CLC Glossary of Tasks

As we transform the CLC system into a modern, easy, and automated system for all users, we have found certain aspects that needed to be redefined to the need and theology that accompanies the calling process in the Presbyterian Church (USA).

Let's start with the new tasks that will be part of the new CLC. Below we share all the tasks found in the CLC system to be completed by users. Although the tasks are assigned by default, you can request the CLC Team to assign them to any specific role the presbytery has designated to complete it. The same tasks can be assigned to multiple persons at once if needed.

Acronyms Used: EP (Executive Presbyter), SC (Stated Clerk), COM (Committee on Ministry), CPM (Committee on Preparation for Ministry), COS (Clerk of Session), PNC (Pastor Nominating Committee), MDP (Ministry Discernment Profile), PDP (Personal Discernment Profile)

1. **Managing Matching (Default EP, COM, PNC):** Under the **Actions** icons in the MDP list, you can **Manage Matching**. You can view all the matches the congregations /organization has received. You will have a "Notes" section where you can write any message or observation regarding the PDPs. You will also have records of initial matching, number of rematches done, number of ministers asked to apply, and self-referrals. The **Rematch button** will send matches to the congregation after they have taken actions on the candidates that were matched before. From there, the Search Committee must determine if they will invite their matches to apply for the position.

   You will also find the option **Matching Inside the Presbytery**, which controls whether your presbytery allows PDPs from minister members of your Presbytery to be matched with MDP's within your bounds. The default setting is to allow matching within the presbytery, which you can change if needed.

2. **View Matches (Default PNC, COM, EP):** You can sort your matches by Status or Experience level. Under actions, you will have several choices regarding each one of your PDPs: Add/View Notes, Will not Consider, Invite to Apply or Withdraw Invitation. Any decision made regarding a PDP will be seen under the Status bar. Self-referrals and system matches will be identified in the status bar to be distinguished.

3. **Manage MDP (Default EP, COM, PNC):** the ability to create, update or delete an MDP. MDPs should start being created after the presbytery has authorized the PNC to do so.

4. **Approving MDPs (Default COS, COM):** They will receive an email notification when a Search Committee has entered their Ministry Discernment Profile in the system. To see the MDP, log in and go to the Ministry Discernment Profile section in your dashboard. Before you approve or deny the MDP, please take your time in reviewing the information submitted to make sure that the PNC has entered: what has been agreed on, that the information is legible, and that all the fields have been completed. If you notice any typos or grammatical errors in their information, you can send a note to them with suggestions on their MDP. Once they have updated the information and you find everything is in order, you may approve the MDP. You will see that the Approved by COM status bar will change to "Yes" once it has been approved.

   When both the Clerk of Session, COM moderator's or the designated person's approval is met, the MDP will be released automatically, and the congregation/organization can begin to request matches. The status bar under the Ministry Discernment profile will also change from "Submitted" to "Active".

5. **Assigning Presbytery Roles (Default SC, EP):** On the Organization Members section, click on the "Invite" button. Enter the name, contact details, and roles you want to assign to that person. When you press submit, the system will automatically notify that person by email to create an account.

6. **Attesting Ordained User Profiles (Default SC):** Under "Call Seeker Attestations" you will find a list of ministers who have signed up for the system. You can attest if they are in good standing or not by clicking "Yes" or "No." Please remember that attesting is certifying that: "As of this date, no allegation or charges are pending against the member, nor is the member currently under judicial censure limiting the ministry or under supervised rehabilitation." You can access the User Profiles any time and change your attestation decision if the minister is no longer a member of the presbytery or is no longer in good standing. This will let the use create PDPs. Once they have created a PDP, you will be able to read it.

7. **Attesting Candidate User Profiles (Default CPM):** Under Call Seeker Attestations you will find a list of candidates for ministry who have signed up for the system. You can attest if they have been authorized and are in good standing or not by clicking "Yes" or "No". Attestation of a PDP signals to CLC that a candidate has been approved by the CPM to seek a call. Please use the guidelines below to determine when a candidate is ready to negotiate for service:
   - ➢ The candidate has fulfilled all requirements of "final assessment" * (G-2.0607) and is "certified ready for examination for ordination, pending a call."
   - ➢ Following an Authoritative Interpretation of the 219th General Assembly (2010), the presbytery attests the candidate has met the following requirements to enter negotiation for his/her ministerial service:
     - o Has completed two full years of theological education (or the equivalent thereof),
     - o Has had consultation within the last year,
     - o Has satisfactorily completed all the standard ordination exams or received an exception to this requirement under G-2.0610,
     - o has received approval of the presbytery of care.

   For more information, see the "Final Assessment and Negotiation for Service" section of the Advisory Handbook on Preparation for Ministry. You can access the User Profiles any time and change your attestation decision if the minister is no longer a member of the presbytery or is no longer in good standing. Once they have created a PDP, you will be able to read their information.

8. **Approving Clerk of Session (Default COM):** Clerks of Session form a committee, enter the basic church/organization details, invite the PNC Chair and PNC Members to their roles, and approve the MDP in the system. To assign the Clerks of Session role, go to the Clerks of Session section, and click on the "Invite" button. Then, enter the Clerk of Session's congregation, name, and email address. When you press submit, the system will automatically notify them to create an account. Clerks of Session can create an account and request COS role access on the CLC website. They will appear in the Clerk of Session section. Under Actions you will have the option to "Approve" or "Deny" their access to the role.

9. **Manage Search Committees (Default COS):** Under the Search Committees section, click the "Form Committee" button. Then, enter a name for your committee and press submit. Under Search Committee, click the Invite button on the right side. The system will ask you to

type in a name, email address, and the role you want to assign. You can assign the PNC Chair role, which is the one used to enter the Ministry Discernment Profile in the system (MDP) with all the position details, and you can also assign the PNC Member role, which only allows you to view matches. Once you submit the invitation, the person will receive an email to create an account on CLC.

When the PNC Chair and members have signed up, you will see their Status change from Invited to Active. You can remove them from their roles any time by clicking the Remove button under Actions. You can also rename the committee at any time, and you can dissolve the committee once the PNC has finished their search.

10. **Call Notification (Default EP, COM, PNC, and Call Seekers):** When the PNC has decided on a candidate, they will continue the process outside of CLC. If the candidate is elected by the congregation or invited by the PNC or Session to serve in the congregation, when all is done, they will notify them that a call has been completed in CLC. They will go to the Matching PDP Results page and will select the action "Notify a Call". That will trigger a notification to the candidate asking them to either accept or not the call notification. Once submitted, the MDP will be removed automatically, the PDP will be deactivated and eventually the information will be sent to the Presbyterian Historical Society for their records at the end of the year.

11. **Advanced Searches (Default EP, COM):** In special cases, you will be able to select additional matching criteria that the PNC cannot. CLC Consultants will also be available to assist you if needed.

12. **Presbytery Referrals (Default EP):** Those with this task can click on the refer icon under "Actions" in the MDP list panel. A window will pop up so they can type in the PDP ID number provided by the call seeker. Then Click on the magnifying glass. Their name should come up. Then click on Submit. The full PDP will be available on the Matching PDP Results page for the PNC.