

Overview of the CIF Process

1. The moderator of the Pastor Nominating Committee (PNC) Search Committee downloads a copy of the Church Information Form (CIF) from the Church Leadership Connection (CLC) web site clicking on "Printable Forms" and downloading the appropriate CIF instructions, tips and forms in MS Word format.
2. The PNC completes a working draft of the CIF and has it approved by Session and Commission on Ministry (COM).
3. The COM moderator assigns user name and password to the PNC Search Committee moderator and to the clerk of session. CLC will assign user names and passwords to Presbyteries, Synods, Theological Institutions, General Assembly and other entities.
4. The PNC Search Committee moderator enters the approved CIF on-line through CLC. The CLC system sends a request to the COM moderator and clerk of session asking for their approval of the CIF.
5. COM moderator and clerk of session approve the CIF online.
6. CLC staff reviews and releases the CIF into the database where it will appear in the Opportunity Search and is available for matching.
7. The CLC system notifies the GP and PNC/Search Committee moderator that the CIF has been approved.
8. The EP/GP perform the initial match.
9. Once the match is performed and Personal Information Forms (PIFs) are referred, the CLC System generates a message to the PNC/Search Committee moderator to login and review the PIFs.
10. PNC/Search Committee moderator, as well as the GP and COM, log in and review the referred PIFs. It is up to the PNC to make contact with the individuals whose PIFs have been referred.
11. If further matches are needed, GP must request further matches. Go to menu under "matching"; scroll down to the bottom and click "submit." *Note: If CLC staff performs the Match, additional matches can be requested.*
12. The Minister shall disclose to the validating Presbytery, and other bodies he/she has approached for validation. Also, they shall disclose to the Presbytery if they have approached and been turned down by any organization and for what reason.

13. The minister shall report to the Presbytery through the Commission on Ministry.
14. In the event it becomes necessary, the Minister may have his/her validation suspended by the Presbytery Executive and the Presbytery Executive Council until the Presbytery can convene and act.
15. In order to avoid duplications and facilitate cooperation, the Minister shall enter into consultation and dialogue with the appropriate PC(USA) governing bodies prior to beginning new initiatives.