# A COMPLETE GUIDE TO CREATING A MINISTRY DISCERNMENT PROFILE (MDP)

**COM Chair** — Invites the Clerk of Session to create an account

**Clerk of Session** — Enters the Ministry Profile Information (MPI) and Invites PNC Chair to create an account

**PNC Chair** — Enters the Ministry Discernment Profile (MDP) for approval of the COS and COM Chair

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# BEFORE YOU BEGIN

1. **Make sure your computer will run the CLC system.** Browsers such as Microsoft Edge or Google Chrome are known to be the most compatible with the CLC system.

2. If you are the **Pastor Nominating Committee Chair** or **member**, please wait for the Clerk of Session to send you an invitation to create an account.

3. If you are a **Clerk of Session**, the Committee on Ministry Moderator (COM) or designated person will invite you to claim your role and the system 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 Main Page (clc.pcusa.org)** 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, type in your name, last name and create your username and password. When you submit the information, you will receive an email to confirm the creation of your account. Please allow some time for your Presbytery Leader to approve your account. You will receive an email once your account has been approved and you can begin fulfilling your tasks in the system.

4. If you are a **Mid Council leader** needing to enter an MDP, please contact CLC staff at clcsupport@pcusa.org.

5. If you are from a **PCUSA Agency, Hospital, College, Educational Institution,** or a **church from another denomination**, please contact CLC.

6. For manuals, forms, guides, and training videos for CLC, go to pcusa.org/clc

# NOTES BEFORE FILLING OUT THE MDP

**There are mandated character limits.** The church mission and vision statement, responsibilities of the position, and answers to the five narrative questions are limited to 1,500 **characters** each including spaces and punctuation. If you go past 1,500 characters, the system will not save your work. Please verify your character count in a word or pages document.

**Saving MDP work in progress.** If you need to head out for the day and have not completed the information in the Ministry Discernment Profile, you can exit the page and the system will save your information automatically. You will be able to continue your work later by clicking the note and pencil icon. See below screenshot with an example of an MDP in progress and the icons on the right:

| 10024 | Commissioned Ruling Elder | Country Club Presbyterian Church | In Progress | ✏️ 🗑️ |

**Serving multiple roles at the same time.** If you have more than one role in the system, you can switch between them by clicking on your name and role at the top of your dashboard. See below screenshot as an example:



# CLERK OF SESSION: FILLING OUT THE MINISTRY PROFILE INFORMATION (MPI)

The **Clerk of Session** must enter the **Ministry Profile**, **form a Search Committee, Invite the PNC Chair,** and can invite the **PNC Members** to use the system. To begin entering the information, go to clc.pcusa.org and log in.

- When you log in for the first time, you are taken to your Clerk of Session dashboard. You will need to click on the **Edit** button by the Profile information. Continue to fill all required fields by scrolling down. The required fields are: Name, Address, City, State, Zip Code, Phone Number, and Email Address. The Profile Information is your own personal details. When you are done, press the **Save Changes** button. This will return you back to the dashboard.
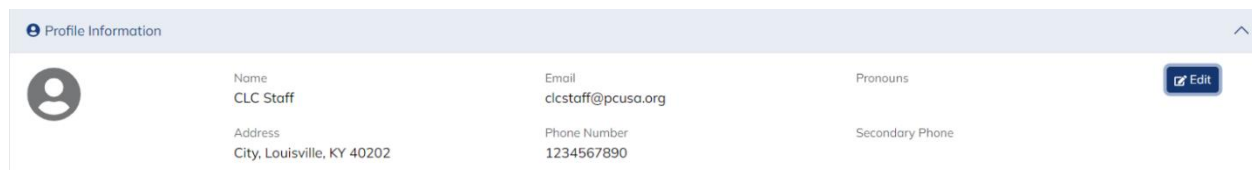


In your dashboard, scroll down to find the **Ministry Profile** section. You will notice that some of the details have already been completed. Press the Edit button and fill out the following sections:

- Church Email Address, Preferred Phone Number, Alternate Phone/Email, Fax, and Website Address.

- Intercultural Ministry. Select whether you are part of an Intercultural Ministry. Intercultural Ministries are congregations/agencies that integrate multiple races, cultures, and languages within their ministry.

- Congregation Size. 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 150 characters including spaces and punctuation) the curriculum most used in church school. If you go past the 150-character limit, the system will not save this section.

- Community Type. On the pull-down menu, select the community type where your church or organization is located. Press the save button and return to your dashboard.

- Intercultural Composition. This is a separate section of the Ministry Profile which can be accessed from your dashboard. Click on the Pencil and Note icon to edit. Using whole numbers that add up to 100 percent enter the racial ethnic composition of your church or organization. Press the **Save** button once you are finished. The following screenshot shows the Ministry Profile section of a congregation.



- Back at your dashboard, scroll down to your Search Committees' section and click on the **Form Committee** button.

- Give a name to the Search Committee and press the submit button.



- Now that you have formed a search committee, click on the **Invite** button to help register your PNC Chair, who will enter the MDP. You can also invite the Committee Members to create an account, or you can allow your PNC Chairperson to invite the committee members.



- Type in the name, last name, email address and select the role of the person you are wanting to invite. They will receive an email with a link to register.

Next steps as Clerk of Session. The PNC Chair will enter the MDP, when this happens you will receive an email to review and approve the MDP. Log into the system to find it in the **MDPs Waiting for Approval** section. Click the MDP number to review the information. Once you have reviewed the MDP you may click the Approve button on the righthand side of the page.

| MDP ID | Position Type | Employment Type | Congregation | Approved by COS | Approved by COM | Actions |
|--------|---------------|-----------------|--------------|-----------------|-----------------|---------|
| 10218 | Transitional/Interim Position | Full-time | Hope Presbyterian Church | No | No | Approve |

MDPs Waiting for Approval

# PNC CHAIR: ENTERING THE MINISTRY DISCERNMENT PROFILE (MDP)

The Ministry Discernment Profile asks for more in-depth information about your church or organization and information on the position to be listed. This is the longest part of the form.

If you are already logged into the system, scroll down on your dashboard until you reach the Ministry Discernment Profiles section. Click the **Create New MDP** button.



## FILLING OUT THE POSITION REQUIREMENTS

**Position Type.** On the pull-down menu, click on the position title. There is an optional field called **Specific Position Title** where you can give a name to the position in case you need to be more specific.

**Experience Required.** Add the level of experience you require for this position type (*No experience/first ordained call, 2-5 years, 5-10 years, or more than 10 years.*) The experience level is not a factor for matching. This is only so ministers can see this requirement in the Opportunity Search and decide whether they want to self-refer.

**Employment Status.** Click "Full-time" or "Part-time" or "Full-time/Part-time" or "Bi-vocational**."**

**Training/Certification Requirements**. If you require special training for your position, choose from the categories: Interim Ministry Training, Certified Christian Educator, Conflict Mediator Training, Interim Executive Presbyter Training, Certified Business Administrator and/or Pastoral Education Training. If the required training is not on this list, use the **Other Training** field.

**Language Requirements.** Click on the language(s) in which the person who fills this position needs to be fluent. If there is an additional language required that is not on the list, use the **Other Languages** field.

**Statement of Faith**. The statement of faith provides insight of person's theology. Select whether you desire to receive a statement of faith from potential candidates. By selecting "yes" you will only be matched with persons who have included a statement of faith in their PDP. Most COMs require that churches receive statements of faith for ordained positions. Please verify with your COM representative of this requirement if you are uncertain.

**Clergy Couple.** By selecting "yes" you will also be matched with clergy couples in the system. If your congregation is open to a clergy couple this means that you are open to hiring two people

who work together to fill the roles of your position. Similar to co-pastors, a clergy couple is a married couple looking to do ministry together in the same setting. Clergy couple does not mean that two ministers are married but serving in two separate ministries.

**Deadline date.** CLC does not recommend entering a deadline date unless you believe it to be necessary. If you enter a deadline date, the MDP will be removed from circulation and matching after that date. To continue your search process once your MDP is removed, you will need to obtain the COS and COM re-approvals online.
**When the above steps are completed click on Save and Continue.**


## MISSION AND VISION STATEMENT AND TASKS FOR THE POSITION

**Mission/Vision Statement**. Some presbyteries require performing a mission study involving Bible study, prayer, and an honest and thoughtful look at your congregation and community, to discern the direction in which God is leading the congregation. Other presbyteries provide a set of questions and/or resources to determine the needs of the church. The Session (or PNC) should use these tools to discern and compose a Mission/Vision statement that represents your members and community. Your Committee on Ministry Moderator is a resource to help you develop your Mission/Vision Statement. Please enter up to 1,500 characters.

**Tasks, expectations, duties, supervision, assignments, and responsibilities for the position.** These are the job descriptions agreed to by the Session and Presbytery (COM or its equivalent.) These should be general descriptions. (Example: Assist the youth group at least once a month.) Please enter up to 1,500 characters.


## COMPENSATION AND HOUSING

Effective salary is cash salary plus housing allowance or manse value and other compensations. See Effective Salary Definition at [Board of Pensions](). The minimum effective salary will be displayed on your MDP. The maximum effective salary is not displayed but is used for matching purposes only. We use a range because candidates list a minimum effective salary on their PDP's, and the system matches all the candidate/ministers who fall below the maximum. This allows for the church to have some negotiating power when discerning who they wish to call and how much they feel called to offer. **Please only type numbers in the salary fields, with no spaces, symbols, decimal places, or punctuation marks.**


**Housing for Pastoral Positions**. If you have a manse that is part of the call, click on "Manse." If you have a housing allowance that is part of the call, click on "Housing Allowance." If you have a manse but are willing to consider a housing allowance in lieu of using the manse click on "Open to Either." Click on "N/A" if this is a non-pastoral position.

## NARRATIVE QUESTIONS

It is important that your responses will provide adequate information for call seekers about your ministry. The narrative question fields are limited to 1,500 characters each including spaces and punctuation. To view a description of each narrative question, please click here. Note that question five is very similar to the tasks and expectations section previously entered, but more specific. Please take time to elaborate in this section on previously mentioned tasks and expectations. We have created this guide for PNCs and COMs to determine what topics a narrative question answer.

## OPTIONAL LINKS

List any links that support the answers to your narratives or highlight ministries within your church/organization. You may also include links that you believe will help highlight your community. You can type a title for your link, provide a brief description of its contents, and enter the link URL (Website Address.)

## EQUAL EMPLOYMENT OPPORTUNITY

All MDPs must answer the EEO question in the affirmative for the MDP to be included in the CLC system. Although the statement refers to instructions from the committee on ministry (COM), the statements are intended to indicate a willingness to comply with PC(USA) Equal Employment Opportunity policies.

## REFERENCES

List three people who know your congregation or organization well. Include the contact information requested and their relationship to your congregation or organization. Please make sure to contact your references so they are aware you used them as such. Please note that references should not be members of the congregation. Please be brief in the relationship description of your references as the window will only show so many characters.

## PNC CHAIR CONTACT INFORMATION

Enter the contact information for the chair of the pastor nominating committee or search committee. This person will receive all notification regarding the MDP in the system.

*REVIEW*

This is the last page of the MDP. Here you will have the chance to review and edit everything you had entered prior. Once you have finalized your review, please click the submit button on the bottom right corner. After you have submitted the MDP you can go back in to edit any time.

## APPROVALS REQUIRED

Your Clerk of Session will receive an email notifying that you have submitted the MDP. Your Clerk of Session will be instructed to log in, review the MDP, and mark their approval online.

When your Clerk has approved the MDP, the COM Moderator (Committee on Ministry Moderator) or a designated presbytery leader will receive an email to review and approve the MDP.

Once the COM Chair marks their approval online, the MDP will be released and posted in the Opportunity Search, and you will be able to fill in the **matching criteria scales** and can r**equest matches**. You have not finished the process with your MDP.

## MATCHING CRITERIA SLIDING SCALES

The matching criteria sliding scales is a set of 14 descriptions/traits of your future minister, found under the Clipboard icon 📋 on the Actions of your MDP. For **each** description, you must select a percentage number from 0-100%, according to the expectation of that trait for the position. The 14 descriptor percentages do not need to add to 100%. Please evaluate and discern the value of expectations of each trait with your search committee and slide the scale towards the appropriate percentage number.

Less Desired                    Highly Desired

50

The sliding scales will not affect the number of matches you receive and will only sort your matches in order of compatibility. Please do not select 100% on all your descriptors for the best results.

# MATCHING LIST

Found under the checklist icon ⁝≣ on the Action of your MDP, your matching list will contain all your matches. There are three sections on your matching list: PDP Matches that require action, PDPs in discernment, and PDPs no longer considered.



**Requesting Matches.** You can request matches by clicking the Request Rematch button in your Matching List. This will automatically populate matches available. Your matches will come to the PDP Matches Require Action section. You must select an action on all your matches before you can request another rematch. Click on the PDP ID number to read the call seekers' information. At the bottom of their PDP, you will see a Committee Notes section. You can keep notes of your interactions with the call seeker as well as the conversations with your search committee. Only the PNC Chair can add committee notes, but the Members will be able to read them and remain informed. ***Call seekers do not have access to your notes.*** You will notice that the name, contact information, statement of faith, and optional links of the minister candidate will be omitted in this initial phase. Please evaluate the minister's information and select the appropriate action.



**Actions.** There are several actions that you will come across in the process. Please note that the minister/candidates are notified of the actions you take on their PDP and can also see those actions in their profiles. Below is a description of what each action does online:

1. **Invite to Apply**. When you submit this action, the matched call seeker will receive an email notifying that they have been invited by a church/agency to apply for their position.

The call seeker has 14 days to reply to your invitation. If they do not reply to your invitation, they will fall on your PDPs Matches not considered section automatically. You can re-invite them again later if wanted.

When a call seeker replies to your invitation, you will receive an email to log into the system and verify your matching list. If they reply they accept your invitation, their PDP is moved to the PDPs in Discernment section. At this point, you can click on their PDP ID number to read their name, contact information, statement of faith, and optional links. If the call seeker replies declining your invitation, their PDP is moved to the PDPs no longer considered section. Be aware that they could have a change of heart and could ask to apply later.
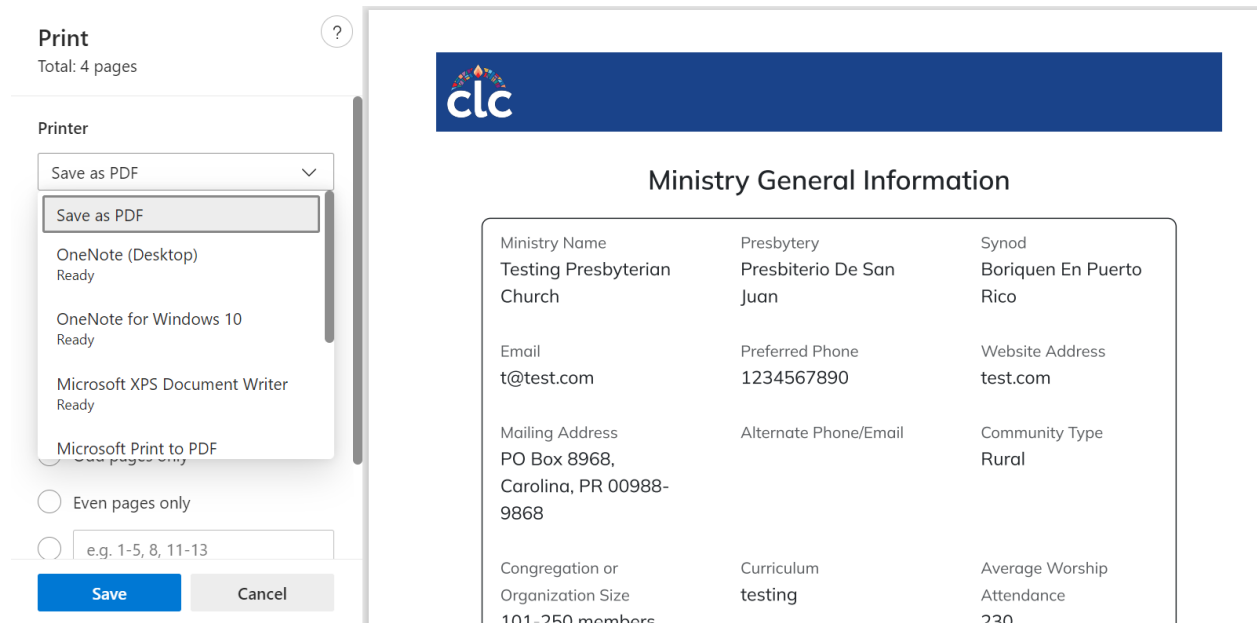
2. **Will not Consider.** When you submit this action, the PDP is moved to the PDP no longer considered section. The candidate will also be notified you are not considering them at this point. You can always re-consider ministers later, if needed.

3. **Reconsider.** This action is available on your list of matches no longer considered. This action will allow you to re-invite those ministers who did not take any action on your invitation or those ministers who expressed interest in your position but were not considered.

4. **Being Considered.** This action should only be used when you, the PNC, are in the last stages of the process with viable candidates to the position. This action will let them know that you are considering them as serious candidates for the position and are doing final consultations, background checks, etc. This action will refrain call seekers from being matched any further until you take the action of **Notify a call**. Taking this action will not keep PNCs from requesting more matches or receiving self-referrals but does remove call seekers from circulation so please be careful and sure when selecting this action.

5. **Notify a Call.** You have nominated a candidate for the position, and they have accepted the call. With this action, the MDP will be removed from circulation but will be kept in the database, and in your dashboard for future reference. The call seeker's PDP will also be inactivated, and they will have a record of it in their dashboard.

**Self-Referrals.** Call Seekers have access to the Opportunity Search and can apply to your position, regardless of their compatibility or matching preferences. Self-referrals will come to your "PDP Matches Require Action" section of your matching list. Since the minister has applied directly, you will be able to read their full PDP. Do not take an action on the PDP until the PNC

has revised it and decided on the action and if the PNC decides to interview further. If you select the action "Will not Consider" the system will send an email to the call seeker with thankfulness in prayer for their process, notifying that the PNC is looking at other call seekers. See above for Being Considered actions.

## SAVING A PDF COPY OF THE MDP

You can save a copy of your MDP any time. Click on your View MDP icon to see the full information. There is a print button on the top right side. When you click on it, you will be taken to your **printer settings**. On the printer's name, select the option to **Save as PDF** and click the save button. It will download to your computer automatically.



## ADVANCED SEARCH

If you need additional help obtaining matches, your presbytery COM Chair/designated person can help you by running an advanced search.