



# Church Leadership Connection System Tutorial

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# Introduction

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# **New Terms, Processes and Tools**

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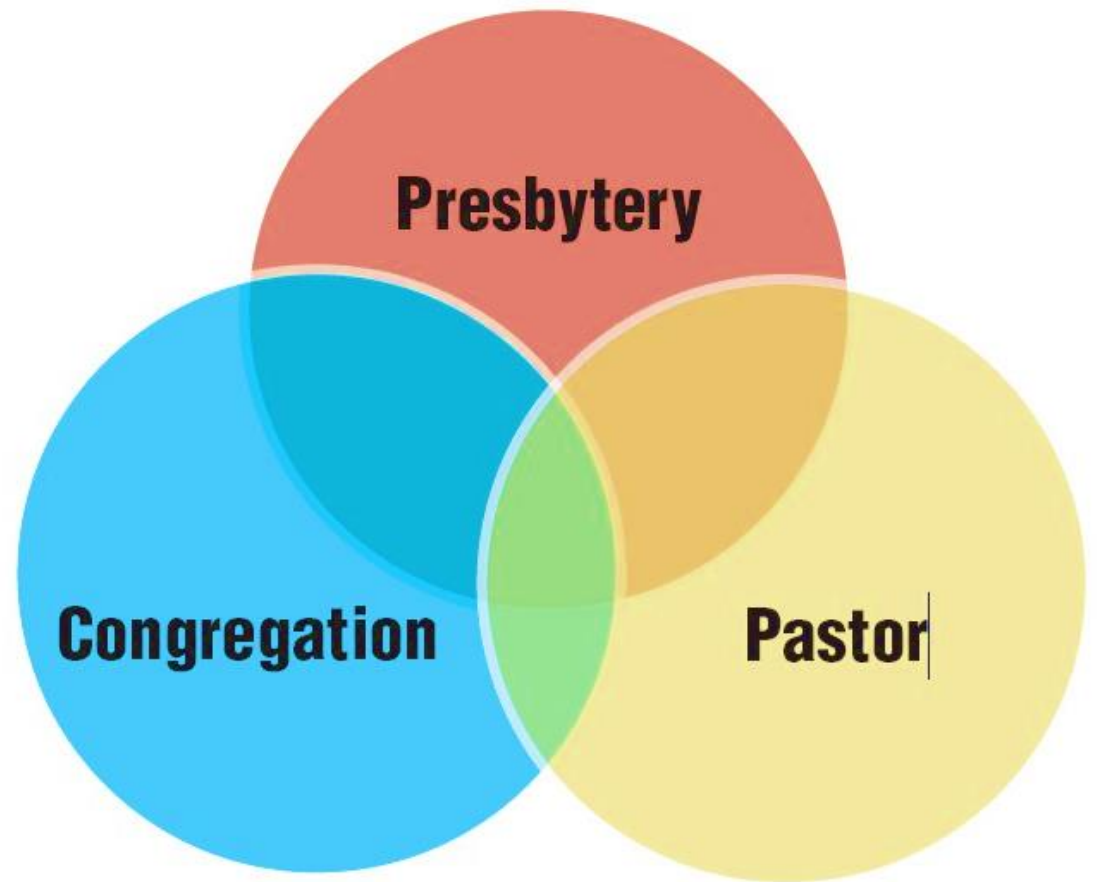




Discernment is God's call to  
intercession, never to faultfinding.

Corrie ten Boom

# **The Call Process Family Portrait**





# ROLE ACRONYMS



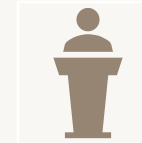
**EP -**  
Executive/General  
Presbyter



**SC -** Stated Clerk



**COM -** Committee  
on Ministry Chair or  
its equivalent



**CPM -** Committee on  
Preparation for Ministry  
Chair or its equivalent



**Admin -**  
Administrator for the  
Mid Council



**COS -** Clerk of  
Session



**PNC -** Pastoral  
Nominating  
Committee



**CS -** Call Seeker

The background features a series of lightbulbs hanging from above. Most are white outlines, but one in the center is yellow and glowing. The entire scene is framed by a large, light gray circle.

# NEW TERMS AND ACRONYMS

- **MP – Ministry Profile.** It has the basic information for the Mid Council or organization. Formerly known as MIF Part I.
- **MDP – Ministry **Discernment** Profile.** It has the information that will describe the position and the mission of the congregation or organization in finding the best candidate. Formerly known as MIF Part II.

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# NEW TERMS AND ACRONYMS

- **UP – User Profile or Profile Information.** This has the basic information of the Call Seeker. (Former PIF Part I)
- **PDP – Personal **Discernment** Profile.** This has all the information provided by the Call Seeker to present themselves to a possible organization: Work Experience, Education, Certifications, Narrative Questions, etc. (Former PIF Part II)





connecting | discerning | calling

# New Processes and Tools



# Processes and Tools

## 1. Notification emails for:

- Invitation to take a role in the system or COS claiming a role** – This eliminates the creation of credentials. Any updates in status of the role will trigger an email.
- Invitation for a candidate to apply and self referrals** - First contact from PNC to call seeker, 15 days to answer. Also for each step in the process.
- Withdrawal of application or consideration** - Last contact from PNC to call seeker.
- Attestation of Failing** - Candidate will know of their status in the system.
- Call Notification** - Will send email to call seeker, presbytery and congregation.



# Processes and Tools

## 2. "Competency" Match Surveys (will change name soon):

- Congregation:

- 1) PNC meets and discusses the Survey.
- 2) PNC discerns on the answers.
- 3) PNC Chair will fill the Matching Criteria of the position in the survey by moving the cursor to the correct number or typing the number in the box.

- Call Seeker:

- 1) CS discerns and answers the 84 questions in the survey in a timely manner.
- 2) Can take it every 6 months or can contact CLC if they need it before.
- 3) System will determine matching between both answers and will show PNCs the results from most matched to least.

- Results - The results of the Call Seekers survey will NOT be shared with organizations. Each Call Seeker will be able to see a graph of their results for their own knowledge

# Processes and Tools

## 3. Matching Results:



**PDP Snapshot** – Work Experience, Education, Narrative Questions, City and State. If the person fills the basic requirements of the position and the PNC would like to consider them, they will invite the call seeker to apply. Call seekers are not notified of matches, only of further consideration from the PNC.

**Full PDP view** – If the call seeker accepts the invitation to apply or self refers, or is referred by a Presbytery leader, the PNC will be able to view all the information in the PDP, from profile information, optional links, to references.

**25 results each rematch** – PNCs, or those authorized, will receive 25 match results every automatic rematch they submit. They will need to take an action on those 25 results: Invite to apply, Not considered, Saved for later. After an action is taken on all results a new rematch can be requested to the system.

**Limits “PDPs in Discernment”** – PNC can have up to 10 PDPs in Discernment in the panel. This assures that the PNC begins a healthy discerning interview process with those 10 call seekers. The system will not rematch if this panel is full. Self referrals and referrals will be “filed” here.

**Limit “Saved for Later”** – Those with this action will remain in the results panel. You can have up to 25, but this will prevent the system to rematch. For every PDP with this action, is one less new result in rematch.



# Processes and Tools

## 4. Approval and Attestation

- **Attestation** – Stated Clerk or MCL assigned will attest to the UP of a call seeker.

1. **Are they a member of the Presbytery? (or Congregation for non-ordained)**

2. **Are they in Good Standing with the Presbytery?**

*PDPs will not need attestation but can be reviewed by the MCL who attests.*

*Ups will need re-attestation every year or when failed by Presbytery and details are corrected.*

- **Approval** – Congregations need approval in different stages:

1. **Presbytery approves the beginning of the call process, access to CLC and redaction of the MDP.**

2. **MDP revision and approval by the Clerk of Session.**

3. **MDP revision and approval by COM or MCL assigned. If MDP needs correction MCL can let the PNC know and they can edit the detail.**

4. **MDP will be released to the Opportunity search as soon as it receives both approvals.**

*MDPs will need reapproval when the Position Type, Employment Type or Salary has been changed and submitted by the PNC. Any other changes will not trigger reapproval.*



Synod of the  
Rocky  
Mountains



**SOMA**  
the synod of mid-america




# Processes and Tools

## 5. Synods

- EP and SC role will manage all tasks that are assigned by their policies.
- Administrator role is available for specific tasks.
- Creation of Search Committee (PNC role) will be focused on Synod work or presbytery work. (UNDER WORK)
- MDPs don't need approval after submitting it but they are revised by the MCLs assigned.
- Advanced Searches for specific positions are conducted by the CLC consultants with those assigned to manage matching.
- CLC Consultants will support you in every step of the process.



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# **Sign Up Process, Roles and Tasks**

**Elder Eva Rebozo**

**Rev. Mason Todd**

CLC Consultants

# Old vs New CLC Landing Page



Church Leadership Connection

[Home](#)

[Opportunity Search](#)

[Reports](#) ▼

Welcome, please login

Login ID:

Password:

[\(I forgot my password\)](#)

☐ Remember me on this computer

Login

## Have Trouble Logging In?

PIF Login ID - The 9 numbers (1000xxxxx) of the PIF# not including the decimal point.

If you have created a PIF but need help retrieving your #, contact [CLC Staff](#).

If you need to create a PIF for the first time, fill out a new [PIF](#).

SC, EP, COM, and CPM please contact [CLC Staff](#) for Login ID.

PNC Chairs and Clerks of Session please contact the COM chairperson of your presbytery.





Church Leadership Connection

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Language ▼

FAQs

Contact Us

➔ Sign Up

# Welcome to the new CLC!

## Discerning your Call

Have quick access to our full list of call opportunities today!

Position Type

-- Select Position Type --



State

-- Select State --



Search



Username \*

Enter Username

Password \*

Password

Log In

Don't have an account? | Need help logging in?

[Log in to the old CLC system](#)

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# **IMPORTANT CHANGES**

Sign up process

Entering an MDP

Matching

CLC Tasks

# SIGN UP PROCESS

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**Call Seekers:** Sign up directly at the CLC landing page.



**Stated Clerk:** Does not need to Sign Up. Can access CLC through the Stated Clerk Portal.



**EP:** Sign up by invitation from the Stated Clerk.



**COM & CPM Chairs:** Sign up by invitation from the Stated Clerk or EP.



**Clerk of Session:** Be invited by the COM Chair or Claim your role by signing up.



**PNC:** Sign up by invitation from the Clerk of Session.

[+ Invite](#)



**COM Chair:** Invites the Clerk of Session to Sign Up or approves COS account.



**Clerk of Session:** Enters the Ministry Profile (former Part I), creates a virtual search committee, and invites the PNC and PNC Members to use the system.



**PNC Chair:** Enters the Ministry Discernment Profile (former Part II) for review and approval by the Clerk of Session and COM Chair.



MDP will appear in the Opportunity Search.

## Entering an MDP (Ministry Discernment Profile)



# MDP NARRATIVE QUESTIONS

1. How would you describe the congregation's/organization's specific vision for ministry? How will this vision impact the community? Is the congregation part of a ministry vision?
2. What is the nature and context of the community in which your congregation lives out its mission/vision? How will you address the emerging needs that are impacting your community?
3. How will this call help complement the responsibilities of other staff/volunteer positions, and the life of the congregation/organization, so that you may accomplish your short and long-term goals for ministry?
4. Provide a description of the skills, gifts and training the person you hope will become a part of your ministry must have, to lead the congregation towards the vision and mission established.
5. What areas of ministry do you expect the person called to be responsible for? Share specific tasks, assignments, and programs.

# **CLC ROLES AND TASKS**

# Attesting User Profiles (Default SC, CPM)

- You will receive email notifications when ministers complete their user profiles.
- You can attest whether they are ordained, candidates, or non-ordained call seekers and whether they have any charges or allegations against them. Once attested, candidates can create a Personal Discernment Profile (PDP).
- You can access and review the PDPs for analysis but are not required to attest to them.

# Managing Organizational Members List (Default SC, EP)

- You can invite presbytery leadership to use the system by entering their name, last name, email address, and selecting their role(s).
- You will receive role access requests from existing users. You can approve or deny access to their role in the system.
- You must maintain the organization members list updated by assigning or unassigning roles, as needed.



# Inviting the Clerk of Session (Default COM)

- You can invite the Clerk of Session by using the invite button and providing the congregations name and contact details.
  - You can approve role access requests from those Clerks of Session that have already signed up.
  - You have a list of Clerks of Session active in the system. You can update this list any time as needed.
- 

# Approving MDPs (Default COM)

- You will receive an email notification when a PNC has entered their Ministry Discernment Profile in the system after the Clerk of Session has approved it.
- All MDPs can be accessed on the **Ministry Discernment Profile section** in your dashboard.
- Review that the MDPs has:
  1. what has been agreed on.
  2. that the information satisfies what the Presbytery has asked of the PNC.
  3. that all the fields have been completed correctly.
- . You can approve the MDP or deny your approval and provide feedback for the PNC to update their MDP.
- When the MDP is approved you will see it as "Released" on your list. The MDP will be made available in the Opportunity Search automatically after your approval. The PNC can also begin to request matches.

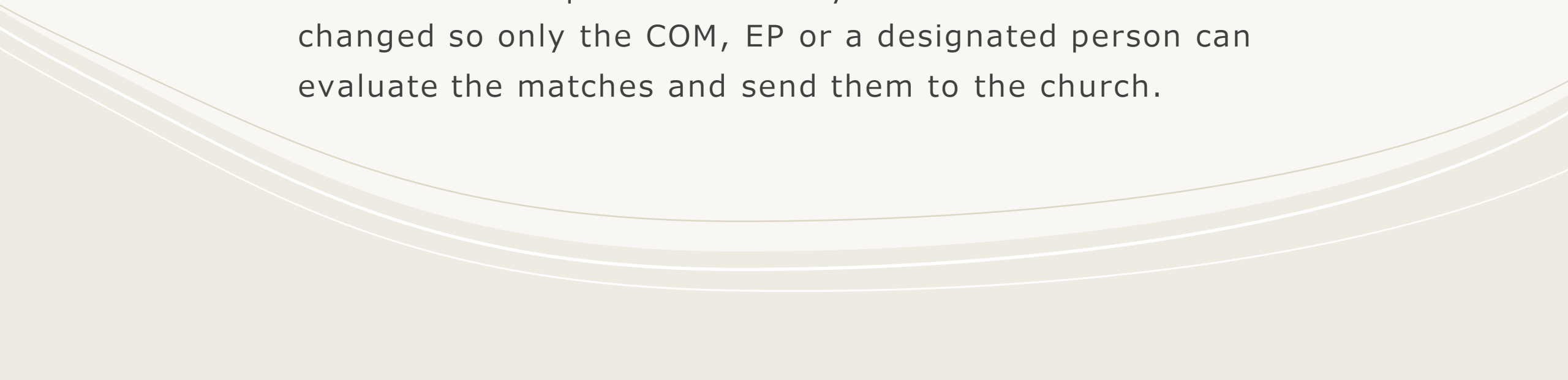
# Manage Matching (Default COM)

- Under your MDP (Ministry Discernment Profile) section, you will be able to Manage Matching. You can view all the matches the congregations received.
- You will have an MDP Committee Notes section where you can write any message or observation regarding the PDPs (Personal Discernment Profiles) to the congregation. You will also have records of initial matching, number of rematches done, number of ministers asked to apply, and self-referrals.
- There will be a rematch button, which you can click on to send matches to the congregation. From there, the PNC (Pastor Nominating Committees) must determine if they will invite their matches to apply for the position.
- You can access the Matching Criteria page and change some options to see if you would get different and more matches by changing criteria in the MDP.
- You will also find the option No Matching within the Presbytery, which controls whether your presbytery allows PDPs from minister members of your Presbytery to be matched with MDP's within your bounds.

# MATCHING (Default PNC, COM)

- Matches are shown automatically **after** the PNC Request a Rematch.
- The PNC must evaluate the matches and invite the candidates they are interested in to apply for the position.
- The candidates have 14 days to accept the invitation. After 14 days have passed, the system will automatically remove them from consideration.
- Once the candidate accepts the invitation, the PNC will be able to read their entire PDP.

# MATCHING

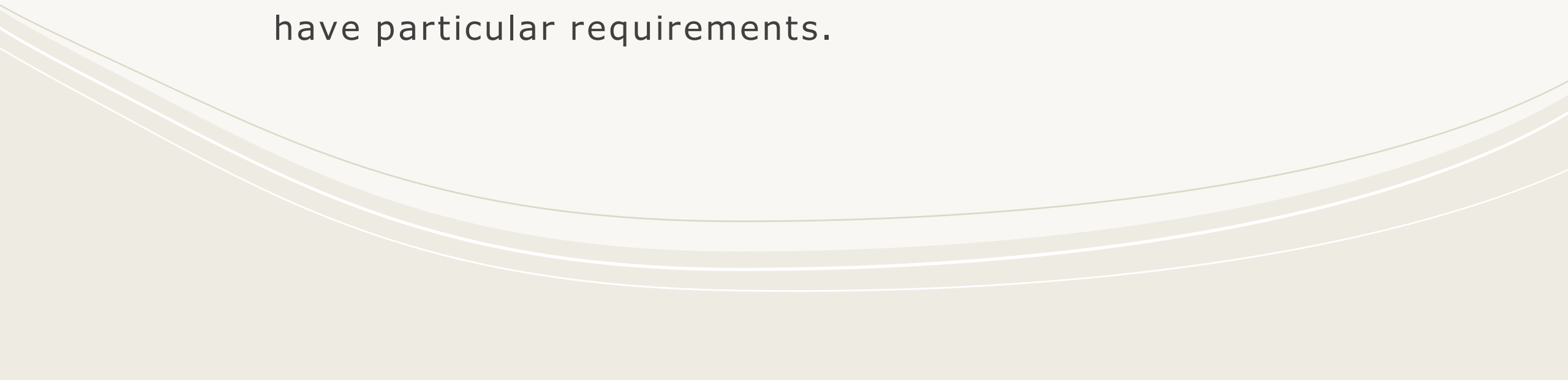
- Matches are in order of the competency scoring, salary, and location.
  - Experience level is no longer a matching criteria.
  - The PNC can request matches by default. This can be changed so only the COM, EP or a designated person can evaluate the matches and send them to the church.
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# Call Notification

- When the PNC has decided on a candidate, they will continue the process outside of CLC.
- If the candidate is elected by the congregation or invited by the PNC or Session to serve in the congregation, when all is done, they will notify them that a call has been completed in CLC. They will go to the Matching PDP Results page and will select the action “Notify a Call” on the candidate. That will trigger a notification to the candidate asking them to either accept or not the call notification.
- Once submitted, the MDP will be removed automatically, the PDP will be deactivated and eventually the information will be sent to the Presbyterian Historical Society for their records at the end of the year.

# Advanced Searches (Default COM)

- In special cases, you will be able to select additional matching criteria that the PNC cannot.
  - CLC Consultants will also be available to assist you if there are specific searches for certain positions that have particular requirements.
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# QUESTIONS?

[clcsupport@pcusa.org](mailto:clcsupport@pcusa.org)

502-569-8550