

ChurchHub Cheat Sheet



If your community of faith is preparing to post profiles to the ChurchHub, this resource will help you walk through the steps of posting. If you experience difficulty you can contact the IT Help desk through ChurchHub or call the pastoral relations minister for assistance.

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

Update Community Of Faith Profile

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”.

You also need to click on the boxes below the text window to indicate the things that apply to your community of faith. I 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.

Update Community Of Faith Profile

The screenshot shows the 'Update Community Of Faith Profile' form. At the top, it says 'You are Updating' followed by a dropdown menu currently showing 'General Information'. To the right of this is a text box containing 'Test Community of Faith2'. Below the dropdown menu, a list of options is visible: 'General Information', 'Financial Statement', 'Congregation Demographics', 'Manse Identification', 'Manse Features', 'Manse Committees', 'Real Property', and 'Supervised Ministry Education Site'. On the left side of the form, there are several checkboxes: 'Solo/Team Ministry' (set to 'Solo'), 'Ethnocultural or Linguistic Specific Community of Faith' (checked), 'Community of Faith has Manse' (checked), 'Indigenous Community of Faith' (unchecked), and 'Affirming Community of Faith' (checked).

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

The screenshot shows the 'Update Community Of Faith Profile' form with the 'Financial Statement' section selected. The 'You are Updating' dropdown shows 'Financial Statement' and the text box to the right says 'Test Community of Faith2'. The form contains two columns of input fields. The left column includes: 'Replacement Value of Church Building(s) and Contents' (0), 'Value of Manse and Site' (0), 'Housing Allowance' (0), 'Value of Other Property, Endowments, Investments, etc.' (0), 'Estimated Value of Church Land' (0), 'Property Insurance on All Church Buildings and Contents' (0), 'Total Liabilities in Loans, Mortgages, etc.' (0), 'Expended for Local Capital Improvements' (0), 'Expended for Capital Dept Principal and Interest Repayment' (0), and 'Expended for Operation of Pastoral Charge (incl. All Salaries)' (0). The right column includes: 'Total Raised for all Purposes by' (Total Raised 0), '(A) Congregational Givings' (0), '(B) United Church Women' (0), '(C) Other Organizations, Sources and Means' (0), 'M&S Received from Pastoral Charge (Exclusive of U.C.W.)' (0), 'M&S Received from United Church Women' (0), 'Paid Out for Other United Church Appeals or Funds' (0), 'Paid Out for Other Purposes (Hospital, Bible Study, Etc.)' (0), 'Compensation Paid to One Minister, Lay Supply or Student Supply' (0), 'Compensation Paid to Other Ministerial Staff' (0), and 'Travel Expenses Paid to Ministerial Staff' (0). At the bottom right is a blue 'Update' button.

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

The screenshot shows the 'Update Community Of Faith Profile' form with the 'Congregation Demographics' section selected. The 'You are Updating' dropdown shows 'Congregation Demographics' and the text box to the right says 'Test Community of Faith2'. The form contains two columns of input fields. The left column includes: 'Number of Preaching Places', 'Number of Church Schools', 'Number of households under Pastoral Care', 'Number of financially supported households', 'Number of Baptisms (adult)', 'Number of Baptisms (children)', 'Number of Marriages', 'Number of Funerals', 'Total Membership, Resident and Non-Resident (previous year)', 'Members rev. by Profession of faith', and 'Received by Certificate or Other'. The right column includes: 'Removed by Death', 'Removed by Certificate or Other', 'Total Membership, Resident, and Non-Resident', 'Total Non-Resident Membership', 'Identifiable Givers to Local Expenses', 'Identifiable Givers to Mission and Service Fund', 'Average Weekly Attendance at Sunday Worship', 'Total Membership, Church School', 'Total Membership in Christian Education Program Groups', 'Membership of Men's Groups', and 'Membership of Women's Group'. At the bottom right is a blue 'Update' button.

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**

Manse Address		Access	Find Items
Street/Mailing Address	<input type="text"/>	Services	Find Items
City	<input type="text"/>	Size of lot	200
Province	<input type="text"/>	Type of Manse	Semi-Detached
Postal Code	<input type="text"/>	Number of Stories	1
Neighbourhood	<input type="text"/>	Number of Bedrooms	1
Distance to Schools (km)	0	Number of Bathrooms	1
Distance to Church (km)	0	Number of Living Spaces	1
Distance to Shopping (km)	0	Floor Plans	<input type="text"/>
Distance to Transportation (km)	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 included updates to data you made on the Manse Features page.*

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

Electrical Service	Find Items	Appliances	Electric Stove Gas Stove Refr
Number of phone jacks	2	Types of Insulation	
Heating Service	Hot Water Gravity Air Forced	Other Equipment	TV Aerial TV Cable TV Dish
Estimated Annual Heating Cost (\$)	0	Location of Smoke Detectors	Find Items
Fuel	Find Items	Location of Carbon Monoxide Detectors	
Outbuildings	Find Items	Location of Fire Extinguishers	
Garage Size	<input type="text"/>	Insurance Coverage reviewed on	12/31/2001
Garden Shed Size	<input type="text"/>	Furnished	<input type="checkbox"/>
Storms and Screens	Find Items	List of Furniture supplied with manse	
Windows Shades		Recent photo	
Curtain Rods	No Rooms	Current monthly rental market value (\$)	
Curtains/Drapes		Documented agreed repairs and timelines	
Rugs/Carpets	All Rooms		

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

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

Chair of Pastoral Charge Manse Committee

Name

Date Signed

Regional Council Representative

Name

Date Signed

Update

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.

You are Updating **Real Property** for **Test Community of Faith2**

Real Property List

Cemeteries

List all cemeteries including any previously connected with the congregation and no longer operated by it; include cemeteries of amalgamated congregations

Property Confirmed ☐

Appointment Minister or Pastoral Charge Supervisor

Date Signed

Update

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 HAVE NOW
COMPLETED ALL THE
PROFILES ON THE**

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

COMMUNITY OF FAITH PROFILE PORTAL!

YOU ARE NOW READY TO MOVE ON TO POSTING OR 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

The screenshot shows the 'Community of Faith Info' section with contact details for 'ChurchHub' and a 'Quick Links' section with links to 'Web Apps', 'Local Church Administration', 'United Church Forms', 'United Church Handbooks', and 'Pastoral Relations'. Below these is a 'Quick Actions' bar with six icons: 'Change Community of Faith Contact Info', 'Community of Faith Profile', 'Find a New Minister' (highlighted), 'Community of Faith Private Folder', 'Community of Faith Published Content', and 'Request Assistance'.

Submit a new Position

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

The screenshot shows the 'Quick Actions' section with 'Submit a new Position' and 'All Available Positions' buttons. To the right is the 'Submitted Positions' section with a table of columns: City, Email, Hours Per Week, Position Summary, and Position Title. A 'Click New to add items' button is at the bottom right.

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

The form contains fields for 'Community of Faith' (Test Community of Faith2), 'Position' (orange box), 'Position Summary' (orange box with a pencil icon and note), 'City' (orange box), 'Province' (orange box), 'Regional Council' (Test Regional Council), and 'Search team email' (D367Service@uccdev.onmic). On the right are fields for 'Start Date' (4/3/2019), 'Call or Appointment' (Find items), 'Area' (Find items), 'Role - Ministry' (Find items), 'Hours per week' (1-40), 'Languages' (Find items), 'Interim Ministry' (checkbox), and 'Supervised ministry education (learning site)' (checkbox). A blue 'Submit' button is at the bottom right.

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

Submit a New Position

The screenshot shows a web form titled 'Submit a New Position'. At the top, there are fields for 'Community of Faith' (with a dropdown menu showing 'Test Community of Faith2') and 'Start Date' (with a date picker showing '4/2/2019'). Below these is a 'Position Summary' section. It contains a text area with the following text: 'You may use the following categories, based on the "Ethical Standards and Standards of Practice for Ministry Personnel" (available on www.united-church.ca), which provides clarity on the definition and focus of each category.' Below this text area are two categories: 'Administration' and 'Community Outreach and Social Justice'. The 'Administration' category has a description: 'If you have specific duties associated with administration, for which you do not have administrative support, list them here; for example, creating the bulletin, scheduling, and reception. If there is administrative support, list that, and specify whether it is paid or volunteer.' The 'Community Outreach and Social Justice' category has a description: 'Different ministries use different words to describe this category. Some refer to it as "activities that reach beyond our doors." Others may describe it more specifically: environmental justice activities, poverty and justice activities, global justice, food sustainability, and so on. If you have specific activities related to this "principal area," make sure you include them here: for example, if you expect the ministry personnel to be a member of a local organization's board as...'. At the bottom of the form are two buttons: 'Update' and 'Cancel'.

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.