

Developing a Church Information Form (CIF) Online

Church Leadership Connection for Pastor Nominating Committees

Start by getting a paper Church Information Form (CIF). You can download and print a CIF from the Internet at www.cps.pcusa.org or obtain a copy from your Committee on Ministry (COM).

In conversation with your session and with your COM liaison, complete your **CIF**. Your session will give direction about the position and about the compensation package you can offer a new minister. Your COM has experience with pastor searches and will be able to help you present your church in the best way.

Once your CIF is complete, both your session and the COM must read and approve it. They will sign the paper form if you plan to submit your CIF that way, or they can “sign” electronically once you enter your CIF in the online form.

To enter the CIF online:

Get a PNC login ID and password from your COM (The COM Chair can generate them on the Internet especially for your church). The login ID will look like P0002345 and the password will look like dR3oqE8z until you change it to something simple you can remember like 1stpres. Go to www.cps.pcusa.org and then click “log in”. Enter your login ID in the 1st box and your password in the 2nd one.

When you get in you may want change your password first.

The computer already knows about your church from the Statistical Report Form your Clerk of Session submitted in January, so it automatically fills in Part I. of the CIF. You can review Part I and edit it if necessary by clicking on the task list “Review Church/Organization Information”.

Then move to **Part II** by clicking “Fill a New CIF”.

When the form asks for **Church/Organization ID**, type in your church PIN number (your Clerk of Session will have the number).

“Experience desired” is the minimum amount of experience you want to see in the PIFs you receive from matching.

On the narrative questions, the boxes will only hold 1500 characters so count the letters, numbers, punctuation, and spaces to be sure you stay within that limit and still say what is most important.

For references for your church, you may want to consider listing your COM liaison, your Executive Presbyter, a neighboring pastor, your Interim Pastor or others who have worked with you recently.

When you come to **skill choices**, you will want to click as instructed to see the list of skill definitions, so that you can select well. You may select up to 4 skills that you want in all the PIFs you receive and 6 more skills you would like to have. (Your pastor candidates will select 10 skills.)

Compensation and housing - enter only cash salary in the boxes — both minimum and maximum that your session feels it can offer. If you only have a total budget amount, you will need to figure how much of that you can offer for cash salary. One way to do that is to consider how much it costs for a family of four to live in a house that you would want your pastor to live in. Subtract that and other allowances plus the cost of medical and pension coverage (your treasurer or COM liaison can help estimate that).

Geographic choices — unless you have some strong reason to limit your search, you will be wise to select “unlimited” to get the most good candidates in your referral list.

PNC Chair Details —. It is very important to enter an e-mail address for your PNC if at all possible. This may be the PNC Chair, or another member of the committee. Since you will be receiving PIFs through this e-mail, it should be a personal, secure e-mail (not the church inbox or someone who is not an elected member of your PNC).

“Submit CIF”. When your form is received, the computer will confirm it and generate a CIF ID. It is made up of your church PIN and some other digits that will identify that particular CIF. It will look like 02345.AAO. Write it down and keep it. You will need it to edit your CIF.

Best wishes to you as you seek to discover the person whom God is already calling to be your next pastor!