
Church Information Form (CIF)

This section of the manual describes the steps taken by churches and other theological organizations that are searching for a church professional. It tells how to obtain a logon ID and password, and how to fill in and submit the Church Information form, and what to do when matching information is received.

Your CIF is the means by which the matching database selects candidates for your position, and is the basis for your evaluation of Personal Information Forms (PIFs) submitted for your consideration.

Pastor Nominating Committee

The Pastor Nominating Committee (PNC) prepares the Church Information Form (CIF). The CIF describes the church or theological organization, and the position that needs to be filled. The following overviews the steps that the PNC will take. Instructions on how to do each step follow the overview.

1. Obtain an ID and password from the Committee on Ministry (COM). This should be done as early as possible, before you begin working on the CIF.
2. Sign on the system and print a copy of a blank CIF. Use this copy as a worksheet as you gather information. You can also obtain a paper copy of the CIF from CRS.
3. When your worksheet is complete, you can log on and enter the data into the online CIF. You submit the completed CIF by clicking on a button. (if you submit a paper form, type the information on the form and mail it to the CRS.)
4. The CIF goes to the CRS to await any necessary approvals. Email is sent to the persons who must sign the CIF. If Email is not available, a notice is sent via mail.
5. When the approvals are complete, the CIF is reviewed by the CRS and included in the matching database.
6. A person authorized to do matching for your church logs on and uses the matching screens, indicating which PJP's they want to refer to the PNC.
7. When your CIF has been matched with the PIFs, you will receive a list of the referred PIFs to consider. You will be able to view and print the PIFs from the Web.

If You Use Diskette or Paper Form

**North Puget Sound Presbytery
12/15/2005**

**Committee on Ministry
4.3205**

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While waiting for the first PIFs to arrive, inform the congregation of your progress, perhaps sharing the CIF with them. Members of the congregation might have names to recommend. PIFs of those suggested should be requested through CRS.

Multiple CIFs

You can have up to three (3) active CIFs in the matching database. In other words, you can be searching for candidates for different kinds of positions. Because each CIF is made up of two parts, you fill out Part I (the general information that identifies your church or organization) only once. You fill out Part 2 of the form for each position you want to search for.

Obtain 1D and Password

Contact your Committee on Ministry (COM) to let them know you are going to fill out a CIF. The COM uses the CLC system to assign you a login ID and password. (The password will be a nasty group of numbers and letters; you can change it after you sign on CLC the first time.)

Note to the COM: Instructions to assign IDs and Passwords are in the section *Login ID and Password*

Print the Form

Access and print a copy of a blank CIF from the Churchwide Personnel Services (CPS) web page. You will use this printed form as a worksheet when you are ready to enter the information online.

1. To access the CPS web page, enter address <http://www.cys.pcusa.org>
2. Click *download forms*
3. At the top of the page, click **Web (HTML): CIF part 1**

If you have Acrobat Reader loaded on your system and want to use it, you can click **Acrobat: CIF part 1**. See note below.

4. A blank copy of the form is shown.
5. To print the form, click your browser's File menu and select the *print* option.
6. Exit from the web page. You can use your browser's Back [\leftarrow] button if you want to go back to a previous page, or use the Exit [X] button.

Note: If you want to load Acrobat Reader on your system, click **Free Acrobat Reader** and the reader will be downloaded onto your system; you will be asked for the name of a folder to place it in. This download will take a while. When it is loaded you can click the **Acrobat: CIF part 1**. Using Acrobat will make the printout look more like it does on the screens.

When you have a printed copy of the CIF, you can begin to gather the information necessary to fill it out. If you want more information on how to gather this information, see ***On Calling a Pastor***.

Fill Out and Submit the Online CIF

The following information helps you fill in the form while you are in the online CIF.

- ◆ Type information into the fields, then press the Tab [→] key to go to the next field.
- ◆ To back up to a previous field, use the Back Tab [←] key.
- ◆ You can also use your scroll bar and mouse to move to a field.
- ◆ If an arrow is at the right of a field, click the arrow to show a pull-down list, then select from the list. To select more than one item from a list, press **Ctrl** and click the items.
- ◆ You can exit the web page by using the Exit [X] button on your browser.
- ◆ If you are *within* the form and use the browser's Back [↶] button, the data that you have typed into the form is deleted.

Using your completed worksheet as a guide, fill in and submit the online CIF:

1. Access the CLC web page at address <http://www.clc.pcusa.org>
2. Click Log in
3. Fill in the login ID and password that the COM assigned to you, and press Submit
4. You are shown a list of tasks; these tasks depend on the security level of your ID.
5. Click CIF Transactions
6. You are shown a list of CIF tasks; click Fill a CIF
7. The CIF is shown.
8. Type in the ID (also called PIN number) for your church or organization. (You can find this number in the General Assembly Minutes Part U, Statistics.)
9. Use your worksheet to help fill in the online CIF.
10. Click Submit New Church Information Form.
11. If the CIF is not complete, a message tells you what you need to fill in. Use your browser's Back [↶] button to return to the previous screen and complete it.
12. When the form has been completed and submitted, a message tells you that the CIF has been saved, and gives you the CIFID. Save the CIFID; you will use it if you need to update or view your CIF.
13. Your CIF is sent to a holding area to await the appropriate signatures.

14. A message is sent to the persons who are required to approve the CIF. The approvals can be done online. (if a person does not have an online address, a notice will be sent by mail, and the approval can be done by mail.)
15. When the approvals have been done, your CIF is sent to the CRS for review, then submitted to the CLC matching database. -

As soon as the CIF is in the database, it is available for matching and available to the Opportunity Search.

Update Or Create Additional CIF

You can update information you have entered in a CIF; for example, you can change a phone number or add your Email address. If you change information about the position you need to fill, the CIF might need to obtain approvals again. This is determined by the CRS.

You can also create a second CIF for your church or organization if you have more than one position to fill. You do not have to fill in the information for Part I again, regardless of the number of CIFs you have in the database. Because each CIF is made up of two parts, you fill out Part I (the general information that identifies your church or organization) only once. You fill out Part II of the form for each position you want to fill.

1. Access the CLC web page at address <http://www.clc.pcusa.org>
2. Click Log In
3. Fill in your login ID and password and press Submit
4. You are shown a list of tasks; these tasks depend on the security level of your ID.
5. Click CIF Transactions
6. You are shown a list of CIF tasks; click Church/Organization Details
7. Click Review Church/Organization Information
8. Type in the Church or organization ID (Pin number).
9. Press Retrieve Church/Organization Information
10. Part 1 of the CIF is shown, with the information that has been entered.
11. Type over any data you want to update.
12. Click Save Church/Organization Details
13. If you want to update an existing CIF, type in the CIFID. If you want to create a new CIF for your church or organization, leave the CIFID field blank.

14. Fill in the online form.

15. Press Submit CIF.

If the CIF is not complete, a message tells you what you need to fill in. Use your browser's Back [⇐] button to return to the previous screen and complete it; press Submit CIF.

16. A message tells you that the CIF has been saved. The new CIFID is shown.

- ◆ If you are updating an existing CIF, the number in the last position is increased by one (000.AA1).
- ◆ If you are creating another CIF for the same church, the last CIFID letter is increased by one letter (000.ABO).
- ◆ The record for the old CIFID is deleted.

1. Click here if you want to return to the Update CIF menu. Or use your Back [⇐] button to return to the main menu and Log Out, or use the Exit [X] button to exit the web page.

Maintain Yoked Churches

If your church is yoked with other churches, you indicate this in Part I of the CIF. When you save the CIF you are shown additional screens where you can fill in the information for the yoked churches.

Use the following instructions to maintain information for yoked churches:

1. Access the CLC web page at address <http://www.clc.pcusa.org>
2. Click Log In
3. Fill in your login ID and password and press Submit
4. You are shown a list of tasks; these tasks depend on the security level of your ID.
5. Click CIF Transactions
6. You are shown a list of CIF tasks; click Church/Organization Details
7. Click Maintain Yoked Churches
8. Follow the instructions on the screens that are shown.
9. After you submit your form, you can use your browser's Back [⇐] button if you want to go back to a previous screen, or use the Exit [X] button to exit the web page.

Approve the CIF

When a CIF has been submitted to the CLC system, the COM representative and Clerk of Session are notified that a CIF needs approval. They each have an ID and password. Follow any special directions of your COM representatives for the required approvals. The CRS will not place the CIF in the matching database without the required approvals.

The following instructions are for the persons making the approvals. This is usually the COM representative and the Clerk of Session.

1. Obtain a Login ID and initial password. For a COM chair, you must obtain your ID from the CRS. You will then be able to assign IDs and passwords to the PNC Chair and the Clerk of Session.
2. Access the CPS web page at <http://www.clc.pcusa.org>
3. Click Login
4. Fill in your Login ID and password and press Submit
5. You are shown a list of tasks; these tasks depend on the security level of your ID
6. Click Approve a CIF
7. Fill in the CIF ID. You can click the option to View the CIF; use the Tab [←] key to go to the next field.
8. When you are asked if you approve the CIF, click Yes. if you are asked for other information, type it in the appropriate fields.
9. Click Approve
10. You can use your browser's Back [↶] button if you want to go back to a previous screen, or use the Exit [X] button to exit the web page.

Login IDs and Passwords

This section tells you how obtain your Login ID and Password. You may receive them online (in an Email), or through the mail. A login ID and password are required for all tasks except to fill in a PIP, and to use Opportunity Search.

It also tells the COM how to assign Login IDs and Passwords to Pastor Nominating Committee Chairs and the Clerk of Session. Other Login IDs and passwords are assigned by CRS.

Pastor Nominating Committee Chair

Contact the Committee on Ministry Chair and ask for an ID and Password. You should do this early in your search, before you begin working on your CIF. You need this ID and password to fill out the CIF.

Clerk of Session

Contact the Committee on Ministry Chair and ask for an ID and Password.

Church Professionals

After you fill in and submit your PIP, you are automatically assigned a Login ID and password. This ID and password allows you to log in CLC and view and update your PIP. (Use the Login option on the CLC menu.)

Other Personnel

- ◆ Stated Clerk
- ◆ Committee on Ministry (COM)
- ◆ Executive Presbyter
- ◆ Synod Executive
- ◆ Institution/Organization Executive

The CRS sends your Login ID and initial password.

Change Your Password

The password assigned to you is difficult to use. The password must be entered exactly as it is assigned; uppercase letters must be entered in uppercase and lowercase letters entered in lowercase. The first thing you should do is to change this password to something easier to use and easy for you to remember.

1. Access the CLC web page at address <http://www.clc.pcusa.org>
2. Click Log in
3. Fill in your login ID and password that was assigned to you.
4. Click Submit
5. You are shown a list of tasks; these tasks depend on the security level of your ID.
6. Click Change Password
7. On the next screen, type in your Login ID and your initial password. Type the password very carefully - it must be exactly like it was assigned, including capitalization. If you get an error message, try typing the password again. Watch for characters that look alike, like 1 (one) and l (lowercase L), or 0 and o.
8. Type your new password. No one will know your new password, including the CRS.
9. You can use your browser's Back [↶] button if you want to go back to a previous screen, or use the Exit [X] button to exit the web page.

If you forget your password, contact the CRS to reinitialize your password.

COM: Assign IDs and Passwords

The Committee on Ministry representative assigns Login IDs and initial Passwords to the Pastor Nominating Committee Chairs and Clerk of Session. Each PNC must contact you to generate their ID and password.

1. Access the CPS web page at <http://www.clc.pcusa.org>
2. Click Log in
3. Fill in your Login ID and Password that the CRS assigned to you and press Submit
4. You are shown a list of tasks; these tasks depend on the security level of your ID.
5. Click Generate Login and Password
6. Click the arrow at the right of the Select a Role pull-down list.
7. Click Pastor Nominating Committee Chair or Clerk of Session
8. Click the arrow at the right of the Select an Organization Type pull down list.
9. Click Church
10. Type in the Church ID (Pin Number)
11. Click Submit
12. You can use your browser's Back [↶] button if you want to go back to a previous screen, or use the Exit [X] button to exit the web page.

The Login ED and Password are generated.