



CLC User Guide and Instructions for Clerks of Session
Website: www.pcusa.org/clc

CLERK OF SESSION RESPONSABILITIES

As Clerk of Session, you are responsible for:

1. **Completing the Ministry Profile (MP)** of the church/organization.
2. **Forming the Search Committee to invite the PNC Chair, and the PNC Members to their roles.**
3. **Approving the Ministry Discernment Profile (MDP) *after*** the PNC Chair has completed the information.

A NOTE ABOUT SPAM BLOCKERS

To receive emails from CLC in a timely manner, please be sure that your computer will allow you to receive emails from the following addresses:

clcstaff@pcusa.org

clcsupport@pcusa.org

Computer spam blockers have been known to keep CLC emails out of email inboxes by placing them in the spam folder.

LOGIN AND PASSWORD

The Committee on Ministry Moderator (COM) or a designated person within your presbytery will send a link so you may configure your credentials and enter your general information. If you have not received a link, you may visit the **CLC Portal to Sign Up**. At the Sign-Up screen, select you are a **Calling Organization**. Under Organization Type, choose **Congregation**, and type the name of your church to select it from the list. Finally, fill in your details and create your username and password. The COM Moderator will be notified to approve or deny your access to the clerk of session role. If you do not know your username and/or password or have forgotten it, select the option “Need help logging in” at the login site. For assistance, please contact CLC by email at clcsupport@pcusa.org or at 502-569-8550.

Please keep in mind that this is a new site, so you must create a new account as the previous CLC site is an entirely different page.

FILLING OUT THE MINISTRY PROFILE (MP) FOR THE CONGREGATION

Find your way to the Ministry Profile section and click the “**Edit**” button.

- **Ministry Name:** If it is not automatically populated, enter the name of the congregation/organization on this field. Please do not include the city name as this is already specified in another field.
- **Congregation Size.** On the pull-down menu select the appropriate number of church members.
- **Average Worship Attendance.** Enter your average worship attendance for all regular worship services. Do not include special or one-time services.
- **Church School Attendance.** Enter the number of people (children through adults) who attend church school.
- **Curriculum.** List (within 1000 characters including spaces and punctuation) the curriculum most used in church school.
- **Community Type.** On the pull-down menu, select the community type where your church or organization is located.

Once you have entered the information, press the “**Save Changes**” button. Then, click the **View/Edit Intercultural Composition Button**.

- **Race/Ethnicity:** Using whole numbers that add up to 100 percent enter the racial ethnic composition of your church or organization.

Next go to **Contact Information**. The information in this section will be seen by call seekers when they are matched or when applying to the job posting. The email address and phone number specified here will receive communications regarding the MDP.

- **Contact Type.** In the drop-down menu, select if you are a clerk of session, stated clerk, organization representative or the executive presbyter. Type in your name, email, and phone number.

FORMING THE SEARCH COMMITTEE.

Under the **Search Committees** section, click the “**Form Committee**” button. Then, enter a name for your committee and press **submit**.

Inviting the PNC Chair and PNC Member to their role: 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 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 **rename the committee** any time if needed, and you can **dissolve the committee** once the PNC has finished their search.

APPROVING THE MINISTRY DISCERNMENT PROFILE (MDP)

***Note:** Before a MDP is created on the site by the PNC, the presbytery will authorize the creation of the MDP. When the PNC Chair completes the MDP online, the COM Chair and Clerk of Session select the approval option in the system.*

You will receive an email notification when a PNC 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 leave a note for 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 COS** status will change to “yes” once it has been approved.

When both the Clerk of Session and the COM moderator’s approvals are met, the MDP will be released automatically, and the church can begin to request matches. The status bar under the Ministry Discernment profile will also change from “**Submitted**” to “**Active.**”

OTHER AREAS ON THE SITE

- **Opportunity Search:** Allows you to see all the positions that are posted on CLC and sort them according to several parameters.
- **Resources:** Here you will find several links with different topics for the benefit of all users. Below find some important links to videos, guides, and forms for the new CLC system:

NEW MDP PRINTABLE FORM: this is a MDP blank form that is meant to be used as a writable tool when PNCs, Search Committees or Sessions and COMs meet to discuss the components of the position. This is not a mailable/faxable form. This form is also not to be uploaded. MDPs must be manually entered into the CLC system. If a PNC has a problem getting the MDP in the system, the presbytery can help them out by assigning someone to share the role needed to support the congregation.

CONTACT THE CLC TEAM

If you have any questions or need assistance, please let us know at clcsupport@pcusa.org or call us at 502-569-8550/ (844) 984 2440 (toll-free).