



CLC | Webinar

For Ordained and Non-Ordained Call Seekers

Introduction

- **Rev. Manuel D. Silva-Esterrich**
Manager of Call Process Support
Office of the General Assembly

Part I : New Terms, Tools and Processes

Part II : Navigating the website

- Finding the CLC site (*Where to start*)
 - <https://www.pcusa.org/clc>
- Main Page (*Introduce the CLC controls*)
- Opportunity Search (*Self-Referral*)

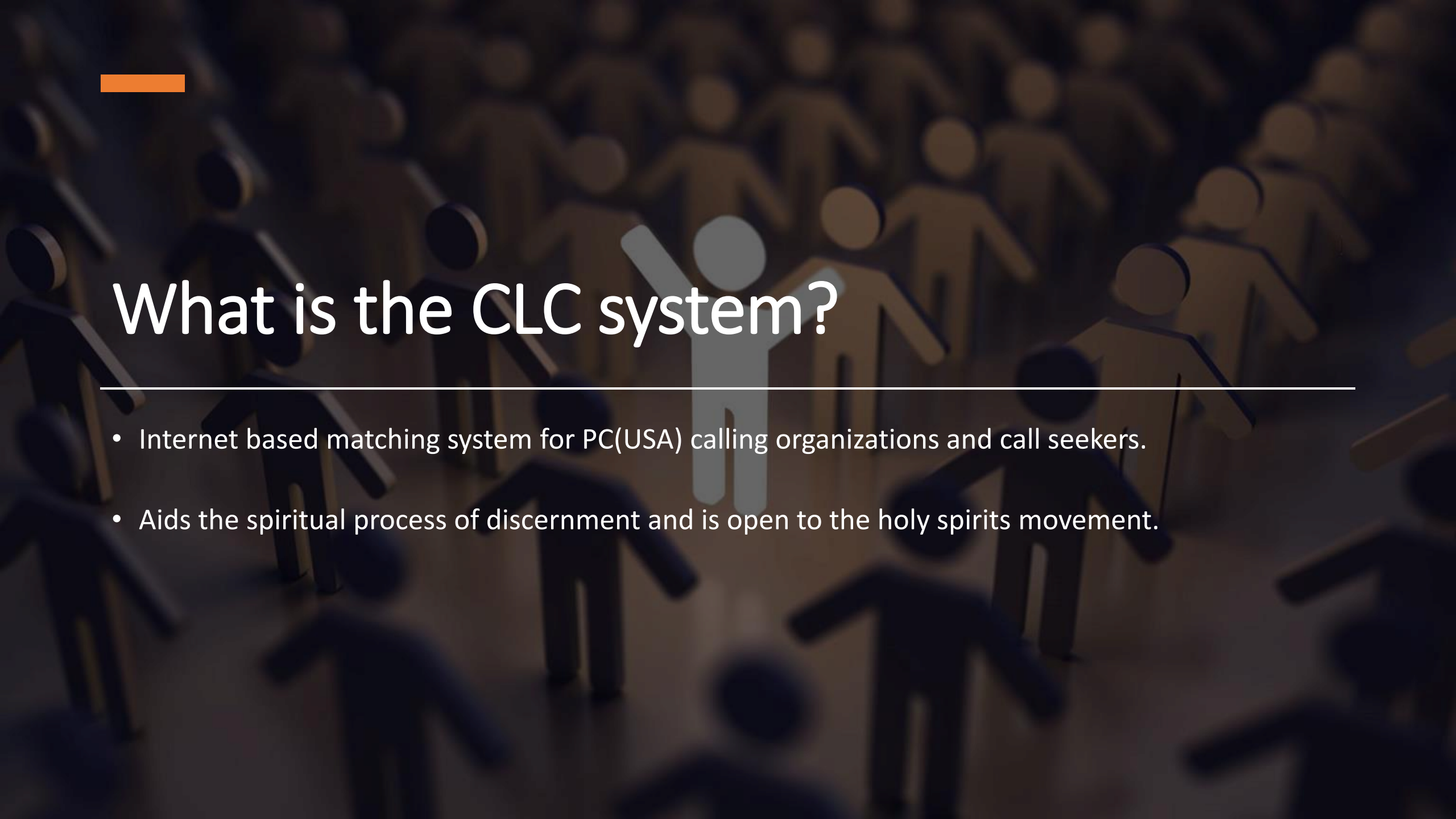
Part III : Filling out your PDP

- Functions for your PDP
- Matching

Part IV : Q&A

Today's Agenda

New Terms, Processes and Tools



What is the CLC system?

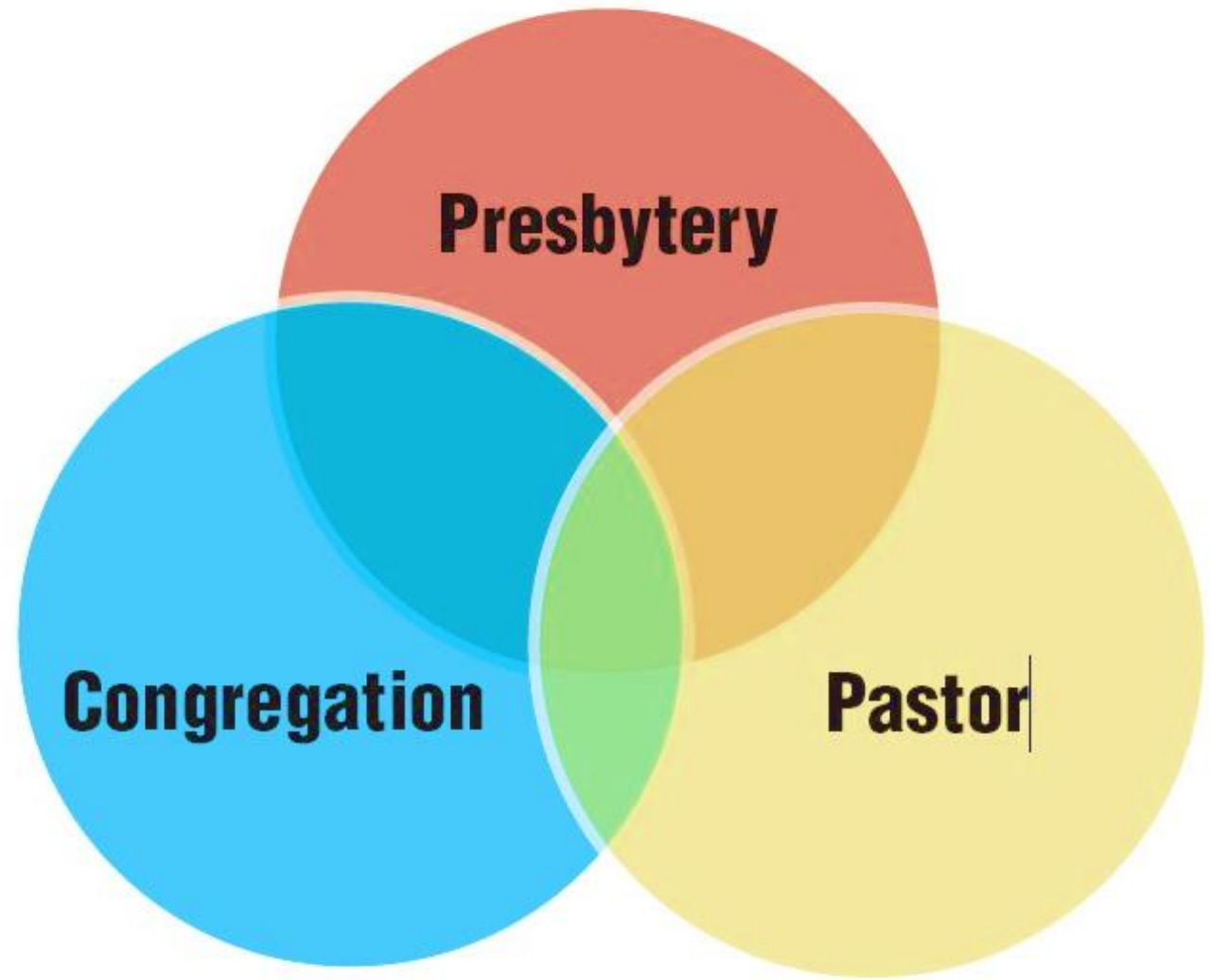
- Internet based matching system for PC(USA) calling organizations and call seekers.
- Aids the spiritual process of discernment and is open to the holy spirits movement.



Discernment is God's call to
intercession, never to faultfinding.

Corrie ten Boom

The Call Process Family Portrait



ROLE ACRONYMS



EP - Executive/General Presbyter



SC – Stated Clerk



COM – Committee on Ministry Chair or its equivalent



CPM – Committee on Preparation for Ministry Chair or its equivalent



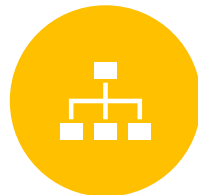
COS – Clerk of Session



PNC – Pastoral Nominating Committee



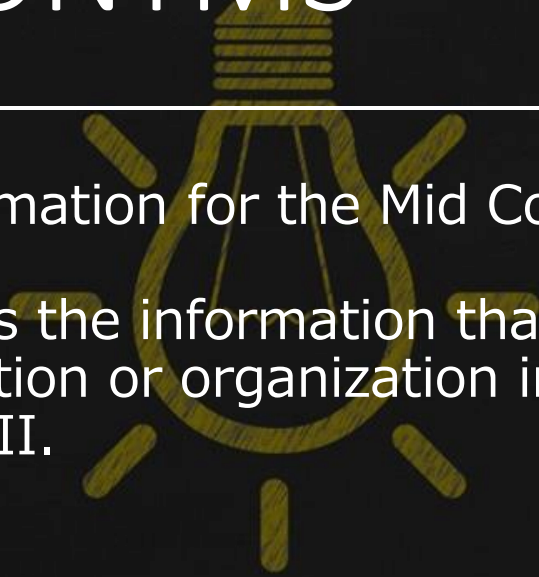
CS – Call Seeker



Admin – Administrator for the Mid Council

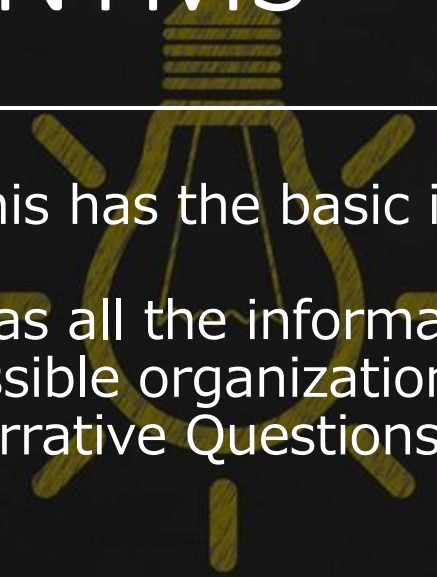


NEW TERMS AND ACRONYMS

- **MP – Ministry Profile.** It has the basic information for the Mid Council or organization. Formerly known as MIF Part I.
 - **MDP – Ministry Discernment Profile.** It has the information that will describe the position and the mission of the congregation or organization in finding the best candidate. Formerly known as MIF Part II.
- 



NEW TERMS AND ACRONYMS

- **UP – User Profile or Profile Information.** This has the basic information of the Call Seeker. (Former PIF Part I)
 - **PDP – Personal Discernment Profile.** This has all the information provided by the Call Seeker to present themselves to a possible organization: Work Experience, Education, Certifications, Narrative Questions, etc. (Former PIF Part II)
- 



connecting | discerning | calling

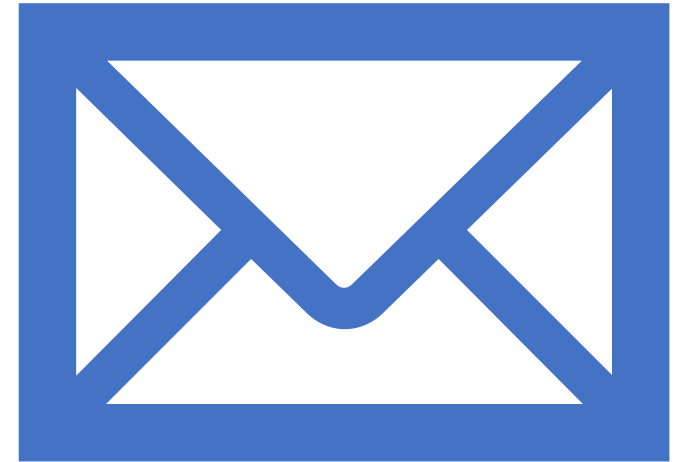
New Tool and Processes



Tools and Processes

1. Notification emails for:

- **Invitation to take a role in the system or COS claiming a role** – This eliminates the creation of credentials. Any updates in status of the role will trigger an email.
- **Invitation for a candidate to apply and self-referrals** - First contact from PNC to call seeker, 15 days to answer. Also, for each step in the process.
- **Withdrawal of application or consideration** - Last contact from PNC to call seeker.
- **Attestation of Failing** - Candidate will know of their status in the system.
- **Call Notification** - Will send email to call seeker, presbytery and congregation.



Tools and Processes

- **2. "Competency" Match Surveys (will change name soon):**
 - **Congregation:**
 - 1) PNC meets and discusses the Survey.
 - 2) PNC discerns on the answers.
 - 3) PNC Chair will fill the Matching Criteria of the position in the survey by moving the cursor to the correct number or typing the number in the box.
 - **Call Seeker:**
 - 1) CS discerns and answers the 84 questions in the survey in a timely manner.
 - 2) Can take it every 6 months or can contact CLC if they need it before.
 - 3) System will determine matching between both answers and will show PNCs the results from most matched to least.
- **Results - The results of the Call Seekers survey will NOT be shared with organizations. Each Call Seeker will be able to see a graph of their results for their own knowledge.**

Tools and Processes

3. Matching Results:



PDP Snapshot – Work Experience, Education, Narrative Questions, City and State. If the person fills the basic requirements of the position and the PNC would like to consider them, they will invite the call seeker to apply. Call seekers are not notified of matches, only of further consideration from the PNC.

Full PDP view – If the call seeker accepts the invitation to apply or self refers, or is referred by a Presbytery leader, the PNC will be able to view all the information in the PDP, from profile information, optional links, to references.

25 results each rematch – PNCs, or those authorized, will receive 25 match results every automatic rematch they submit. They will need to take an action on those 25 results: Invite to apply, Not considered, Saved for later. After an action is taken on all results a new rematch can be requested to the system.

Limits “PDPs in Discernment” – PNC can have up to 10 PDPs in Discernment in the panel. This assures that the PNC begins a healthy discerning interview process with those 10 call seekers. The system will not rematch if this panel is full. Self referrals and referrals will be “filed” here.

Limit “Saved for Later” – Those with this action will remain in the results panel. You can have up to 25, but this will prevent the system to rematch. For every PDP with this action, is one less new result in rematch.

Tools and Processes

- **4. Approval and Attestation**
- **Attestation** – Stated Clerk or MCL assigned will attest to the UP of a call seeker.
 1. **Are they a member of the Presbytery? *(or Congregation for non-ordained)***
 2. **Are they in Good Standing with the Presbytery?**

PDPs will not need attestation but can be reviewed by the MCL who attests.

Ups will need re-attestation every year or when failed by Presbytery and details are corrected.
- **Approval** – Congregations need approval in different stages:
 1. **Presbytery approves the beginning of the call process, access to CLC and redaction of the MDP.**
 2. **MDP revision and approval by the Clerk of Session.**
 3. **MDP revision and approval by COM or MCL assigned. If MDP needs correction MCL can let the PNC know and they can edit the detail.**
 4. **MDP will be released to the Opportunity search as soon as it receives both approvals.**
- ***MDPs will need reapproval when the Position Type, Employment Type or Salary has been changed and submitted by the PNC. Any other changes will not trigger reapproval.***

Navigating the CLC Website

- **Elder Eva Rebozo**

- **Rev. Mason Todd**

CLC Consultants



Filling out your PDP
(Personal Discernment Profile)

Content of the PDP

Ecclesiastical Information

Matching Availability and Preferences

Education and Work Experience

Service to the Greater Church

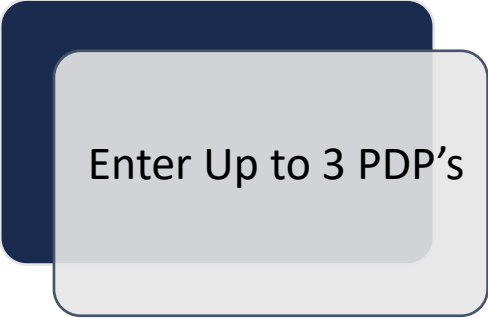
Statement of Faith

Optional Links

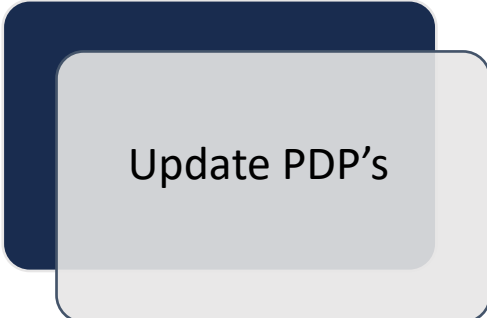
Contact Information

Survey

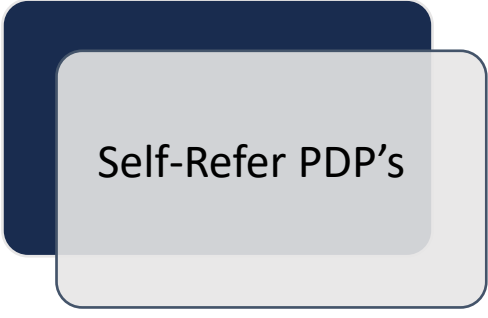
Functions for your PDP



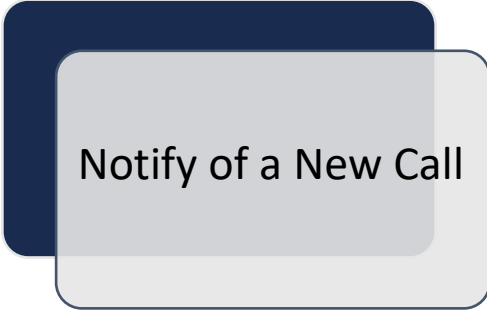
Enter Up to 3 PDP's



Update PDP's



Self-Refer PDP's



Notify of a New Call

MATCHING

- PNCs will invite call seekers to apply for their position.
- Call seekers have 14 days to accept the invitation from the PNC. After 14 days have passed the system will automatically remove them from consideration.
- When they accept the invitation, the PNC will be able to read their entire PDP.
- Self-referral will allow call seekers to send their PDP to congregations/agencies of interest.
- Matching is done based on your Survey, Positions of Interest, Salary, Location, Statement of Faith, and Languages.

CLC System Advantages



AUTOMATIC MATCHING



ACCESS TO
OPPORTUNITIES

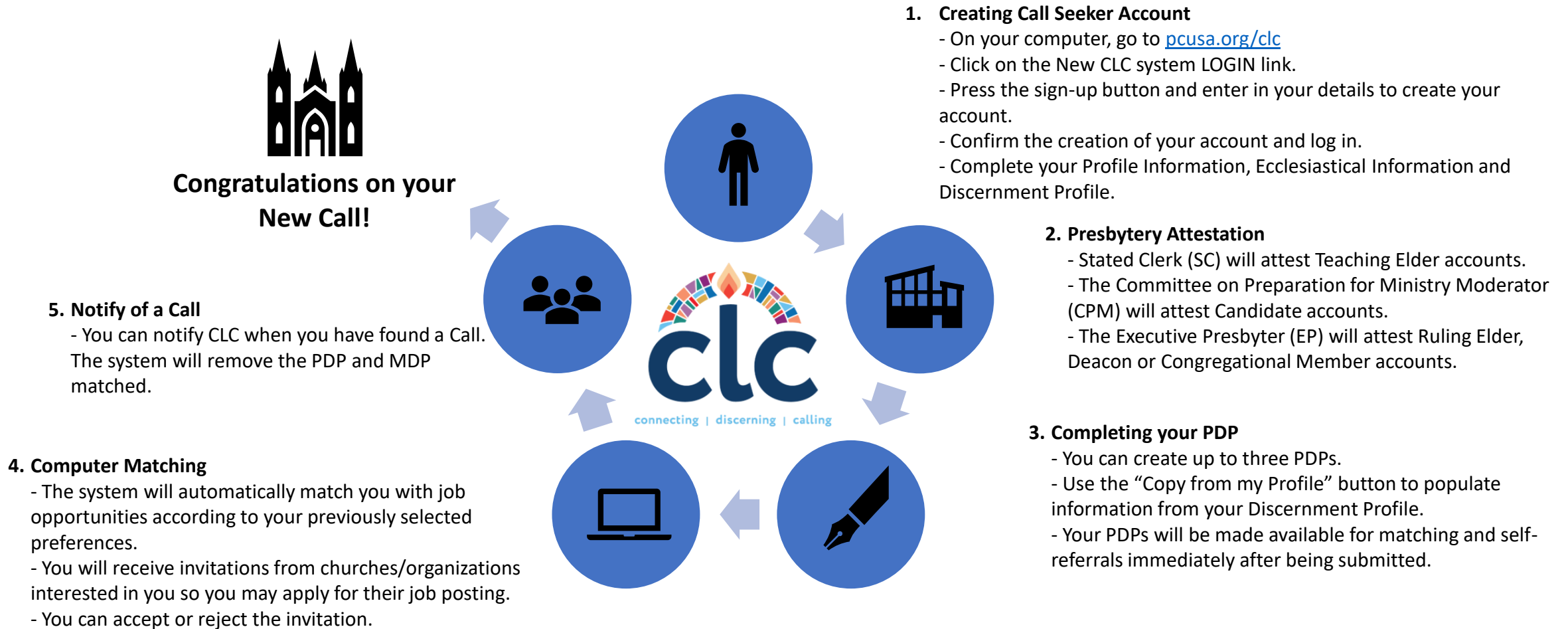


REPORTS



CLC CONSULTANT
AVAILABLE

Personal Discernment Profile (PDP) Map



| Questions & Answers?



CLC Main Number:
502.569.8550



CLC Email Address:
clcsupport@pcusa.org



CLC Website:
Forms and Downloads
<https://clc.pcusa.org/>



Contact Us

The Church Leadership Connection Staff is here to serve you. If you need any assistance or have questions, contact us by:



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