

Instructions For putting the MIF On-Line:

1. Once the Congregational Life Subcommittee of Committee on Ministry (COM) approves your MIF (Ministry Information Form) Sharon Darden will send your User IDs and Passwords for the Chair of the PNC (Pastor Nominating Committee) and the Clerk of Session.
2. To enter the MIF online go to the PCUSA website www.pcusa.org/clc
3. On the left hand side of the page you will see Church Leadership Connection; directly under that you will see Login to Church Leadership Connection (**click on that one, not the one in the middle of the page**).
3. Pull down MIF for instructions.
4. You will enter Part I; submit and then enter Part II; submit (you cannot enter over 1,500 letters or numbers) it will kick it out of the system.
5. Once you have entered the entire CIF; the clerk of session must approve the CIF online. Go to website as above, enter your User ID and Password and click approve and submit. (You can ask your clerk of session permission to use his/her User ID AND PASSWORD and you can approve it for him or her).
6. Call or email **Sharon Darden** so she can approve the MIF online as the COM person. 713/526-2585 x 204; sdarden@pbyofnewcovenant.org
7. It will take GA a day or two to approve the MIF before it is up and running.
8. Make sure the PNC Chair's name, phone numbers and email address are on the MIF, because an email will come to the PNC Chair when matches start coming; and each time matches or referrals will come to that email address.
9. You will be able to email Sharon Darden to get new matches.
10. Please call if you need assistance with anything any time.
Sharon Darden, Coordinator for Committee on Ministry
713/526-2585 x 204; sdarden@pbyofnewcovenant.org

Or Church Leadership Connection – Office of the General Assembly
888/728-7228 x 5738; x 5724