

Personal Information Form

Part II – Step 1 of 6

Positions you would consider

(Check **only** those positions with which you want this PIF matched. If you already have some experience for the position(s), check the “**Yes**” column. If you do not have experience in that position(s), but would like to be matched to that position(s), check the “**No**” column.)

Experience		Position Type	Experience		Position Type
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Associate Pastor (Christian Education)	<input type="checkbox"/>	<input type="checkbox"/>	Campus Ministry
<input type="checkbox"/>	<input type="checkbox"/>	Associate Pastor (Youth)	<input type="checkbox"/>	<input type="checkbox"/>	Chaplain
<input type="checkbox"/>	<input type="checkbox"/>	Associate Pastor (Other)	<input type="checkbox"/>	<input type="checkbox"/>	Pastoral Counselor
<input type="checkbox"/>	<input type="checkbox"/>	Associate Pastor (Young Adult)	<input type="checkbox"/>	<input type="checkbox"/>	Church Educator (Non-ordained)
<input type="checkbox"/>	<input type="checkbox"/>	Pastor (Solo)	<input type="checkbox"/>	<input type="checkbox"/>	Youth Director (Non-ordained)
<input type="checkbox"/>	<input type="checkbox"/>	Pastor (Head of Staff)	<input type="checkbox"/>	<input type="checkbox"/>	Administrator
<input type="checkbox"/>	<input type="checkbox"/>	Pastor (New Church Development/Fellowship)	<input type="checkbox"/>	<input type="checkbox"/>	Church Business Administrator
<input type="checkbox"/>	<input type="checkbox"/>	Pastor (Redevelopment/Transformation)	<input type="checkbox"/>	<input type="checkbox"/>	Executive/Director
<input type="checkbox"/>	<input type="checkbox"/>	Pastor (Tentmaker/Part-time)	<input type="checkbox"/>	<input type="checkbox"/>	Minister of Music (ordained)
<input type="checkbox"/>	<input type="checkbox"/>	Pastor (Yoked/Multiple)	<input type="checkbox"/>	<input type="checkbox"/>	Director of Music (non-ordained)
<input type="checkbox"/>	<input type="checkbox"/>	Pastor (Parish)	<input type="checkbox"/>	<input type="checkbox"/>	College/Seminary Faculty
<input type="checkbox"/>	<input type="checkbox"/>	Pastor (Shared Ministry)	<input type="checkbox"/>	<input type="checkbox"/>	College/Seminary Staff
<input type="checkbox"/>	<input type="checkbox"/>	Pastor (Supply)	<input type="checkbox"/>	<input type="checkbox"/>	Mission Co-Worker (International)
<input type="checkbox"/>	<input type="checkbox"/>	Executive Pastor	<input type="checkbox"/>	<input type="checkbox"/>	General Assembly Staff
<input type="checkbox"/>	<input type="checkbox"/>	Co-Pastor	<input type="checkbox"/>	<input type="checkbox"/>	Presbytery Program Staff
<input type="checkbox"/>	<input type="checkbox"/>	Designated Pastor	<input type="checkbox"/>	<input type="checkbox"/>	Synod Program Staff
<input type="checkbox"/>	<input type="checkbox"/>	Mission Pastor	<input type="checkbox"/>	<input type="checkbox"/>	Presbytery/Synod Stated Clerk
<input type="checkbox"/>	<input type="checkbox"/>	Interim Pastor	<input type="checkbox"/>	<input type="checkbox"/>	Presbytery/Synod Executive/Leader
<input type="checkbox"/>	<input type="checkbox"/>	Interim Associate Pastor	<input type="checkbox"/>	<input type="checkbox"/>	Presbytery/Synod Exec/Leader & SC (combined)
<input type="checkbox"/>	<input type="checkbox"/>	Interim Ministry (Governing Body)	<input type="checkbox"/>	<input type="checkbox"/>	Other

Employment type you would consider:

- Full Time
 Part Time
 Open to Either

Community type you would consider:

Any Community Type

—OR—

Only suggest my name in the community type(s) checked below:

- Rural Village Town Small City Suburban
 Urban Inner City College Recreation Retirement

Church size you would consider:

Any Church Size

—OR—

Only suggest my name in the churches with membership size(s) **checked** below:

- Under 100 members 101-250 members 251-400 members
 401-650 members 651-1000 members 1001-1500 members
 More than 1500 members

PIF (Part II) – Step 2 of 6

Primary Skill Choices:

(Select up to ten skills in which you have experience or training that you would like to use in your next position)

- | | |
|---|---|
| <input type="checkbox"/> Administrative Leadership | <input type="checkbox"/> Involvement in Mission Beyond Local Church |
| <input type="checkbox"/> Adult Ministry | <input type="checkbox"/> Leading Music Ministry |
| <input type="checkbox"/> Budget Preparation | <input type="checkbox"/> Leadership Development |
| <input type="checkbox"/> Building Renovation/Property Development | <input type="checkbox"/> Leadership of Staff/Volunteers |
| <input type="checkbox"/> Children's Ministry | <input type="checkbox"/> Legal/Tax Matters |
| <input type="checkbox"/> Choir Directing | <input type="checkbox"/> Management of Building Usage |
| <input type="checkbox"/> Communication (Written/Oral) | <input type="checkbox"/> Management of Equipment Resources |
| <input type="checkbox"/> Community Ministries | <input type="checkbox"/> New Church Development |
| <input type="checkbox"/> Community Service and Leadership | <input type="checkbox"/> Office Management |
| <input type="checkbox"/> Conflict Management/Mediation Skills | <input type="checkbox"/> Older Adult Ministry |
| <input type="checkbox"/> Congregational Communication | <input type="checkbox"/> Organizational Administration |
| <input type="checkbox"/> Congregational Fellowship | <input type="checkbox"/> Organizational Leadership and Development |
| <input type="checkbox"/> Congregational Home Visitation | <input type="checkbox"/> PCUSA Policy/Constitutional Knowledge |
| <input type="checkbox"/> Congregational | <input type="checkbox"/> Parliamentary Procedure |
| Redevelopment/Transformation | <input type="checkbox"/> Pastoral Care |
| <input type="checkbox"/> Corporate Worship/Sacraments | <input type="checkbox"/> Preaching |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Problem Solving/Decision Making |
| <input type="checkbox"/> Cultural Proficiency/Cross Cultural | <input type="checkbox"/> Project Management |
| Collaboration | <input type="checkbox"/> Rural Ministry |
| <input type="checkbox"/> Curriculum Building | <input type="checkbox"/> Scholarship/Publishing |
| <input type="checkbox"/> Defining Program Needs | <input type="checkbox"/> Small Membership Church Ministry |
| <input type="checkbox"/> Development of New Educational | <input type="checkbox"/> Spiritual Development |
| Experiences | <input type="checkbox"/> Staffing/Human Resource |
| <input type="checkbox"/> Ecumenical and Interfaith Activities | <input type="checkbox"/> Stewardship and Commitment Program |
| <input type="checkbox"/> Evaluation of Program and Staff | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Evangelism | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Facility Management | <input type="checkbox"/> Training Volunteers |
| <input type="checkbox"/> Family Ministry | <input type="checkbox"/> Transitional/Interim Ministry |
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Urban Ministry |
| <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Youth Ministry |
| <input type="checkbox"/> Governing Body Ministry | <input type="checkbox"/> Young Adult Ministry |
| <input type="checkbox"/> Group Process | |
| <input type="checkbox"/> Hospital and Emergency Visitation | |
| <input type="checkbox"/> Information Technology | |
| <input type="checkbox"/> Instrumental Music | |

Geographic Choices (select one):

Suggest my name anywhere in the USA

--OR--

Only suggest my name in the specified areas **checked** below:

- | | | |
|---|--|---|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Alaska | <input type="checkbox"/> Arizona |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> California | <input type="checkbox"/> Colorado |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> Delaware | <input type="checkbox"/> District of Columbia |
| <input type="checkbox"/> Florida | <input type="checkbox"/> Georgia | <input type="checkbox"/> Hawaii |
| <input type="checkbox"/> Idaho | <input type="checkbox"/> Illinois | <input type="checkbox"/> Indiana |
| <input type="checkbox"/> Iowa | <input type="checkbox"/> Kansas | <input type="checkbox"/> Kentucky |
| <input type="checkbox"/> Louisiana | <input type="checkbox"/> Maine | <input type="checkbox"/> Maryland |
| <input type="checkbox"/> Massachusetts | <input type="checkbox"/> Michigan | <input type="checkbox"/> Minnesota |
| <input type="checkbox"/> Mississippi | <input type="checkbox"/> Missouri | <input type="checkbox"/> Montana |
| <input type="checkbox"/> Nebraska | <input type="checkbox"/> Nevada | <input type="checkbox"/> New Hampshire |
| <input type="checkbox"/> New Jersey | <input type="checkbox"/> New Mexico | <input type="checkbox"/> New York |
| <input type="checkbox"/> North Carolina | <input type="checkbox"/> North Dakota | <input type="checkbox"/> Ohio |
| <input type="checkbox"/> Oklahoma | <input type="checkbox"/> Oregon | <input type="checkbox"/> Pennsylvania |
| <input type="checkbox"/> Puerto Rico | <input type="checkbox"/> Rhode Island | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> South Dakota | <input type="checkbox"/> Tennessee | <input type="checkbox"/> Texas |
| <input type="checkbox"/> Utah | <input type="checkbox"/> Vermont | <input type="checkbox"/> Virginia |
| <input type="checkbox"/> Washington | <input type="checkbox"/> West Virginia | <input type="checkbox"/> Wisconsin |
| <input type="checkbox"/> Wyoming | <input type="checkbox"/> x-International | |

If your search is geographically limited, please select the state(s) and complete:

I will only consider a call within _____ miles of _____.

Work Experience (Please select only one):

Candidates and Ministers of Word and Sacrament. Ordained ministry experience you have:

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> First Ordained Call | <input type="checkbox"/> 0 to 2 years | <input type="checkbox"/> 2 to 4 years |
| <input type="checkbox"/> 4 to 6 years | <input type="checkbox"/> 6 to 8 years | <input type="checkbox"/> 8 years or more |

Lay Professionals. Church/Denominational work experience you have:

- | | | |
|---------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> 0 to 2 years | <input type="checkbox"/> 2 to 4 years | <input type="checkbox"/> 4 to 6 years |
| <input type="checkbox"/> 6 to 8 years | <input type="checkbox"/> 8 years or more | |

Languages in which you are fluent (Please select all that apply):

- | | | |
|---|---------------------------------------|------------------------------------|
| <input type="checkbox"/> English | <input type="checkbox"/> Spanish | <input type="checkbox"/> Korean |
| <input type="checkbox"/> Mandarin Chinese | <input type="checkbox"/> Japanese | <input type="checkbox"/> Cantonese |
| <input type="checkbox"/> Taiwanese | <input type="checkbox"/> Other: _____ | |

PIF (Part II) – Step 3 of 6

Clergy Couples:

Are you seeking a call with your spouse as part of a clergy couple: Yes No

If yes, please enter your spouse's full name and PIF ID# _____

Compensation and Housing:

Minimum total salary and housing compensation you would consider: \$ _____/Year

Housing Options you would consider (check only one):

- Housing Allowance
- Manse
- Open to Either

Equal Opportunity Employment:

Are you willing to serve in a church or institution composed mainly of persons of another race/ethnicity other than your own? Yes _____ No _____

Are you willing to have your PIF matched to positions in order to broaden representation and help meet the church's commitment to Equal Opportunity Employment? Yes _____ No _____

PIF (Part II) – Step 4 of 6

Sexual Misconduct Self Certification

The following information related to sexual misconduct was mandated by the Sexual Misconduct Policy and Its Procedures adopted by the 203rd General Assembly(1991), and was revised by the 205th General Assembly(1993).

Please check one of the following:

I certify below that no civil, criminal, ecclesiastical complaint has ever been sustained or is pending* against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons related to sexual misconduct.*

I am unable to make the above certification. I offer, instead, the following description of the complaint, termination, or the outcome of the situation with explanatory comments.

The information contained in my Personal Information Form on file with Church Leadership Connection is accurate to the best of my knowledge and may be verified by the calling and employing entity. I hereby authorize the entity to which my Personal Information Form is being sent to inquire concerning any civil or criminal records, or any judicial or proceeding involving me as a defendant, related to sexual misconduct. By means of this release I also authorize any previous employer, and any law enforcement agencies or judicial authorities or ecclesiastical governing bodies to release any and all requested relevant information related to sexual misconduct to the entity to which my Personal Information Form is being sent.

_____ I have read this certification and release form and fully understand that the information obtained may be used to deny my employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing or judicial authority or any other entity from any and all claims, liabilities, and causes of action for the legitimate release of any information related to sexual misconduct.

Signature _____ Print Name _____ Date _____

- * *Sustained*
 - In a criminal court, "sustained" means that there has been a guilty plea, a guilty verdict or a plea bargain.
 - In a civil court, "sustained" means that there has been a judgment against the defendant.
 - In an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, **or an Alternative Form of Resolution Agreement approved by a permanent judicial commission in the Presbyterian Church (USA) or an equivalent body of another church.**
- * *Pending*
 - In a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case which there is not yet a verdict.
 - In a civil court, "pending" means a case in which there has not been a decision or judgment,
 - In an ecclesiastical case, "pending" means an **investigating committee is inquiring into an allegation or charges have been filed but have not been decided by a permanent judicial commission; or an allegation or charges are in an equivalent state or process in a church other than the PC (USA).**

(The following is taken from definitions in the General Assembly Sexual Misconduct Policy and its Procedures, Pg.13)

"Sexual Misconduct is the comprehensive term used in this policy and its procedures to include: 1) Child sexual abuse, as defined above [refers to Policy]; 2) Sexual harassment, as defined above [refers to Policy]; 3) Rape or sexual contact by force, threat, or intimidation; 4) Sexual conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another; 5) Sexual Malfeasance defined as sexual conduct within a ministerial (e.g. clergy with a member of the congregation) or professional relationship (e.g. counselor with a client, lay employee with a church member, presbytery executive with a committee member who may be a layperson, a minister, or an elder). Sexual conduct includes unwelcome sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, social, intimate, or marital relationships; 6) Sexual Abuse as found in Book of Order D-10.0401b (see Accuser/Victim)

PIF (Part II) – Step 5 of 6

Please list your work experience: (Please include position title, city, state, church size, community type, and dates from/to or number of years.)

Please list your other service to the Church or denomination for the past 10 years:

(For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation; formatting and white space within the CLC program will add to your character count).

Please describe the characteristics of the church or organization you would like to serve, and the unique gifts, skills and experiences you would bring to the position:

Please describe your present call and accomplishments:

Please describe your leadership style:

What are the key theological issues currently facing the church and society, and how do they shape your ministry?

Optional One-Page Statement of Faith

(For this section please limit your responses to no more than 3000 characters including spaces and punctuation. Formatting and white space within the CLC program will add to your character count).

PIF (Part II) – Step 6 of 6

Please enter up to six references here:

	<u>Name</u>	<u>Relation to you</u>	<u>Phone</u>	<u>Address</u>	<u>E-Mail</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____

___ I hereby authorize those inquiring into my suitability to contact my references.

Signature _____ **Print Name** _____ **Date** _____

Rev. 9/2009

After you submit your PIF online, the CLC system will generate an email message to the Stated Clerk of your presbytery (Committee on Preparation for Ministry moderator if you are a Candidate for Ordination) requesting attestation of your standing in presbytery (or certification that your presbytery CPM has approved your readiness to receive a call and given you permission to circulate a PIF if you are a Candidate). You may want to contact your Stated Clerk or CPM to let them know you have submitted a PIF so they can log in to the system and attest/approve the PIF quickly.