Stated Clerk Responsibilities
As Stated Clerk you are responsible for several tasks with Church Leadership Connection (CLC). They are: Attesting a Personal Information Form (PIF), Unauthorized a PIF, and Notifying CLC of a New Call. See instructions below.

A previous Executive/General Presbytery (EP/GP) task, Notifying CLC of Presbytery Information Updates, is now a task that you can complete through the Stated Clerks Portal.

A Note about Spam Blockers
In order to receive emails from CLC in a time 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 will begin with SC (Stated Clerk) followed by the 6-digit synod/presbytery ID number. 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.
ATTESTING A PIF

Note: You are responsible for attesting to the standing of teaching elders in your presbytery. Your attestation is a verification of standing only and does not include or imply approval of the Personal Information Form (PIF) or verification of any information contained on the PIF.

The PIF attestation states the following:
N. is a member of the Presbytery of XXX PRESBYTERY. As of this date, no allegation or charges are pending against the member, nor is the member currently under judicial censure limiting the ministry or under supervised rehabilitation. The receiving body should always call the presbytery to ask for further information about any applicant, including their ministry and activities within the presbytery of membership.

When a minister member of your presbytery submits a PIF, the system will generate an email message to you. The email will identify the minister and their PIF ID#. You do not need to wait for the email from CLC before attesting to a PIF.

• Go to “PIF” dropdown, and click “PIF Attestation” – all PIF’s needing attestation will be listed
• View a PIF by clicking “View” in the right-hand column of the chosen PIF; click “Go Back” in the upper left-hand corner after viewing each PIF
• Click on the PIF ID# in the left-hand column to open the screen for PIF attestation – the Sexual Misconduct Self-Certification Statement is at the bottom of the screen
• Click the appropriate radio button (“Yes” or “No”)
• If you choose “No” to fail attestation for a PIF, click “Select a reason” box in the “Comments” section that appears, and select a reason for failing the PIF; an email will be generated to notify CLC Staff upon submission
• Click “Submit”

Note: CLC requires annual re-attestation of PIF’s. When a PIF has been active for one year, CLC will generate an email requesting that you re-attest to the call seeker’s standing in the presbytery. Annual attestation is required to monitor changes in standing, which may affect the individual’s ability to accept a new call.

UNAUTHORIZING A PIF

Note: If you can no longer say “Yes” to the attestation statement, the attestation should be revoked and the PIF should be unauthorized.

• Go to “PIF” dropdown, and click “Unauthorize a PIF”
• Click on the box under “PIF ID” and choose the PIF ID# and name for the PIF that needs to be unauthorized
• Make sure the correct PIF ID# and name is highlighted
• Click “Submit”

Note: Please send a written notification to CLC with the reason for unauthorizing the PIF for our records.
NOTIFYING CLC OF A NEW CALL
When a new call has been extended, either the Stated Clerk or the EP/GP should notify CLC.

• Go to the “Admin” dropdown, and click “Notify of New Call”
• From the dropdown list, choose the correct MIF ID#
• Enter the PIF ID# in the box, or if no PIF ID# is available, enter the person’s name
• Enter the Effective Date of the call
• Click “Submit”

NOTIFYING CLC OF PRESBYTERY INFORMATION UPDATES
The Office of the General Assembly is now receiving presbytery information updates through the Stated Clerks' Portal only. This will ensure that information throughout the OGA systems are uniform.

When your Presbytery has a new EP/GP, COM moderator, CPM moderator, or SC or has a change to information such as address, etc., please update the information through the Portal.

For changes to Distribution Code and Matching inside the Presbytery, please continue to use CLC.

OTHER AREAS ON THE SC 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.
• PIF → PIF Attestation Record – lists active PIF’s from the presbytery to which the Stated Clerk has attested

Admin

View Presbytery Information – lists the basic information for each presbytery, including names of the EP/GP, Stated Clerk, Ministry Committee/Commission Moderator, and CPM Moderator.

CONTACTING CHURCH LEADERSHIP CONNECTION
If you need any assistance or have questions, contact us.
We can be reached by email at clstaff@pcusa.org or by phone at 1-888-728-7228 ext. 8550.