



UNITED CHURCH OF CANADA

Ministers: How to Use ChurchHub Public and Private Folders

October 2019

CHURCHHUB

ChurchHub provides Ministers within the United Church with an engaging online portal that helps them interact and exchange information with the Office of Vocation, with their Regional Council and with each other.

The screenshot shows the 'ChurchHub, Minister' portal. At the top, it says 'Welcome to ChurchHub, Minister' and 'This portal is your personalized home to access United Church online resources. Select the desired tile under "Portal Access" to view or update your information.' Below this are two tiles: 'My Ministry Page' and 'Change My Contact Info'. To the right is a 'Latest News from united-church.ca' section featuring a large banner for 'GC43 Record of Proceedings 2018 Now Online' with the United Church of Canada logo. Below the banner are three news items: 'GC43 Record of Proceedings 2018 Now...', 'National Indigenous Spiritual Gathering Concludes', and '“Our Act of Decolonizing” Indigenous Spiritual...'. The page also has language options for English and Français.

The screenshot shows the 'Office of Vocation' portal. It says 'Welcome to Your Ministry Page, Minister' and 'Return to ChurchHub home'. The page is divided into several sections: 'My Info' (listing UAT Minister, Ordained Minister, email, phone, and address), 'My Professional Requirements' (a table with columns for Title and Date, showing 'Racial Justice Training' and 'Introduction to Boundaries' with 'Required Immediately' status), 'Quick Actions' (tiles for 'Change My Contact Info', 'My Profile', 'Find a New Ministry', 'My Private Documents', 'My Public Documents', and 'Request Assistance'), 'Events' (listing 'French for Ministry Course' and 'Pension Information Seminar 2019'), and 'Announcements' (listing 'Updated Forms Now Live', '2018 Pension Plan Annual Report', and 'An announcement from the Office of Vocation for ministry personnel').

Title	Date
Racial Justice Training	Required Immediately
Introduction to Boundaries	Required Immediately

MINISTER FOLDERS

Each minister that logs into ChurchHub has their own dedicated public and private folders on the **My Minister Page**. A minister can use these folders to either store documents privately or easily share documents with everyone in ChurchHub.

The screenshot shows the 'My Minister Page' interface. At the top, it says 'The United Church of Canada | SharePoint'. Below that is the 'Office of Vocation' logo. The main heading is 'Welcome to Your Ministry Page, Minister'. There are two main columns: 'My Info' on the left and 'My Professional Requirements' on the right. Below these is a 'Quick Actions' section with six tiles. The 'My Private Documents' tile (orange folder icon) and 'My Public Documents' tile (green folder icon) are highlighted with blue arrows pointing to callout boxes on the left and right respectively.

Title	Date
Racial Justice Training	View Required Immediately
Introduction to Boundaries	View Required Immediately

My Private Documents

Select **this tile** to access a folder where you can store documents privately.

Only you can upload documents here, and only you and the Office of Vocation may see documents that are stored here.

My Public Documents

Select **this tile** to access a folder where you easily share documents with everyone in ChurchHub.

Only you can upload documents here, but all other ministers and community of faith admins that access ChurchHub, and the Office of Vocation, may see them (If you share the documents with them. See slide 7 for how to share).

DOCUMENTS IN YOUR MINISTER FOLDERS

There are various types of documents that you may store in either of your Minister folders, depending on if you need to store them privately or share them with other ChurchHub users.

The screenshot shows a SharePoint page titled "Welcome to Your Ministry Page, Minister" for "The United Church of Canada". It features a "My Info" section with contact details for a UAT Minister, a "My Professional Requirements" table, and a "Quick Actions" section with six icons. The "My Private Documents" and "My Public Documents" icons are highlighted with folder icons and arrows pointing to explanatory text boxes.

Title		Date
Racial Justice Training	View	Required Immediately
Introduction to Boundaries	View	Required Immediately

My Private Documents

Documents you might store in your private folder are:

- Copy of your Record of Call or Appointment form
- Candidacy pathway documents you need to share with Office of Vocation
- Education or training certificates

My Public Documents

Documents you might store in your public folder:

- Copy of your resume when you are in search of call or appointment
- Profile information you would like your community of faith or others to reference about your work

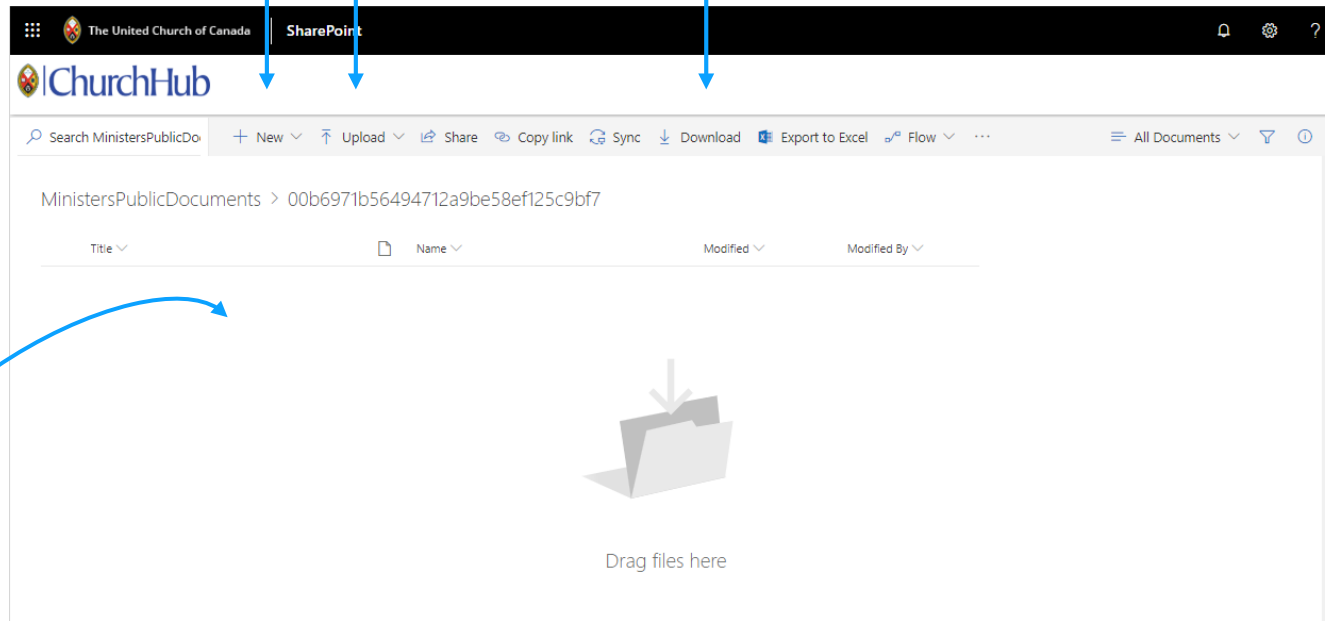
WORKING WITH FOLDERS & DOCUMENTS

When you click on a folder you get several actions that you can use to upload, download and manage your document.

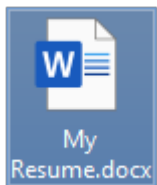
Click +New to create a new document or subfolder

Click Upload to upload a document

Click Download to download a copy of a document



You can also upload documents by dragging them from your desktop and dropping them into the folder.



WORKING WITH FOLDERS & DOCUMENTS

When you click on a file or folder you get several actions that you can use to upload, download and manage your document.

Delete, Rename, Move and Copy documents

MinistersPublicDocuments > 00b6971b56494712a9be58ef125c9bf7

Title	Name	Modified	Modified By
	Examples of My Work.docx	A few seconds ago	CH - UAT Minister
	My Collection of Thoughts.docx	A few seconds ago	CH - UAT Minister
	My Resume.docx	About a minute ago	CH - UAT Minister

Click the column headers to help you sort and filter the documents in your folder according to their properties.

When you hover over a document, you can click it to select it. You can select one or more documents at a time.

Once selected, additional actions appear in the toolbar at the top to help you manage your documents.

Click a document's filename to open it and view its contents

Once a document is selected, you can click the i button to see more info about the document.

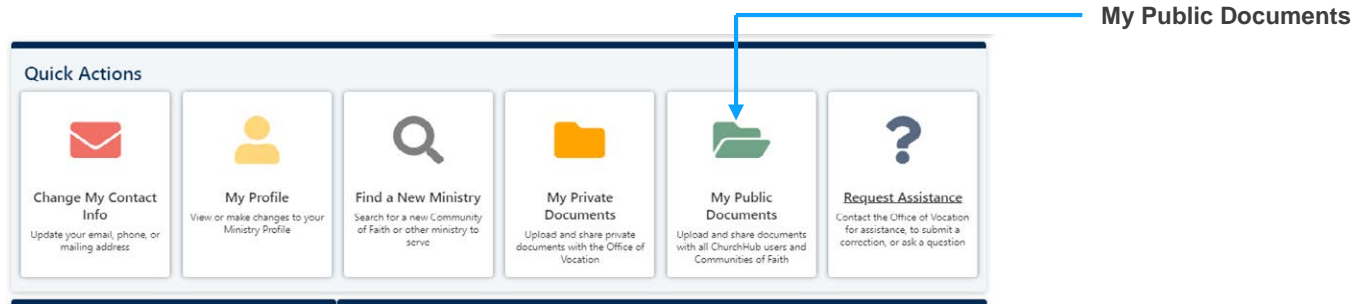
UPLOADING & SHARING FILES IN FOLDERS

For Ministers:

To upload your resume or skills & gifts profile – here are some instructions which may be helpful.

1. Select the "My Public Documents" tile on your Ministry page in ChurchHub
2. Then in the next screen select the "Upload" button in the ribbon bar and select the file to upload.
3. Once uploaded, select the circle just to the left of the filename to select it (it appears when you hover over the filename)
4. Select "Copy Link" in the ribbon bar (you now have a link to your uploaded document)
5. Then in the "Skills & Gifts" box on your profile page, add some text that says "Please see my resume which is available here: " and paste the link to the file.

Note: Be sure to select "Update" on both your "Skills & Gifts" page and your main profile page to save your changes!



REMINDERS ABOUT YOUR CHURCHHUB FOLDERS

Each Minister that logs into ChurchHub has their own dedicated public and private folders on the My Minister Page. You can use these folders to either:

- Store documents privately and only share them with the Office of Vocation
- Easily share documents with other people that are accessing ChurchHub



My Private Documents

Select **this tile** to access a folder where you can store documents privately.

Only you can upload documents here, and only you and the Office of Vocation may see documents that are stored here.



My Public Documents

Select **this tile** to access a folder where you easily share documents with everyone in ChurchHub.

Only you can upload documents here, but all other ministers and community of faith admins that access ChurchHub, and the Office of Vocation, may see them (If you share the documents with them. See slide 7 for how to share).

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