

Church Information Form Instructions For Yoked Churches

If you do not already have the “Church Information Form (CIF) Guide” and “Sample CIF Pieces” ask your Committee on Ministry (COM) liaison for copies of those documents. They will guide you in answering the questions on the CIF. This document provides additional information for YOKED CHURCHES seeking to call a permanent pastor or an interim pastor.

For Yoked Churches there are several steps in completing the CIF’s that will be put online at the Presbyterian Church (USA) Church Leadership Connection’s site.

1. Each church independently completes Part I of the CIF.
2. PART 2 CIF questions to be answered BY EACH CHURCH INDEPENDENTLY:
 - a. Brief Church Mission Statement
 - b. A brief description of your church’s programs and accomplishments
 - c. Describe the gifts, skills, and experiences your congregation possesses to fulfill its mission.
 - d. What are the key theological issues of our church and society that are reflected in the ministry of your congregation?
3. CIF QUESTIONS TO BE ANSWERED JOINTLY:
 - a. Primary Skills choice - desired and required - picked from the list (total 10)
 - b. Employment status (full or part time); Experience level
 - c. Position description including
 - i. Major responsibilities
 - ii. Characteristics desired
 - d. References (the total will be 3 between the two churches)
 - e. Salary and housing offered; Geographic choice
 - f. Contact person (one person will serve this function – see # 5 below)
4. COMBINING CIF ANSWERS: The process of combining the CIF parts above in #3 is best to accomplish as follows: Each church first answers all of the questions in # 3 independently. The two sets of answers are merged into one in a joint meeting where preferences and needs of each congregation are discussed and negotiated. (Remember, the sections in # 2 above are kept separate for each church)
5. CONTACT PERSON: The two PNC’s decide who will be the designated “contact person.” This person’s name and contact information are entered in Part 2 of the CIF. *The person chosen should be someone who is attentive to email, generally willing to check email every day and available by phone with voice mail or answering machine.*
6. CONTACT CHURCH: The church of the “contact person” will be the “Contact Church” for purposes of putting the yoke online. The other church is designated the “Yoked Church.”

Putting the YOKED CIF Online

1. ID and PASSWORD: The “Contact Church” PNC will receive an ID and Password needed to enter the CIF online by contacting the Committee on Ministry Co-Moderator (usually through their COM liaison)
2. CONTACT CHURCH CIF: The CIF of the “Contact Church” is entered first in its entirety including all of the joint information listed in # 3 above that has been combined by the two PNC’s (skills list, job description, references etc.) in the appropriate sections.
3. When asked if this is a “yoked” church check “yes.”
4. After the “Contact Church” CIF is entered click “submit.”
5. YOKED CHURCH CIF: At this point, the CIF for the “Yoked Church” is to be emailed to the Church Leadership Connection in Louisville (contact COM liaison for assistance). They will enter the “Yoked Church” CIF appropriately and link it to the “Contact Church’s” CIF.
6. When all the CIF information has been entered and submitted one of the Committee on Ministry Co-Moderators will be notified. The Co-Moderator will approve the CIF or communicate with you, if there are corrections to be made (typos, spelling errors, suggestions for things that may be unclear). *The probability of having to make many changes at this point can be greatly reduced by asking your liaisons, COM Region Moderator and/or Co-Moderator to preview your CIF before it is put online.*
7. When the COM Co-Moderator has approved the CIF, he/she will notify your Clerk of Session who must sign-off that the CIF has been approved by the session. Only after these steps will the CIF appear online at the Church Leadership Connection site

How Your YOKED CIF Will Look On Line

Yoked CIF’s are listed in the Presbyterian Church (USA) “Opportunities List” under the name of the “Contact Church.”

PART 1: When the CIF is opened you will find Part 1 of the “Contact Church” followed by Part 1 for the “Yoked Church.”

PART 2: As you scroll down, for each question that has been answered separately (i.e. the churches’ Mission Statements) it will say in italics “Contact Church” and then list that church’s answer. Then immediately below that in the same section also in italics “Yoked Church” followed by that church’s answer.

The paragraphs that your churches have written together will simply appear in the appropriate section of your YOKED CHURCH CIF.