CLC Glossary of Terms and New Processes

As we start a completely new matching system for our denomination, we have taken time to update, renew and reflect on the way things were done and the vision needed for the future of this project. With that, time was spent considering the names and the composition of various processes, documents, and sections for the new system. This glossary explores the different acronyms and new definitions that you will see in the new CLC system.

Names of system sections:

CLC – Stands for Church Leadership Connection. When we address the system, we will call it CLC. We will use the full name only for official documentation.

MP – Ministry Profile. This has the basic information for the Mid Council or organization. Formerly known as the MIF Part I. For the Mid Councils and Congregations, this information will be fed from the submitted information in the Stated Clerk Portal. It can be changed only through the portal.

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 the MIF Part II, it will have preferences, narrative questions, references, and other sections.

UP – User Profile. This has the basic information about the Call Seeker. (Former PIF Part I) Users will be attested to the information provided in this section by their Stated Clerks or other presbytery leader.

PDP – Personal Discernment Profile. It has all the information needed by the Call Seeker to present themselves to an organization: Work Experience, Education, Certifications, Narrative Questions, etc. (Former PIF Part II)

CLC ROLES ABBREVIATIONS:

EP –Executive or General Presbyters

SC – Stated Clerks

COS – Clerks of Session

COM – Term used for the Committee/Commission on Ministry or any Presbytery role or committee that works with the Call Process.

CPM – Term used for the Committee/Commission on Preparation for Ministry or any Presbytery role or committee that works with the preparation for ministry.

PNC – Term used for Pastoral Nomination Committee, Associate Pastoral Nomination Committee and Search Committee in the system. They are the body that the congregation elects to find a candidate for the position.

Admin – The Administrator role is a new role that the Mid Council Leaders assign certain tasks of clerical work to support the ministry in their presbytery. It can be done by presbytery staff, members of committees and will report to the EP.

OAM – Organizational Account Manager. Agencies, Seminaries, and other organizations will have this role assigned to them to do all tasks that in a congregation is distributed along the Mid Council.

DASHBOARD

Call Seekers:

Profile Information – Basic contact information required to sign up to the system. Only the contact information will be used in the PDP.

Ecclesiastical Information – Information of membership in the PC(USA), date of ordination (if applicable), if you are available to match or not (user can only self-refer), and Advance Matching by presbytery or CLC Staff.

My Discernment Profile – The information in these templates will be pulled into new PDPs. We recommend putting all relevant information in the templates here, and each template will be editable within the individual PDP to tailor it to the matching positions.

My Saved Opportunities – When you browse in Opportunity Search you can click on the star and save to consider later. You will find those MDPs here to take act on later.

My Opportunity Referrals – You will find MDPs that have been referred to you by someone else. Act on them.

Personal Discernment Profile – You will be able to create your full PDPs here and access them later to edit, delete and see their status.

Resources – Find resource options for you during the call process from our different agencies.

PNC or Search Committee:

Profile Information – Basic contact information required to sign up to the system.

Search Committee – PNC Chair can Rename the Committee, Dissolve the Committee, Invite Committee members to view the matched PDPs, see the committee members added, create new MDPs.

Ministry Discernment Profile – Access MDPs, matches and adjust matching criteria.

Resources – Find resource options for you during the call process from our different agencies.

Mid Council Roles:

Profile Information – Basic contact information required to sign up to the system.

Ministry Information – Organization's formal information that feeds usually from the Stated Clerk Portal. Only editable in the portal.

Please see the Task Information document to see other panels that will be viewable depending on the presbytery's policies.

Other definitions and changes:

Attestation – To certify someone is a member of a Mid Council or congregation and that they are in Good Standing with that body.

- Call Seekers will be attested when they Sign Up with their User Profile. PDPs will not need attestation but will be viewable by the Presbytery's EP and SC.
- The PDP will be automatically released after its completed and submitted after the user's attestations. CLC Staff do not need to release it.

Approval – All congregations need the approval of the Presbytery to begin a call process, including posting an MDP in the new CLC system. This means that before a PNC or Session starts the creation of an MDP, the Presbytery (COM, EP, SC) should have been consulted and the presbytery is aware of a petition to start the creation of the MDP. After they approve it in a presbytery meeting or a commission meeting, the PNC can begin the creation of the MDP.

- MDPs will initially be approved by the Clerk of Session of the congregation, so they can certify the MDP is completed according to the agreement of the Session and the Presbytery (COM).
- After it receives the COS approval, MDPs will be Approved by the proper Presbytery leader's role after being reviewed by the COM or whoever represents the presbytery during the call process.
- The MDP will be automatically released after it receives both approvals. CLC Staff do not need to release it.

Matching:

Matches will be conducted using the various criteria users select in the Preference section of the PDP and the descriptions of the positions in the MDPs. The main matching tool used is the Call

Expecation Survey where Call seekers will complete an 84-question survey where they detail their vocational expectations of the call they seek. On the organization's side they will have an MDP Matching Criteria page where they will move a cursor from 0-100 to describe the position expectations of a candidate. This tool will provide a matching process from these expectations. The matches will be lined up from the most similar expectations to the least. This will provide the congregation with all potential matches. A new addition is that the Presbytery can toggle the Matching tool off to just match with the other criteria selected.

Geographical Options:
Select by State – Users must discern the states they would like to be matched and select them one by one. If you want to be considered in all states and territories, you need to click on all boxes. This way mid councils and congregations will have a real idea of candidates looking in their area.
Select by presbytery – Users who just want to be considered in certain Presbyteries can discern and select these options.

Matching results and application process:
1. When congregations receive matches in the system, they will only be able to see part of the PDP. They will look at the person's experience, narrative questions, and other details, and will invite them to apply.
   a. The name and contact information will be omitted. As part of the Diversity, Equity, and Inclusion principles the General Assembly has approved in the past assemblies this change will provide a wider pool of candidates to be considered by their experience and abilities.
   b. Also, the contacting process has changed to be simpler for both and to prevent that an uninterested party be contacted multiple times to their phone number initially.
   c. PNCs and Presbyteries roles assigned to do it, can ask the system to rematch. The rematch will be available after an action has been taken will all matched PDPs.

2. Invitation email:
   a. The candidate will receive an invitation to apply to their email. They can access their dashboard, look at the MDP from the interested congregation and decide if they accept the invitation to apply or decline the invitation.
   b. If the candidate accepts the invitation, the congregation will receive their full PDP so that the PNC can work with all candidates and send them additional questions if needed. An email notification will let the PNC know of this decision.
   c. If the candidate declines, an email notification will let the PNC know of this decision, so they can keep looking at other candidates.

3. After the initial invitation:

a. PNCs will decide between the candidates "in discernment" and will invite all or some to interviews and others will end their process with them. They will select the proper action in the action dropdown button.
b. The candidate will receive an email notification announcing the decision made by the PNC.
c. When the PNC selects the candidate they want to call and when the call has been completed, they will select the proper action.
d. The Call Notification will be initiated by this action, and all parties will be emailed of the Call Completion. If an error was committed users can report it.

Self-Referral:
1. Call Seeker searches in the Opportunity Search, where they can see the full MDP, evaluate the position and click on the Apply button if interested. They can also tap the star to save the opportunity in their dashboard to consider later. When they apply a notification email with the full PDP is sent to the PNC Chair.
2. The referral will be sent to the PNC Chair's "PDPs In Discernment" section where the Committee evaluates the self-referred PDPs, and they decide if they want to decline the candidate's referral or if they want to consider them further for interviews.
3. The call seeker will receive email notifications of the actions by the PNC.

Direct Referrals:
1. Presbytery roles can have the referring option where they refer specific PDPs to a specific PNC.
2. In conversation with the candidate will ask for the PDP ID.
3. They will click the arrow icon in the Action section on the corresponding MDP in their dashboard.
4. A window will pop up where they will write in the PDP ID, click on the magnifying glass, and confirm the name of the correct call seeker.
5. The referral will be sent to the PNC in their PDP Match results section. It will be identified as "Referred by…" and the name of the presbytery leader.