

Creating your Ministry Discernment Profile – Sharon McFarland as COM Voluntary Staff Associate for COM or Deb Tregaskis as Executive Presbyter will invite the clerk of session from the church to “access” the Church Leadership Connection or CLC

Part One: Gaining Access to CLC2

1. EP/COM Invites Clerk of Session (COS)
2. Clerks of Session will get an email notification inviting them.
3. Once they reply, they immediately have access to enter their name, address, login, and password.
4. Once they put in their church name, the CLC system will add the address for the church.
5. If church address (for example) has changed, it must go through the CLC. CLC takes church name and address from their information.
6. The COS can add website, congregation size, preferred email, and phone number.
7. COS will set up the search committee information (form a committee).
8. The COS will choose Search Committee (they can rename Search Committee to something else).
9. The COS will click Invite Committee Member and Chair.
10. The COS or the PNC Chair can add each member of the search committee.
11. Each PNC member will receive their own login information so all PNC members can access the system.

Part Two: Ministry Discernment Profile (MDP)

1. The PNC can enter and edit their MDP into the system before it is finalized. They can ask others (for example, COS) to review.
2. When the PNC has finalized their MDP, they notify their COS.
3. The COS approves the MDP.
4. EP will receive an approval notification after the COS has approved it.
5. The system has a “Submitted but Not Approved” choice.
6. EP will be able to review the MDP on line in a Notes section. The EP can make notes for suggested changes.
7. The system notifies the PNC of a note made.
8. The PNC can edit the MCP and submit.
9. The system notifies the EP of an MCP to be reviewed.
10. Once the EP approves the MDP, the PNC chair, EP and Volunteer Staff for COM will immediately will be able to run matches. (No longer will CLC approval be needed).

Part Three: How Matches Work

1. Once the EP has approved the MDP, the PNC chair, EP and Volunteer Staff for COM can request matches. The system will give 10 - 25 matches. Information included will be have salary range, work experience, service to the greater church, and the narrative section. The website will have “Requires Presbytery Action” or “Not Considered by Presbytery”. Either the EP or COM Staff can pick one of the choices. Presbytery Action includes “Refer To Committee.”
2. Then PNC can choose to invite or say “no longer under consideration”.
3. The PNC must invite or say no to the 10 matches before they get more matches.
4. When they say “no longer under consideration”, that PIF goes into a section called “Not Considered”. PNCs can go back to matches in this section.
5. The candidate has only 14 days to reply. If a person has been invited and falls off due to no response, that person’s PIF can appears again. The PNC can invite again or say they do not want to consider.
6. If the candidate says no, the PIF is placed in a “Not Considered” category. –If the candidate says yes, then the PNC has access to employment type, position type, minimum effective salary, geographical options, work experience, and the narrative.

Name and gender are not included.

*saved as Creating your MDP (2026 update)