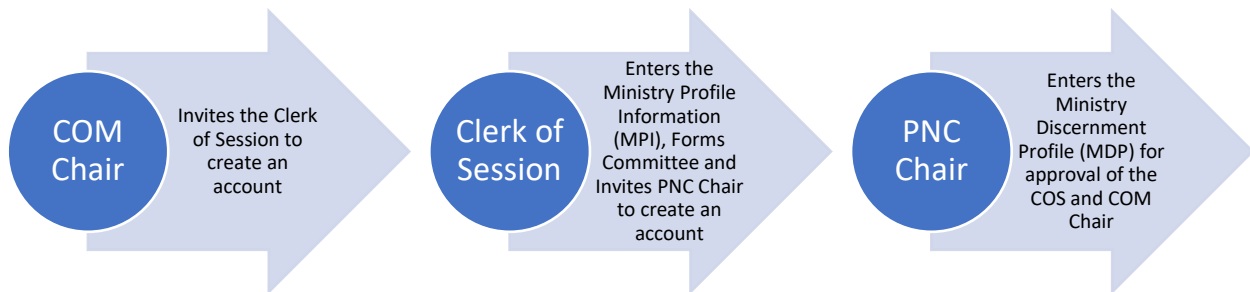


A COMPLETE GUIDE TO CREATING A MINISTRY DISCERNMENT PROFILE (MDP)



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BEFORE YOU BEGIN

1. **Make sure your computer will run the CLC system.** Browsers such as Microsoft Edge or Google Chrome are known to be the most compatible with the CLC system.
2. If you are the **Pastor Nominating Committee Chair** or **member**, please wait for the Clerk of Session to send you an invitation to create an account.
3. If you are a **Clerk of Session**, the Committee on Ministry Moderator (COM) or designated person will invite you to claim your role and the system will send a link so you may configure your credentials and enter your general information. If you have not received a link, you may visit the **CLC Main Page (clc.pcusa.org)** to **Sign Up**. At the Sign-Up screen, select you are a **Calling Organization**. Under Organization Type, choose **Congregation**, and type the name of your church to select it from the list. Finally, type in your name, last name and create your username and password. When you submit the information, you will receive an email to confirm the creation of your account. Please allow some time for your Presbytery Leader to approve your account. You will receive an email once your account has been approved and you can begin fulfilling your tasks in the system.
4. If you are a **Mid Council leader** needing to enter an MDP, please contact CLC staff at clcsupport@pcusa.org.
5. If you are from a **PCUSA Agency, Hospital, College, Educational Institution**, or a **church from another denomination**, please contact CLC.
6. For manuals, forms, guides, and training videos for CLC, go to pcusa.org/clc

NOTES BEFORE FILLING OUT THE MDP

There are mandated character limits. The church mission and vision statement, responsibilities of the position, and answers to the five narrative questions are limited to 1,500 **characters** each including spaces and punctuation. If you go past 1,500 characters, the system will not save your work. Please verify your character count in a word or pages document.

Saving MDP work in progress. If you need to head out for the day and have not completed the information in the Ministry Discernment Profile, you can exit the page and the system will save your information automatically. You will be able to continue your work later by clicking the note and pencil icon. See below screenshot with an example of an MDP in progress and the icons on the right:

Serving multiple roles at the same time. If you have more than one role in the system, you can switch between them by clicking on your name and role at the top of your dashboard. See below screenshot as an example:



CLERK OF SESSION: FILLING OUT THE MINISTRY PROFILE INFORMATION (MPI)

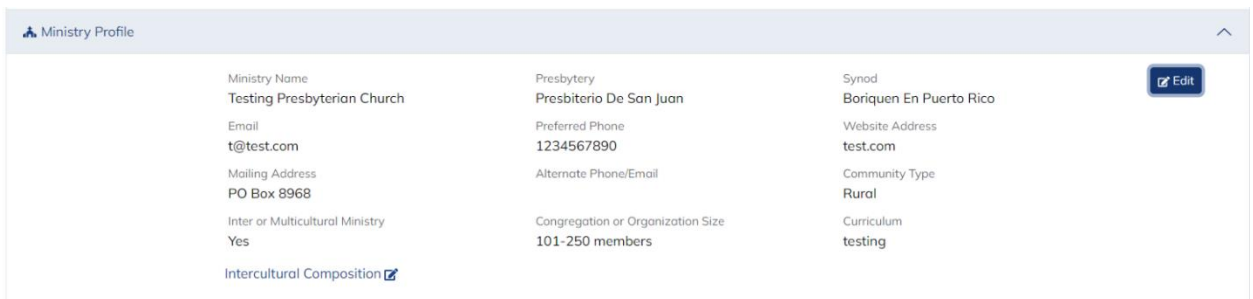
The **Clerk of Session** must enter the **Ministry Profile**, form a **Search Committee**, **Invite the PNC Chair**, and can invite the **PNC Members** to use the system. To begin entering the information, go to clc.pcusa.org and log in.

- When you log in for the first time, you are taken to the Ministry Profile. You will notice that some of the details have already been completed. Press the Save & Continue button after you have filled out the pages to move forward. Some of the required fields to fill are:
- Church Email Address, Preferred Phone Number, Alternate Phone/Email, Fax, and Website Address.
- Intercultural Ministry. Select whether you are part of an Intercultural Ministry. Intercultural Ministries are congregations/agencies that integrate multiple races, cultures, and languages within their ministry.
- Congregation Size. Select the appropriate number of church members.
- Average Worship Attendance. With a single number, enter your average worship attendance for all regular worship services. Do not include special or one-time services.
- Church School Attendance. With a single number, enter the number of people (children through adults) who attend church school.
- Curriculum. List (within 150 characters including spaces and punctuation) the curriculum most used in church school. If you go past the 150-character limit, the system will not

save this section.

- **Community Type.** On the pull-down menu, select the community type where your church or organization is located. Press the save button and return to your dashboard.
- **Intercultural Composition.** Using whole numbers that add up to 100 percent enter the racial ethnic composition of your church or organization. Press the **Save** button once you are finished.

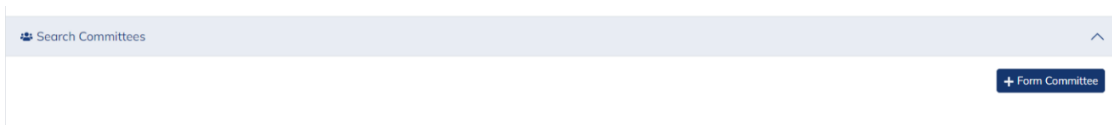
You will be taken to your dashboard after completing the ministry profile. Update the Ministry Profile any time by clicking the edit button of this section.



The screenshot shows a 'Ministry Profile' form with the following fields and values:

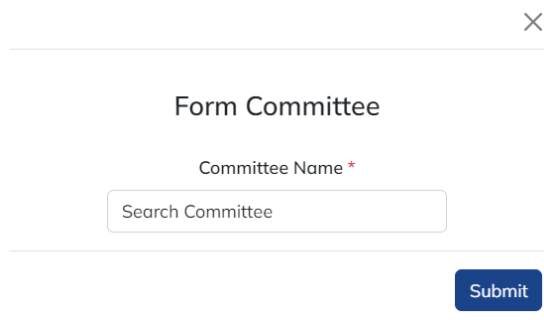
Ministry Name	Testing Presbyterian Church	Presbytery	Presbiterio De San Juan	Synod	Boriquen En Puerto Rico	Edit
Email	t@test.com	Preferred Phone	1234567890	Website Address	test.com	
Mailing Address	PO Box 8968	Alternate Phone/Email		Community Type	Rural	
Inter or Multicultural Ministry	Yes	Congregation or Organization Size	101-250 members	Curriculum	testing	
Intercultural Composition	[icon]					

- Back at your dashboard, scroll down to your Search Committees' section and click on the **Form Committee** button.



The screenshot shows a 'Search Committees' section with a '+ Form Committee' button.

- Give a name to the Search Committee and press the submit button.



The screenshot shows a 'Form Committee' modal with the following fields and buttons:

Form Committee

Committee Name *

[Submit](#)

- Now that you have formed a search committee, click on the **Invite** button to help register your PNC Chair, who will enter the MDP. You can also invite the Committee Members to create an account, or you can allow your PNC Chairperson to invite the committee members.



- Type in the name, last name, email address and select the role of the person you are wanting to invite. They will receive an email with a link to register on CLC. **If you are both Clerk of Session and PNC Chair, send yourself an invitation using the same email address you are using for your Clerk of Session account. The PNC Chair role will be added to your account. To learn how to switch between roles, please see page 3.**

×

Invite Committee Member

First Name *

Last Name *

Email *

Role *

PNC Member ▾

PNC Member

PNC Chair

Next steps as Clerk of Session. The PNC Chair will enter the MDP, when this happens you will receive an email to review and approve the MDP. Log into the system to find it in the **MDPs Waiting for Approval** section. Click the MDP number to review the information. Once you have reviewed the MDP you may click the Approve button on the righthand side of the page.

MDP ID	Position Type	Employment Type	Congregation	Approved by COS	Approved by COM	Actions
10218	Transitional/Interim Position	Full-time	Hope Presbyterian Church	No	No	<input style="background-color: #0056b3; color: white; padding: 2px 5px;" type="button" value="Approve"/>

PNC CHAIR: ENTERING THE MINISTRY DISCERNMENT PROFILE (MDP)

The Ministry Discernment Profile asks for more in-depth information about your church or organization and information on the position to be listed. This is the longest part of the form.

If you are already logged into the system, scroll down on your dashboard until you reach the Ministry Discernment Profiles section. Click the **Create New MDP** button.



FILLING OUT THE POSITION REQUIREMENTS

Position Type. On the pull-down menu, click on the position title. There is an optional field called **Specific Position Title** where you can give a name to the position in case you need to be more specific.

Experience Required. Add the level of experience you require for this position type (*No experience/first ordained call, 2-5 years, 5-10 years, or more than 10 years.*) The experience level is not a factor for matching. This is only so ministers can see this requirement in the Opportunity Search and decide whether they want to self-refer.

Employment Status. Click “Full-time” or “Part-time” or “Full-time/Part-time” or “Bi-vocational.”

Training/Certification Requirements. If you require special training for your position, choose from the categories: Interim Ministry Training, Certified Christian Educator, Conflict Mediator Training, Interim Executive Presbyterian Training, Certified Business Administrator and/or Pastoral Education Training. If the required training is not on this list, use the **Other Training** field.

Language Requirements. Click on the language(s) in which the person who fills this position needs to be fluent. If there is an additional language required that is not on the list, use the **Other Languages** field.

Statement of Faith. The statement of faith provides insight of person’s theology. Select whether you desire to receive a statement of faith from potential candidates. By selecting “yes” you will only be matched with persons who have included a statement of faith in their PDP. Most COMs require that churches receive statements of faith for ordained positions. Please verify with your COM representative of this requirement if you are uncertain.

Clergy Couple. By selecting “yes” you will also be matched with clergy couples in the system. If your congregation is open to a clergy couple this means that you are open to hiring two people

who work together to fill the roles of your position. Similar to co-pastors, a clergy couple is a couple looking to do ministry together in the same setting. Clergy couple does not mean that two ministers are married but serving in two separate ministries.

Deadline date. CLC does not recommend entering a deadline date unless you believe it to be necessary. If you enter a deadline date, the MDP will be removed from circulation and matching after that date. To continue your search process once your MDP is removed, you will need to obtain the COS and COM re-approvals online.

When the above steps are completed click on Save and Continue.

MISSION AND VISION STATEMENT AND TASKS FOR THE POSITION

Mission/Vision Statement. Some presbyteries require performing a mission study involving Bible study, prayer, and an honest and thoughtful look at your congregation and community, to discern the direction in which God is leading the congregation. Other presbyteries provide a set of questions and/or resources to determine the needs of the church. The Session (or PNC) should use these tools to discern and compose a Mission/Vision statement that represents your members and community. Your Committee on Ministry Moderator is a resource to help you develop your Mission/Vision Statement. Please enter up to 1,500 characters.

Tasks, expectations, duties, supervision, assignments, and responsibilities for the position. These are the job descriptions agreed to by the Session and Presbytery (COM or its equivalent.) These should be general descriptions. (Example: Assist the youth group at least once a month.) Please enter up to 1,500 characters.

COMPENSATION AND HOUSING

Effective salary is cash salary plus housing allowance or manse value and other compensations. See Effective Salary Definition at [Board of Pensions](#). The minimum effective salary will be displayed on your MDP. The maximum effective salary is not displayed but is used for matching purposes only. We use a range because candidates list a minimum effective salary on their PDP's, and the system matches all the candidate/ministers who fall below the maximum. This allows for the church to have some negotiating power when discerning who they wish to call and how much they feel called to offer. **Please only type numbers in the salary fields, with no spaces, symbols, decimal places, or punctuation marks.**

Housing for Pastoral Positions. If you have a manse that is part of the call, click on "Manse." If you have a housing allowance that is part of the call, click on "Housing Allowance." If you have a manse but are willing to consider a housing allowance in lieu of using the manse, click on "Open to Either." Click on "N/A" if this is a non-pastoral position.

NARRATIVE QUESTIONS

It is important that your responses will provide adequate information for call seekers about your ministry. The narrative question fields are limited to 1,500 characters each including spaces and punctuation. To view a description of each narrative question, please click [here](#). Note that question five is similar to the tasks and expectations section previously entered, but more specific. Please take time to elaborate in this section on previously mentioned tasks and expectations. We have created this guide for PNCs and COMs to determine what topics a narrative question answer.

OPTIONAL LINKS

List any links that support the answers to your narratives or highlight ministries within your church/organization. You may also include links that you believe will help highlight your community. You can type a title for your link, provide a brief description of its contents, and enter the link URL (Website Address.)

EQUAL EMPLOYMENT OPPORTUNITY

All MDPs must answer the EEO question in the affirmative for the MDP to be included in the CLC system. Although the statement refers to instructions from the committee on ministry (COM), the statements are intended to indicate a willingness to comply with PC(USA) Equal Employment Opportunity policies.

REFERENCES

List three people who know your congregation or organization well. Include the contact information requested and their relationship to your congregation or organization. Please make sure to contact your references so they are aware you used them as such and note that references should not be members of the congregation. Please be brief in the relationship description of your references as the window will only show so many characters.

PNC CHAIR CONTACT INFORMATION

Enter the contact information of the chair of the pastor nominating committee or search committee. This person's contact details will appear at the bottom of the MDP, publicly accessible through the website Opportunity Search, once posted. This person will receive all notification regarding the MDP in the system.

REVIEW

This is the last page of the MDP. Here you will have the chance to review and edit everything you had entered prior. Once you have finalized your review, please click the submit button on the bottom right corner. After you have submitted the MDP you can go back in to edit any time.



APPROVALS REQUIRED

Your Clerk of Session will receive an email notifying that you have submitted the MDP. Your Clerk of Session will be instructed to log in, review the MDP, and mark their approval online.

When your Clerk has approved the MDP, the COM Moderator (Committee on Ministry Moderator) or a designated presbytery leader will receive an email to review and approve the MDP.

Once the COM Chair marks their approval online, the MDP will be released and posted in the Opportunity Search, and you will be able to fill in the **competency match criteria** and can **request matches**. You have not finished the process with your MDP.

COMPETENCY MATCH CRITERIA

The matching criteria sliding scales is a set of 14 descriptions/traits of your future minister, found under the Clipboard icon  or paper with a plus sign icon , on the Actions of your MDP. For **each** description, you must select a percentage number from 0-100%, according to the expectation of that trait for the position. The 14 descriptor percentages do not need to add to 100%. Please evaluate and discern the value of expectations of each trait with your search committee and slide the scale towards the appropriate percentage number.



The sliding scales will not affect the number of matches you receive and will only sort your matches in order of compatibility. Please do not select 100% on all your descriptors for the best results.

Once you fill out and save the matching scales, it will unlock the matching list with your first matches.

MATCHING LIST

Found under the checklist icon ☰ on the Action of your MDP, your matching list will contain all your matches. There are three sections on your matching list: PDP Matches that require action, PDPs in discernment, and PDPs no longer considered.

← [Back to Dashboard](#)

Matching PDP Results

Sort By Competency Score Request Rematch

MDP ID	Organization Name	Position Title
10221	Traverse City Presbyterian Church (Traverse City, MI)	Head of Staff (Senior Pastor/Head of Staff (SPHS))

PDP Matches (Require Action) ⌵

PDPs in Discernment ⌵

PDP Matches Not Considered ⌵

Requesting Matches. You can request matches by clicking the Request Rematch button in your Matching List. This will automatically populate matches available. Your matches will come to the PDP Matches (Require Action) section. The PDP Matches (Require Action) section has a **maximum capacity of 25 system matches. Self-Referrals on the other hand are unlimited.** You must select an action on all your matches before you can request another rematch. Click on the PDP ID number to read the call seekers' information. At the bottom of their PDP, you will see a Committee Notes section. You can keep notes of your interactions with the call seeker as well as the conversations with your search committee. The PNC Chair and the PNC Members can add and read committee notes to stay informed. ***The candidate does not have access to your notes.*** You will notice that the name, contact information, statement of faith, and optional links of the minister candidate will be omitted in this initial phase. Please evaluate the minister's information and select the appropriate action.

PDP Matches (Require Action) ⌵

PDP ID	Employment Type	Relevant Experience	Status	Action
100091	Full-time	Associate Pastor (Other) (Up to 2 Years)	Requires action	Select Action ⌵ Submit

Select Action
Invite to apply
Will not consider

Actions. There are several actions that you will come across in the process. Please note that the minister/candidates are notified on some of the actions you take on their PDP and can also see those actions in their profiles. Below is a description of what each action does online:

1. **Invite to Apply.** When you submit this action, the matched call seeker will receive an email notifying that they have been invited by a church/agency to apply for their position. **You can only invite 10 matches at a time.** As they reply, you can continue to send out more invitations. Please allow at least 14 days (about 2 weeks) for the minister to reply to your invitation. If a minister does not reply after two weeks, you may select the action “will not consider.” You can re-invite them again later if wanted.

When a call seeker replies to your invitation, you will receive an email to log into the system and verify your matching list. If they reply accepting your invitation, their PDP is moved to the PDPs in Discernment section. At this point, you can click on their PDP ID number to read their name, contact information, statement of faith, and optional links. You may proceed to contact the candidate directly to schedule a time to speak. If the call seeker replies declining your invitation, their PDP is moved to the PDPs no longer considered section, with the status “Declined/Withdrawn”.

2. **Will not Consider.** When you submit this action, the PDP is moved to the PDP no longer considered section. The candidate will *not* know you are not considering them, nor will they know they have been matched with you. However, if you invite the candidate to apply for your position and they accept that invitation, they will be notified by email of any action that you take on their PDP from that point on.
3. **Reconsider.** This action is available on your list of matches no longer considered. This action will allow you to re-invite those ministers who expressed interest in your position but were not considered.
4. **Begin Consideration.** This action should only be used when you, the PNC, have interviewed multiple candidates and have narrowed down your choices. This action will let them know that you are considering them as serious candidates for the position and are doing final consultations, background checks, etc.
5. **Notify a Call.** You have nominated a candidate for the position, and they have accepted the call. With this action, the MDP will be removed from circulation but will be kept in the database, and in your dashboard for future reference. The call seeker’s PDP will also be inactivated, and they will have a record of it in their dashboard.

Self-Referrals. Call Seekers have access to the Opportunity Search and can apply to your position, regardless of their compatibility or matching preferences. Self-referrals will come to your “PDP Matches Require Action” section of your matching list. Since the minister has applied directly, you will be able to read their full PDP. Do not take an action on the PDP until the PNC has revised it and decided on the action and if the PNC decides to interview further. If you select

the action “Will not Consider” the system will send an email to the call seeker with thankfulness in prayer for their process, notifying that the PNC is looking at other call seekers.

CLOSING THE SEARCH PROCESS

If you have extended the call to a candidate and have a start date for the position, please notify the call in the matching list. If the candidate was found outside of the system and not as a match, please reach out to CLC Support at clcsupport@pcusa.org with the name of the candidate and the start date of the position. The CLC Team will take care of inactivating the MDP. Finally, the PNC Chair can remove all the members of the committee including themselves and dissolve the search committee. This will conclude the search process and guarantee the position is no longer posted.

SAVING A PDF COPY OF THE MDP

You can save a copy of your completed MDP any time. Click on your View MDP icon to see the full information. There is a print button on the top right side. When you click on it, you will be taken to your **printer settings**. In the Printer options, select the option to **Save as PDF** and click the save button. It will download to your computer automatically.

Print
Total: 4 pages

Printer

Save as PDF

Save as PDF

OneNote (Desktop)
Ready

OneNote for Windows 10
Ready

Microsoft XPS Document Writer
Ready

Microsoft Print to PDF

Even pages only

e.g. 1-5, 8, 11-13

Save **Cancel**

clc

Ministry General Information

Ministry Name Testing Presbyterian Church	Presbytery Presbiterio De San Juan	Synod Boriquen En Puerto Rico
Email t@test.com	Preferred Phone 1234567890	Website Address test.com
Mailing Address PO Box 8968, Carolina, PR 00988-9868	Alternate Phone/Email	Community Type Rural
Congregation or Organization Size 101-250 members	Curriculum testing	Average Worship Attendance 230

ADVANCED SEARCH

If you need additional help obtaining matches, your presbytery COM Chair/designated person can help you by running an advanced search.

CLC Consultants can be reached by calling 844-984-2440. You can also send an email to clcsupport@pcusa.org.