

# ChurchHub Cheat Sheet

As I have walked with folks doing the initial posting, there have been some learnings that I think might be helpful to folks.

## Role of Administrator

The person identified as the “administrator” for your community of faith is the person who would have received the information about ChurchHub and access to your page.

When there is a Search Committee using the ChurchHub for the purpose of searching, it is important that you have a conversation with your “administrator” about information and confidentiality of information.

If you are a community of faith entering the Search process, please note that the administrator has the same password and can enter the “Search for Minister” portal which allows s/he to see those ministry personnel who have said they are available for search. It would be a good idea to make sure the administrator is aware that this information is highly confidential and it cannot be shared.

## Logging On

An email will come to the Administrator with the initial login information. It is likely the administrator will set the password for the community of faith’s page. You will need this information to enter the community of faith portal to post your information.

## What the community of faith must post

If you are in the Search process, you must post the Community of Faith 5 Profiles (6 if you have a manse) that have been approved by the Regional Council Liaison and the community of faith at a community of faith called meeting.

Living Faith Story

Financial

Demographics

Real Property

Manse

Position Description

## Additional things you may post

You can post on the “published documents” portal any additional information you would like to share. Annual Reports, visioning documents, videos, pictures. From the Community of Faith Homepage, click on Published Content and upload the documents or other material you wish to post there. This is public information!

## Where are they posted?

**Living Faith Story** is posted in Community of Faith first drop down “General Information”. A text box will appear with Living Faith Story at the top corner. You can cut and paste a narrative into the box. If you Living Faith Story is a video or graphic you can write a few sentences and then provide the link to the video or graphic. There are prompts – See our Youtube... Our story board is found... You can also provide links to any other information you have posted on “Published by the community of Faith”.

Update Community Of Faith Profile

You are Updating **General Information** for **Test Community of Faith2**

Living Faith Story

Normal text - B / U / ...

Living Faith Story

See our Youtube @

Our story board is found

Solo/Team Ministry **Solo** Indigenous Community of Faith

Ethnocultural or Linguistic Specific Community of Faith  Affirming Community of Faith

Community of Faith has Manse

**Update**

If this is your first time opening this form, you may see a message asking you for permission to use this form. Please click the **Allow** button.

### Instructions

[Watch a video](#) to learn more about completing your profile.

When you've completed the form, click the **Update** button to submit your changes when finished. You will then need to navigate to another page using the link at the top of the page

You also need to click on the boxes below the text window to indicate the things that apply to your community of faith. A check mark should appear in those boxes you have clicked.

When you enter the information you want to appear in this window, click the update button.

## Other profiles available on this portal window

In the drop down box there links to the pages for the other profiles. Click the arrow on the drop down menu (General Information is the word that will appear first) and proceed to next profile page you wish to enter.

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## Financial Statement

You will have this information from the Financial Viability worksheets in the Resources for Communities of Faith. Enter the numbers into the profile by clicking on the box and typing in the information. When you have completed, click the update button. It will as you to go back to the homepage.

### Update Community Of Faith Profile

You are Updating **Financial Statement** for **Test Community of Faith2**

Replacement Value of Church Building(s) and Contents	<input type="text" value="0"/>	Total Raised for all Purposes by	<b>Total Raised</b> <input type="text" value="0"/>
Value of Manse and Site	<input type="text" value="0"/>	(A) Congregational Givings	<input type="text" value="0"/>
Housing Allowance	<input type="text" value="0"/>	(B) United Church Women	<input type="text" value="0"/>
Value of Other Property, Endowments, Investments, etc.	<input type="text" value="0"/>	(C) Other Organizations, Sources and Means	<input type="text" value="0"/>
Estimated Value of Church Land	<input type="text" value="0"/>	M&S Received from Pastoral Charge (Exclusive of U.C.W.)	<input type="text" value="0"/>
Property Insurance on All Church Buildings and Contents	<input type="text" value="0"/>	M&S Received from United Church Women	<input type="text" value="0"/>
Total Liabilities in Loans, Mortgages, etc.	<input type="text" value="0"/>	Paid Out for Other United Church Appeals or Funds	<input type="text" value="0"/>
Expended for Local Capital Improvements	<input type="text" value="0"/>	Paid Out for Other Purposes (Hospital, Bible Study, Etc.)	<input type="text" value="0"/>
Expended for Capital Dept Principal and Interest Repayment	<input type="text" value="0"/>	Compensation Paid to One Minister, Lay Supply or Student Supply	<input type="text" value="0"/>
Expended for Operation of Pastoral Charge (incl. All Salaries)	<input type="text" value="0"/>	Compensation Paid to Other Ministerial Staff	<input type="text" value="0"/>
		Travel Expenses Paid to Ministerial Staff	<input type="text" value="0"/>

**Update**

## Demographics

This information is available from your statistical forms. In the future it may already be populated but for the moment you need to enter the information. Then click update. It will ask you to go back to the homepage.

### Update Community Of Faith Profile

You are Updating **Congregation Demographics** for **Test Community of Faith2**

Number of Preaching Places	<input type="text"/>	Removed by Death	<input type="text"/>
Number of Church Schools	<input type="text"/>	Removed by Certificate or Other	<input type="text"/>
Number of households under Pastoral Care	<input type="text"/>	Total Membership, Resident, and Non-Resident	<input type="text"/>
Number of financially supported households	<input type="text"/>	Total Non-Resident Membership	<input type="text"/>
Number of Baptisms (adult)	<input type="text"/>	Identifiable Givers to Local Expenses	<input type="text"/>
Number of Baptisms (children)	<input type="text"/>	Identifiable Givers to Mission and Service Fund	<input type="text"/>
Number of Marriages	<input type="text"/>	Average Weekly Attendance at Sunday Worship	<input type="text"/>
Number of Funerals	<input type="text"/>	Total Membership, Church School	<input type="text"/>
Total Membership, Resident and Non-Resident (previous year)	<input type="text"/>	Total Membership in Christian Education Program Groups	<input type="text"/>
Members rev. by Profession of faith	<input type="text"/>	Membership of Men's Groups	<input type="text"/>
Received by Certificate or Other	<input type="text"/>	Membership of Women's Group	<input type="text"/>

**Update**

## Manse Information – for Communities of Faith that have a manse

There are three pages related to manse information.

### Page one – Manse Identification

Complete the boxes and click update. It will ask you to go back to the homepage.

### Update Community Of Faith Profile

You are Updating **Manse Identification** for **Test Community of Faith2**

<b>Manse Address</b>		Access	<input type="text" value="Find items"/>
Street/Mailing Address	<input type="text"/>	Services	<input type="text" value="Find items"/>
City	<input type="text"/>	Size of lot	<input type="text" value="200"/>
Province	<input type="text"/>	Type of Manse	<input type="text" value="Semi-Detached"/>
Postal Code	<input type="text"/>	Number of Stories	<input type="text" value="1"/>
Neighbourhood	<input type="text"/>	Number of Bedrooms	<input type="text" value="1"/>
Distance to Schools (km)	<input type="text" value="0"/>	Number of Bathrooms	<input type="text" value="1"/>
Distance to Church (km)	<input type="text" value="0"/>	Number of Living Spaces	<input type="text" value="1"/>
Distance to Shopping (km)	<input type="text" value="0"/>	Floor Plans	<input type="text"/>
Distance to Transportation (km)	<input type="text" value="0"/>		

**Update**

## page two – Manse Features

note that at this time the update button is missing from this page. It should be there soon. In the meantime the work around is this – you can edit fields on this Manse Features page, then switch pages using the dropdown at the top of the form, and click the Update button on another page. That Update button will include updates to data you made on the Manse Features page.

This screenshot shows the 'Manse Features' update form. At the top, it says 'You are Updating Manse Features for Test Community of Faith2'. The form is organized into two columns of fields. The left column includes: Electrical Service (Find Items), Number of phone jacks (2), Heating Service (Hot Water, Gravity Air, Forced), Estimated Annual Heating Cost (\$) (0), Fuel (Find Items), Outbuildings (Find Items), Garage Size, Garden Shed Size, Storms and Screens (Find Items), Windows Shades, Curtain Rods (No Rooms), Curtains/Drapes, and Rugs/Carpets (All Rooms). The right column includes: Appliances (Electric Stove, Gas Stove, Refr), Types of Insulation, Other Equipment (TV Aerial, TV Cable, TV Dish), Location of Smoke Detectors (Find Items), Location of Carbon Monoxide Detectors, Location of Fire Extinguishers, Insurance Coverage reviewed on (12/31/2001), Furnished (checkbox), List of Furniture supplied with manse, Recent photo, Current monthly rental market value (\$), and Documented agreed repairs and timelines.

## Page 3 – Manse Committee information and verification

Complete the contact information for the committee and the date they signed off on the information provided in the previous 2 profile windows. Click update. It will ask you to go back to the community of faith homepage

This screenshot shows the 'Manse Committees' update form. At the top, it says 'You are Updating Manse Committees for Test Community of Faith2'. The form is divided into two sections: 'Chair of Pastoral Charge Manse Committee' and 'Regional Council Representative'. Each section has a 'Name' field and a 'Date Signed' field (both set to 12/31/2001). At the bottom right, there is a blue 'Update' button.

## Real Property

This is information you gathered on the worksheet from the Resources for communities of faith. Complete and update. It will ask you to go back to the community of faith homepage.

This screenshot shows the 'Real Property' update form. At the top, it says 'You are Updating Real Property for Test Community of Faith2'. The form has two main text areas: 'Real Property List' and 'Cemeteries'. The 'Cemeteries' section has a note: 'List all cemeteries including any previously connected with the congregation and no longer operated by it; include cemeteries of amalgamated congregations'. Below these are a 'Property Confirmed' checkbox (unchecked), an 'Appointment Minister or Pastoral Charge Supervisor' field, and a 'Date Signed' field (set to 12/31/2001). At the bottom right, there is a blue 'Update' button.

## Supervised Ministry Education Site

This is to be completed if you have decided to be a SME site and if your Liaison has agreed that you are an appropriate context for a SME. By confirming with name and date, you are committing your community of faith to the covenant statements in the profile field. DO NOT COMPLETE THIS if your Liaison has not approved your community of faith as a SME site.

You are Updating **Supervised Ministry Education Site** for **Test Community of Faith2**

Community of Faith would like to serve as a Supervised Ministry Education site, and agrees to the requirements to become a Supervised Ministry Education Site

1. Providing a safe and respectful learning environment in which there is clarity of expectation;
2. Being a community of faith that is healthy and vital that can provide a context for learning and growth;
3. Gathering a Lay Supervision Team of not less than four people who are committed to being oriented and then meeting with the candidate during the time of the appointment to support and encourage learning and to explore the learning goals, and submit evaluations as required;
4. Having in place a functioning governing body and an M&P Committee;
5. Working along with a Pastoral Charge Supervisor for the length of the SME appointment; and
6. Having an ADP account through which compensation is managed.

Confirmed on 4/2/2019 8:00:00 AM  
Confirmed by Antonio Maio Temp

**Update**

### YOU HAVE NOW

**COMPLETED ALL THE PROFILES ON THE COMMUNITY OF FAITH PROFILE PORTAL!**

**YOU ARE NOW READY TO MOVE ON TO POSTING ON LOOKING FOR A NEW MINISTER.**

## Entering a the next portal that needs information

### Find a New Minister

Return to homepage and click on “Find a New Minister” portal

#### Community of Faith Info

**ChurchHub**

Test Community of Faith2 (HilTop United Church 2)

0307Service@ucddev.onmicrosoft.com

(555) 123-4567

456 Test Main 2 ST N  
Thunder Bay, ON K4M 1T6

#### Quick Links

Web Apps (Stats Forms, Assessment Calculator, etc.)

Local Church Administration

United Church Forms

United Church Handbooks

Pastoral Relations

#### Quick Actions

- Change Community of Faith Contact Info**  
Update your Community of Faith email, phone, or mailing address
- Community of Faith Profile**  
View or make changes to your Community of Faith Profile
- Find a New Minister**  
Search for new Ministry Personnel to serve your Community of Faith
- Community of Faith Private Folder**  
Manage documents only accessible to my community of faith and Civ Staff
- Community of Faith Published Content**  
Manage documents shared with all ministers and community of faith admins
- Request Assistance**  
Contact the Office of Vocation or your Regional Council for assistance, or to ask a question

## Submit a new Position

This is the portal where your position description information will be entered. Click on Submit a new Position

#### Quick Actions

- Submit a new Position**  
Submit a new vacancy to be approved by the regional staff
- All Available Positions**  
Click to view all available positions

#### Submitted Positions

City  Email  Hours Per Week  Position Summary  Position Title  [See all](#)

Click New to add items

The next window will look like the graphic. Enter the information in the boxes. Those coloured boxes must be completed in order for the position to be submitted.

However do not "Submit" until you have updated the position summary described below.

## Submit a New Position

Note this is to be a confidential email for the purpose of the search.

## Submit a New Position

Your position description is to be pasted into the Position Summary. You click on the pencil. When the window opens it will have an example position description. You must first delete what is in the box, then you can paste or type the position description in the window. If you are pasting you must be pasting text not a pdf.

The position summary has its own update button. Update this first and then...

return to Submit a New Position first window and submit. This will trigger an email to the pastoral relations minister asking if the Regional Council has approved this posting.

***At this point the necessary pieces of the community of faith profiles are now posted to CHurchHub.***

***For assistance during this process you can use the video links on the ChurchHub; the help desk; call Lillian your Pastoral Relations Minister, or the Liaison working with your community of faith.***

## Submit a New Position