



## BASIC INSTRUCTIONS

We recommend that you review the instructions for completing a PIF at <http://www.presbyterianmission.org/ministries/clc/enter-new-personal-information-form/> before entering your form into the system.

\*The online system format may vary slightly from the printable forms, however, all data fields are the same.

Asterisks on the form note, this field must be completed.

Part I of the Personal Information Form (PIF) includes contact information, ecclesiastical status, education, and other 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 Part I you will be given a User ID and Password.

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. In order to save your data in the page you are working on, you must complete all fields on the page. To return at a later time, choose update revised PIF Part II from the menu.

## APPLICATION INSTRUCTIONS

If you are a Candidate for Ordination, your presbytery preparation committee must authorize your participation in CLC by attesting that you have been given permission to negotiate for service.

If you are a teaching elder, your presbytery Stated Clerk must authorize your participation by attesting to your standing.

After you submit your PIF online, the CLC system will generate an email message to the appropriate individuals asking them to login and attest your form. Once all approvals have been received, your PIF will be ready for matching and referral.





\_\_\_\_\_ Other PC (U.S.A.)

**Presbytery Membership:** PC (U.S.A) Teaching Elder and Candidate

\*Presbytery membership or Presbytery of care: \_\_\_\_\_

Ordination Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / (Month/Day/Year)

Candidacy Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / (Month/Day/Year)

**Church Membership:** (For those who are not Teaching Elders)

Name of PC (U.S.A.) church of membership: \_\_\_\_\_

City & State: \_\_\_\_\_

Church PIN# \_\_\_\_\_

**Formal Education:**

**Continuing Education:**

**Certification/Training:**

(Check whether you are certified in the following areas. State the type of certification you hold and where training/certification was received.)

|  |  |  |   |
|--|--|--|---|
|  | <b>Interim/Transitional Ministry Training</b><br>Week I Site: _____<br>Week II Site: _____ |  | <b>Interim Executive Presbyter Training</b> |
|  | <b>Certified Christian Educator</b>  |  | <b>Certified Business Administrator</b>     |
|  | <b>Certified Conflict Mediator</b>   |  | <b>Clinical Pastoral Education</b>          |
|  | <b>Other:</b>  |  |   |



### Part I

Personal information contained in Step 4 must be completed online. This is for office use only and will not be distributed. (SSN, DOB, etc.)

## Personal Information Form

### Part II

\* **Employment type you would consider:**

- Full Time  
 Part Time  
 Open to Either  
 Bi-vocational

\* **For each position (s) below in which you are applying, indicate the number of years of experience you have in the position by selecting from the pull down menu. (e.g. no experience, first ordained call, up to 2 years, 2-5 years, 5-10 years, or above 10 years)**

| <u>Years of Experience</u> | <u>Position Type</u>   | <u>Years of Experience</u> | <u>Position Type</u>              |
|----------------------------|--|----------------------------|-----------------------------------|
|                            | Solo Pastor  |                            | General Assembly Staff            |
|                            | Head of Staff (Multi-staff Pastor, who supervised two or more teaching elders and other staff) |                            | Church Business Administrator     |
|                            | Head of Staff (supervised one teaching elder and other staff)                                  |                            | Executive Director                |
|                            | Associate Pastor (Christian Education)   |                            | Director of Music (non-ordained)  |
|                            | Associate Pastor (Youth)   |                            | Minister of Music (ordained)      |
|                            | Associate Pastor (Other)   |                            | Mission Co-worker (International) |



|  |  |  |                                    |
|--|--|--|------------------------------------|
|  | Pastor (Church Planter, New Worshipping Community)         |  | Christian Educator (Certified)     |
|  | Pastor (Transformation/Redevelopment)                      |  | Christian Educator (non-certified) |
|  | Pastor Interim   |  | Administrator                      |
|  | Pastor ( for a designated term)                            |  | Funds Developer                    |
|  | Pastor (Other Temporary i.e., Supply, Student)             |  | Finance Manager                    |
|  | Pastor, yoked/parish                                       |  | Media Specialist                   |
|  | Co-pastor  |  | Communicator                       |
|  | Executive Pastor   |  | Coordinator                        |
|  | Evangelist or Mission Pastor                               |  | Youth Director (non-ordained)      |
|  | Bi-vocational/Tentmaker                                    |  |                                    |
|  | Chaplain   |  |                                    |
|  | Pastoral Counselor   |  |                                    |
|  | College/Seminary Faculty                                   |  |                                    |
|  | Seminary Staff   |  |                                    |
|  | Campus Ministry  |  |                                    |
|  | General Presbyter/Executive Presbyter<br>Presbytery Leader |  |                                    |
|  | Stated Clerk (Presbytery)                                  |  |                                    |
|  | Synod Executive  |  |                                    |
|  | Mid-Council Program Staff                                  |  |                                    |

**\*Geographic Choices (select one):**

I am open; suggest my name anywhere in the USA \_\_\_\_\_

I am restricted in my search. Only refer my name to the states checked below \_\_\_\_\_

- |   |                                       |   |
|---|---------------------------------------|---|
| <input type="checkbox"/> Alabama        | <input type="checkbox"/> Alaska       | <input type="checkbox"/> Arizona              |
| <input type="checkbox"/> Arkansas       | <input type="checkbox"/> California   | <input type="checkbox"/> Colorado             |
| <input type="checkbox"/> Connecticut    | <input type="checkbox"/> Delaware     | <input type="checkbox"/> District of Columbia |
| <input type="checkbox"/> Florida        | <input type="checkbox"/> Georgia      | <input type="checkbox"/> Hawaii               |
| <input type="checkbox"/> Idaho          | <input type="checkbox"/> Illinois     | <input type="checkbox"/> Indiana              |
| <input type="checkbox"/> Iowa           | <input type="checkbox"/> Kansas       | <input type="checkbox"/> Kentucky             |
| <input type="checkbox"/> Louisiana      | <input type="checkbox"/> Maine        | <input type="checkbox"/> Maryland             |
| <input type="checkbox"/> Massachusetts  | <input type="checkbox"/> Michigan     | <input type="checkbox"/> Minnesota            |
| <input type="checkbox"/> Mississippi    | <input type="checkbox"/> Missouri     | <input type="checkbox"/> Montana              |
| <input type="checkbox"/> Nebraska       | <input type="checkbox"/> Nevada       | <input type="checkbox"/> New Hampshire        |
| <input type="checkbox"/> New Jersey     | <input type="checkbox"/> New Mexico   | <input type="checkbox"/> New York             |
| <input type="checkbox"/> North Carolina | <input type="checkbox"/> North Dakota | <input type="checkbox"/> Ohio                 |
| <input type="checkbox"/> Oklahoma       | <input type="checkbox"/> Oregon       | <input type="checkbox"/> Pennsylvania         |
| <input type="checkbox"/> Puerto Rico    | <input type="checkbox"/> Rhode Island | <input type="checkbox"/> South Carolina       |
| <input type="checkbox"/> South Dakota   | <input type="checkbox"/> Tennessee    | <input type="checkbox"/> Texas                |
| <input type="checkbox"/> Utah           | <input type="checkbox"/> Vermont      | <input type="checkbox"/> Virginia             |



\_\_\_ Washington  
\_\_\_ Wyoming

\_\_\_ West Virginia

\_\_\_ Wisconsin

**\*LEADERSHIP COMPETENCIES**

Select 10 leadership competencies from the list below that best describe your leadership traits, gifts and training.

**THEOLOGICAL/SPIRITUAL INTERPRETER**

|   |  |
|---|--|
| <p><b>Compassionate</b> – having the ability to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.</p>   | <p><b>Hopeful</b> – maintains stability in the moment and hope for the future; provides direction, guidance, and faith when describing basic needs; and helps followers to see a way through chaos and complexity.</p>   |
| <p><b>Preaching and Worship Leadership:</b> Is a consistently effective preacher and worship leader; is able to inspire from the pulpit; communicates a clear and consistent message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through worship leadership presence.</p> | <p><b>Spiritual Maturity:</b> Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and by responding with faithfulness of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.</p> |
| <p><b>Lifelong Learner</b> – individuals who use every experience in life as a potential tool for growth; one who pursues continuing education; and those who build on strengths and seek assistance to improve weaknesses.</p>   | <p><b>Teacher</b> – creates learning environments where students are active participants as individuals and as members of collaborative groups; designs lesson plans that teach concepts, facts, and theology; effectively uses multiple learning tools to reach a wide variety of learners; revises instructional strategies based upon ministry/organization context.</p>    |

**COMMUNICATION**

|  |   |
|--|---|
| <p><b>Communicator</b> - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.</p>  | <p><b>Bilingual</b> – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</p>                |
| <p><b>Public Communicator</b> - Demonstrates a comfortable ease when speaking in a variety of settings (both small and large groups); is effective at addressing a variety of topics; can get messages across with the desired effect.</p> | <p><b>Media Communicator:</b> Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.).</p> |
| <p><b>Technologically Savvy</b> - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as</p>  |   |



|   |  |   |
|---|--|---|
| tools for ministry.   |  |   |
| <b>ORGANIZATIONAL LEADERSHIP</b>  |  |   |
| <b>Advisor</b> – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.  |  | <b>Change Agent</b> – having the ability to lead the change process successfully; anchoring the change in the congregations'/organizations' vision and mission.   |
| <b>Contextualization</b> – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.  |  | <b>Culturally Proficient</b> – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.   |
| <b>Externally Aware</b> - identifies and keeps informed of the polity of the church and/or the organization; maintains current with laws, regulations, policies, procedures, trends, and developments both internally and in the larger society.  |  | <b>Entrepreneurial</b> - leaders that are creative in using resources; identifies opportunities to develop; is willing to take risks, initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.  |
| <b>Risk Taker</b> – persons with the ability to take appropriate risk to accomplish needed goals; one who thinks outside the box and who is not afraid of challenging the status-quo.   |  | <b>Task Manager</b> - Assures that effective controls are developed and maintained to ensure the integrity of the organization; holds self and others accountable for rules and responsibilities; can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget; and monitors and evaluates plans, focuses on results and measuring attainment of outcomes. |
| <b>Willingness to Engage Conflict:</b> Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.  |  | <b>Decision Making:</b> Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of the long term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.  |
| <b>Organizational Agility:</b> Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.   |  | <b>Strategy and Vision:</b> Sees ahead clearly, keeping focused on the larger picture; can anticipate future consequences and trends accurately; is future oriented; casts a compelling and inspired vision for a preferred future; sees possibility; crafts breakthrough strategies.   |
| <b>Financial Manager</b> – deliver results by maximizing organizational effectiveness and sustainability through the best use of available financial resources; allocates and manages finances transparently; implements strategies to achieve operational efficiencies and value for money; puts in place rigorous and comprehensive financial accountability systems. |  | <b>Funds Developer</b> – maintains the ability to solicit donations used to fund the budget of the organization; effectively expresses the needs for funds to potential donors; responsible for adding new potential donors to the organization's contact list; prepares statement of planned activities and enlists support for mission initiatives.   |
| <b>Collaboration:</b> Has a natural orientation toward  |  |   |



|  |  |
|--|--|
| <p>getting people to work together; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; creates strong feelings of belonging among group members; is a good judge of talent and can accurately assess the strengths and limitations of others.</p>   |  |
| <p><b>INTERPERSONAL ENGAGEMENT</b></p>   |  |
| <p><b>Interpersonal Engagement</b> - Displays a consistent ability to build solid relationships of trust and respect inside and outside of the organization; engage people, organizations, and partners in developing goals, executing plans, and delivering results; use negotiation skills and adaptability to encourage recognition of joint concerns, collaboration, and to influence the success of outcomes.</p> | <p><b>Bridge Builder</b> – possessing a certain responsibility for the unity of the congregation and/or organization; works to connect people of different cultures, worldviews, and theological positions.</p>  |
| <p><b>Motivator</b> - Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment.</p>   | <p><b>Personal Resilience:</b> Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate.</p> |
| <p><b>Initiative:</b> Demonstrates ambition; is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.</p>   | <p><b>Flexibility</b> - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.</p>  |
| <p><b>Self Differentiation:</b> Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a less- anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.</p>  |  |

**\* Languages in which you are fluent (Please select all that apply):**

- |   |                                     |                                    |                                     |
|---|-------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> English          | <input type="checkbox"/> Spanish    | <input type="checkbox"/> Korean    | <input type="checkbox"/> French     |
| <input type="checkbox"/> Arabic           | <input type="checkbox"/> Armenian   | <input type="checkbox"/> Creole    | <input type="checkbox"/> Portuguese |
| <input type="checkbox"/> Japanese         | <input type="checkbox"/> Russian    | <input type="checkbox"/> Swahili   | <input type="checkbox"/> Burmese    |
| <input type="checkbox"/> Cambodian        | <input type="checkbox"/> Indonesian | <input type="checkbox"/> Laotian   | <input type="checkbox"/> Thai       |
| <input type="checkbox"/> Vietnamese       | <input type="checkbox"/> Taiwanese  | <input type="checkbox"/> Cantonese | <input type="checkbox"/> Twi        |
| <input type="checkbox"/> Mandarin Chinese |                                     |                                    |                                     |





\_\_\_\_\_ Sign Language

\_\_\_\_\_ Other

---

**Clergy Couples:**

Are you seeking a call with your spouse as part of a clergy couple: Yes \_\_\_\_ No \_\_\_\_

If yes, please enter your spouse's full name and PIF ID# \_\_\_\_\_

**\*Compensation and Housing**

(\*See Effective Salary Definition at: [Board of Pensions](#))

Indicated below the total minimum salary and housing compensation you need.

(Effective salary is cash salary plus housing allowance or manse value).

Minimum **Effective** Salary Needed \$ \_\_\_\_\_

Indicate the housing type you need:

Housing Type

\_\_\_\_\_ Manse

\_\_\_\_\_ Housing Allowance

\_\_\_\_\_ Open To Either (Manse or Housing Allowance)

\_\_\_\_\_ Not Applicable (*For Non-pastoral Positions Only*)

**Work Experience:**

Please list your work experience: (Please include position title, city, state, church size, community type, and dates from/to or number of years.)

**Service to the Church:**

Please list your other service to the Church or denomination for the past 10 years:

---



### ***Narrative Questions***

*(For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation; formatting and white space within the CLC program will add to your character count).*

1. Describe a moment in your recent ministry that you recognize as one of success and fulfillment.
2. Describe the ministry setting to which you believe God is calling you.
3. What areas of growth have you identified in yourself?
4. Describe a time when you have led change.

#### **OPTIONAL LINKS AND RESOURCES**

**Include below any links you desire to share with calling organizations (i.e., sermons, lesson plans, articles, blogs, assessment results available, etc.). Limit 500 characters. Please note the CLC system does not warehouse links.**

#### **Statement of Faith**

*(Use the space below to enter a one page statement of faith. Please limit response to no more than 3000 characters including spaces and punctuation.)*

---



**\*Please enter up to six references here (a minimum of one reference is required):**

|    | <u>Name</u> | <u>Relation to you</u> | <u>Phone</u> | <u>Address</u> | <u>E-Mail</u> |
|----|-------------|------------------------|--------------|----------------|---------------|
| 1. | _____       | _____                  | _____        | _____          | _____         |
| 2. | _____       | _____                  | _____        | _____          | _____         |
| 3. | _____       | _____                  | _____        | _____          | _____         |
| 4. | _____       | _____                  | _____        | _____          | _____         |
| 5. | _____       | _____                  | _____        | _____          | _____         |
| 6. | _____       | _____                  | _____        | _____          | _____         |

\_\_\_\_\_ I hereby authorize those inquiring into my suitability to contact my references.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**PIF (Part II) – Step 6 of 6**

**\*Sexual Misconduct Self Certification**

The following information related to sexual misconduct was mandated by the Sexual Misconduct Policy and Its Procedures adopted by the 203rd General Assembly (1991), and was revised by the 205th General Assembly (1993).

Please check one of the following:

\_\_\_ *I certify below that no civil, criminal, ecclesiastical complaint has ever been sustained\* or is pending\* against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons related to sexual misconduct.*

\_\_\_ *I am unable to make the above certification. I offer, instead, the following description of the complaint, termination, or the outcome of the situation with explanatory comments.*



\* The information contained in my Personal Information Form on file with Church Leadership Connection is accurate to the best of my knowledge and may be verified by the calling and employing entity. I hereby authorize the entity to which my Personal Information Form is being sent to inquire concerning any civil or criminal records, or any judicial proceeding involving me as a defendant, related to sexual misconduct. By means of this release I also authorize any previous employer, and any law enforcement agencies or judicial authorities or ecclesiastical governing bodies to release any and all requested relevant information related to sexual misconduct to the entity to which my Personal Information Form is being sent.

           *I have read this certification and release form and fully understand that the information obtained may be used to deny my employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing or judicial authority or any other entity from any and all claims, liabilities, and causes of action for the legitimate release of any information related to sexual misconduct.*

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

- \* **Sustained**
  - In a criminal court, "sustained" means that there has been a guilty plea, a guilty verdict or a plea bargain.
  - In a civil court, "sustained" means that there has been a judgment against the defendant.
  - In an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, **or an Alternative Form of Resolution Agreement approved by a permanent judicial commission in the Presbyterian Church (USA) or an equivalent body of another church.**
- \* **Pending**
  - In a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case which there is not yet a verdict.
  - In a civil court, "pending" means a case in which there has not been a decision or judgment,
  - In an ecclesiastical case, "pending" means an **investigating committee is inquiring into an allegation or charges have been filed but have not been decided by a permanent judicial commission; or an allegation or charges are in an equivalent state or process in a church other than the PC (USA).**

(The following is taken from definitions in the General Assembly Sexual Misconduct Policy and its Procedures, Pg.13)

"Sexual Misconduct is the comprehensive term used in this policy and its procedures to include: 1) Child sexual abuse, as defined above [refers to Policy]; 2) Sexual harassment, as defined above [refers to Policy]; 3) Rape or sexual contact by force, threat, or intimidation; 4) Sexual conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another; 5) Sexual Malfeasance defined as sexual conduct within a ministerial (e.g. clergy with a member of the congregation) or professional relationship (e.g. counselor with a client, lay employee with a church member, presbytery executive with a committee member who may be a layperson, a minister, or an elder). Sexual conduct includes unwelcome sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, social, intimate, or marital relationships; 6) Sexual Abuse as found in Book of Order D-10.0401b (see Accuser/Victim)