

Ministry Information Form Instructions For Yoked Churches

For Yoked Churches there are several steps in completing the MIF'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 MIF.
2. PART 2 MIF 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. MIF 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
 - Major responsibilities
 - 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 MIF ANSWERS: The process of combining the MIF 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 PNCs decide who will be the designated "contact person." This person's name and contact information are entered in Part 2 of the MIF. *The person chosen should be attentive to email, generally willing to check email every day and available by phone with voice mail.*
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 MIF Online

1. ID and PASSWORD: The “Contact Church” PNC will receive an ID and Password needed to enter the MIF online by contacting the Committee on Ministry Co-Moderator (usually through their COM liaison)
2. CONTACT CHURCH MIF: The MIF 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” MIF is entered click “submit.”
5. YOKED CHURCH MIF: At this point, the MIF 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” MIF appropriately and link it to the “Contact Church’s” MIF.
6. When all the MIF information has been entered and submitted one of the Committee on Ministry Co-Moderators will be notified. The Co-Moderator will approve the MIF or communicate with you, if there are corrections to be made (typos, spelling errors, suggestions for things that may be unclear).
7. When the COM Co-Moderator has approved the MIF, he/she will notify your Clerk of Session who must sign-off that the MIF has been approved by the session. Only after these steps will the MIF appear online at the Church Leadership Connection site.

How Your YOKED MIF Will Look Online

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

PART 1: When the MIF 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 MIF.