

CIF Tips for Interim Positions

Churches seeking an interim pastor or interim associate pastor should complete a Church Information Form (CIF) following “Instructions for Entering a CIF” while integrating the tips below.

Governing Bodies seeking an interim executive/general presbyter should complete a Church Information Form (CIF) following “Instructions for Entering a CIF” while integrating the instructions/tips from “CIF Tips for Governing Body Positions”.

Important Tips

User Login and Password.

In order to enter a CIF with Church Leadership Connection (CLC) you will need a user login and password which can be obtained from the moderator of your presbytery Committee on Ministry (COM).

Complete a CIF. While churches seeking an interim pastor often want to post a CIF as quickly as possible, time is wasted when incomplete CIFs are entered with CLC. While there are some short cuts that can be made in completing a CIF for interim pastor positions be sure that all required information is complete and enough information is included about your church so that individuals can begin to discern whether there is a “match” with the church.

Position to be Filled. Select “Interim Pastor” or “Interim Associate Pastor”.

Brief Mission Statement. Complete this section.

Narrative Questions. You may choose to leave answers to the three narrative questions blank, however, answers to these questions may give more insight into your congregation for persons considering your interim position.

Position Description. Complete both “A. Major Responsibilities” and “B. Description of Characteristics”.

Skill Choices. You may select up to a total of 10 skills you would like to see in candidates for your position.

Compensation and Housing. Some presbyteries have guidelines/minimum salary expectations for interim positions. Please check with your presbytery to be sure that your effective salary meets their requirements.

Search Committee Chairperson Details. Enter the name, address, phone numbers, fax and email of the chairperson of the interim pastor search committee. If the chairperson does not have an email, enter the email address of the person who will be taking care of email and internet communications for the committee.