If you need any assistance or have questions, contact us.

We can be reached by email at clcstaff@pcusa.org or by phone at 1-888-728-7228 ext. 8550.