



Instructions for Entering A New Personal Information Form (PIF)

Church Leadership Connection (CLC) hopes these instructions will assist you in entering your Personal Information Form (PIF) with CLC. Review all the instructions before you begin.

BASIC INSTRUCTIONS:

1. Make sure your computer meets the CLC Operating System Requirements. "CLC Minimum Operating System Requirements" can be found at "Printable Forms" on the CLC website.
2. Prepare to write your PIF. You may wish to download and review *On Seeking A Call: A Manual for Church Professionals Considering New Ministries* or a calling to Educational Ministry ([On Seeking A Call](#)). These resources are designed to assist church professionals as they discern God's call to new service in the Presbyterian Church (U.S.A.).
3. Download blank PIF forms. From the CLC website using the "Printable Forms" link. Download copies of PIF Part I, PIF Part II, the Leadership Competencies List, and tips for specific types of PIF. The forms are available in PDF or MS Word format.
4. PIF Draft. Completing a draft of your PIF off-line, gives you the time needed to gather information and compose answers without the CLC system time-out constraints. It gives you the time needed to edit your answers so they fit within the system's character limitations. CLC strongly encourages you to answer the more lengthy sections of the PIF, especially the narrative questions, in a word processing document. You can copy sections of your PIF Word document and paste them into your on-line PIF.

Note:

- the system allows two hours per page for entering information into the system
- you are allowed 1500 characters including spaces and punctuation to enter your responses in the narrative section
- you are allowed 3000 characters including spaces and punctuation to enter your Statement of Faith

PIF PARTS

- Part I of the Personal Information Form (PIF) includes contact information, ecclesiastical status, education, training and certifications, demographics (e.g. SSN, DOB, gender, and ethnic orientation). Before you can move forward to Part II Part I must be completed and submitted. Once you have completed and submitted Part I you will be assigned a login and password.
- In Part I you are required to choose whether you are “Actively Seeking”: Open to receiving a call and moving within 9 months or “Inactively Seeking”: Not actively seeking, but open to a call.
- In Part II, the system allows a two hour window on each page for you to input your information before the system times out. If you are unable to complete your form in the given timeframe, save your form. To return at a later time, choose resume to complete PIF Part II from the menu. *You must complete the page you are working on before you can save your work.*
- Part II of the PIF includes: the position you are applying for, experience, service to the church, employment type, geographical choice, leadership competencies, compensation, narrative questions, statement of faith, optional links, references, and sexual misconduct self certification.

NOTE:

You are allowed up to three PIFs in the system. Your Part I information will remain for each PIF. However, the PIFs should be distinct in character. They should be written for the positions you are seeking. ***You cannot duplicate the position you are applying for on more than one PIF.***

PASSWORDS

Current PIF Users:

- If you believe you may have an old PIF in CLC please check with the CLC staff before you begin entering a new PIF. You may already have a user login and password that can be used to update your PIF or create a new Part II.

First Time Users:

- When you have completed and submitted Part I of your PIF the system will assign you a login ID (Personal Identification Number) and password. The login name will be your PIF number and your password, a hodge-podge of case-sensitive letters, numbers and symbols. You have the option of changing your password into an easier password to remember.
- To change your password, go to the “Admin” menu at the top of your screen. Click on “Change Password” and follow the instructions. If you forget your login ID or password call or email CLC for assistance.

HOW TO SUCCESSFULLY COMPLETE YOUR FORM

- ✓ Select the position (s) you are applying for by using the pull down menu. Indicate how many years of experience you have in the position you have selected (*e.g. no experience, first ordained call, up to 2 years, 2-5 years, 5-10 years, or above 10 years*).
- ✓ Designate the employment type you are interested in (e.g. full-time, part-time, bi-vocational)
- ✓ Making multiple choices. There are several places on the form where you may make multiple choices, use the pull down tab to choose the items you want to select.
- ✓ If you desire to enter more than one PIF in the system, do not “Enter a New PIF”. Instead login to CLC using your current PIF number and password, use the menu tool to select create a new Part II. The system will assign a version number at the end of the PIF number (.1, .2 and .3).
- ✓ Make a geographical choice. If you are willing to serve anywhere in the USA, click on “suggest my name anywhere in the USA.” If you are restricted in where you can serve, click “only suggest my name in the specified states marked.
- ✓ If you are interested in “Mission Co-Worker (International)” positions be sure to add “x-International” to the states selected.
- ✓ Select up to (10) Leadership Competencies that you possess. These competencies should be reflected in your narrative responses, work experience, and or specialized training.
- ✓ Compensation, indicate your minimum requirements for “effective salary” (cash and housing).

- ✓ Write your narrative questions providing outcome responses
- ✓ Include a statement of faith
- ✓ Optional links. Provide an opportunity for you to include sermons, lesson plans, and other pertinent material.
- ✓ References you must have a minimum of one reference with their full contact information listed.
- ✓ Attest to the Sexual misconduct self certification
- ✓ Review your information “Submit Completed PIF!”

AFTER YOUR PIF HAS BEEN SUBMITTED

ATTESTATION

- Your PIF must be attested to by your Presbytery Stated Clerk or Committee on Preparation for Ministry (CPM) moderator. The CLC system generates an automatic email asking for attestation. Follow up with your presbytery to engage your form is attested to in a timely fashion.

MATCHING

- Once your PIF has been attested to it will be in the CLC system and available for matching with Ministry Information Forms (MIF) in CLC. When matched to a MIF your PIF will be available electronically to the EP/GP, COM, PNC, and/or search committee.
 - To view where your PIF has been matched, enter the system and select the “Report Menu” and select “View Referred MIFs”.

SELF REFERRAL

- You may use the Opportunity List to select positions in which you want to self refer. Enter the CLC system (www.pcusa.org/clc) using your user login and password. On the upper task bar go to “PIF” and on the drop down menu click on “PIF Self Referral”. Select the appropriate version of your PIF you wish to refer and click “Submit”. Enter the Ministry Information Form ID# (i.e. 12345.ab) and then click on “Submit Self Referral”. If you receive the message “Successfully completed the Self Referral” then your PIF has been sent to the PNC/Search Committee.