

How to Use the New Church Leadership Connection (CLC) system

--an overview for PNCs

Note that the new website is clc2.pcusa.org and you will be automatically directed to it when you receive e-mails inviting you to do something.

Sharon McFarland (Volunteer COM Ministry Associate) and Deb Tregaskis (Executive Presbyter) are your go-to people. Because this is Sharon's area of focus, always feel free to talk to Sharon first and she can then loop you together with Deb if there is more information needed. Their contact info is on the website.

The Ministry Discernment Profile (MDP) which was formerly the MIF

Part One: Gaining Access to the website so you can put your new MDP online

1. EP/COM invite Clerks of Session (COS) to go online.
2. Clerks of Session (COS) will receive an **email notification** from CLC inviting them into the system. They will receive immediate access so that they may enter their name, address, login, and password which will be automatically saved for the future.
3. When Clerks enter their church's name, the CLC system will add automatically add the registered address for the church.
 - If the church address (for example) has changed, it must go through the CLC to be updated and our Executive Presbyter will help facilitate this process.
4. The COS can add congregational website, congregation size, preferred email, and phone number.
5. COS will set up the search committee information ("Form a committee").
6. The COS will then choose Search Committee, which can then be renamed to something like "Church Name PNC" (ex. *Americus PNC*)
7. The COS will then click "Invite Committee Member and/or Chair".
8. The COS **or** the PNC Chair can add each additional member of the search committee.
9. Each PNC member will create their own login information so all PNC members can have easy and immediate access to the online MIFs for review, prayer, and discernment.
 - No more copies!
 - No more e-mails back and forth!

Part Two: Putting your MDP online so that Matches can Begin

1. The PNC can enter *and edit* their MDP within the system before it is finalized. They can ask others (for example: COS, COM, and EP) to review and there will be a section at the bottom for “notes” to provide feedback regarding an MDP.
 - These notes can be used to improve the first draft of their MDP.
 - The CLC system will notify the PNC when notes are added.
2. The PNC can edit the MDP as many times as they would like before submitting.
3. When the PNC has finalized their MDP, they notify their COS.
4. The COS approves the MDP.
5. The EP will receive an approval notification after the COS has approved it.
 - This is when the EP and/or COM review a final time and then approve the MDP.
6. Once the EP approves the MDP, the EP can immediately run matches and the PNC will immediately receive an initial batch. *CLC approval is no longer needed.*

Part Three: How Matches Work in the New CLC System

1. Once the EP has approved the MDP, the CLC system will provide 10 immediate and general matches with potential candidates.
 - Neither names nor genders will be included in this initial list
 - The information included will be the following:
 - Salary requirements
 - Work experience
 - Service to the broader church
 - Narrative responses to questions
2. After reviewing these initial 10, the PNC then either chooses to “invite” the candidate in order to learn more about the person or notes that the candidate is “no longer under consideration”.
3. The PNC must decide – to invite or not -- regarding the initial 10 matches before receiving the next batch of 10 candidates.
4. When a PNC considers a candidate “no longer under consideration”, that PIF goes into a section called “Not Considered”. *PNCs can go back to review matches in this section at any time.*
5. The candidate who has been invited has **14 days** to reply to the PNC’s invite. If a person has been invited and falls off the PNC list due to no response, that person’s PIF can appear again in a set of 10 matches. The PNC can invite again or simply say they do not want to consider.
 - This 14 day window is to allow for pastors who often take 2-weeks back-to-back for vacation/study leave throughout the year so that individuals who are truly interested in a position have a little “wiggle room” to apply.
6. If the candidate says **no**, the PIF drops off the PNC list.
7. If the candidate says **yes**, then the PNC has full access to the PIF, including name and gender.

If there are issues with the CLC system, PNC chairs are always welcome to contact
clcsupport@pcusa.org