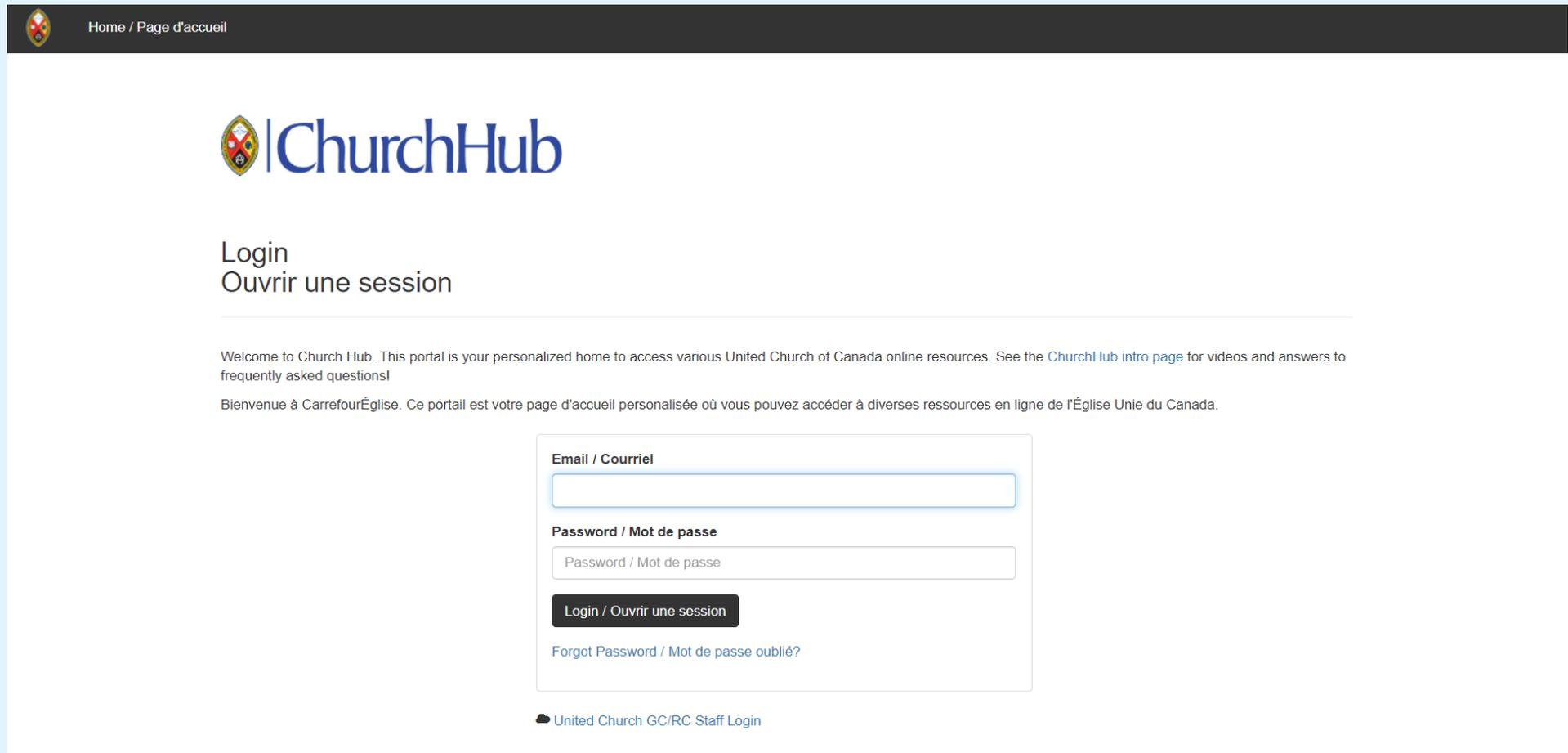


Steps to create a Search Team Role

1

Log in to ChurchHub using your Community of Faith Admin account.



The screenshot shows the ChurchHub login page. At the top, there is a dark navigation bar with the ChurchHub logo and the text "Home / Page d'accueil". Below this, the main content area features the ChurchHub logo and the heading "Login Ouvrir une session". A horizontal line separates the heading from the main content. The main content includes a welcome message in English and French, followed by a login form. The form has two input fields: "Email / Courriel" and "Password / Mot de passe". Below the password field is a "Login / Ouvrir une session" button and a link for "Forgot Password / Mot de passe oublié?". At the bottom of the page, there is a link for "United Church GC/RC Staff Login".

Home / Page d'accueil



Login Ouvrir une session

Welcome to Church Hub. This portal is your personalized home to access various United Church of Canada online resources. See the [ChurchHub intro page](#) for videos and answers to frequently asked questions!

Bienvenue à CarrefourÉglise. Ce portail est votre page d'accueil personnalisée où vous pouvez accéder à diverses ressources en ligne de l'Église Unie du Canada.

Email / Courriel

Password / Mot de passe

Login / Ouvrir une session

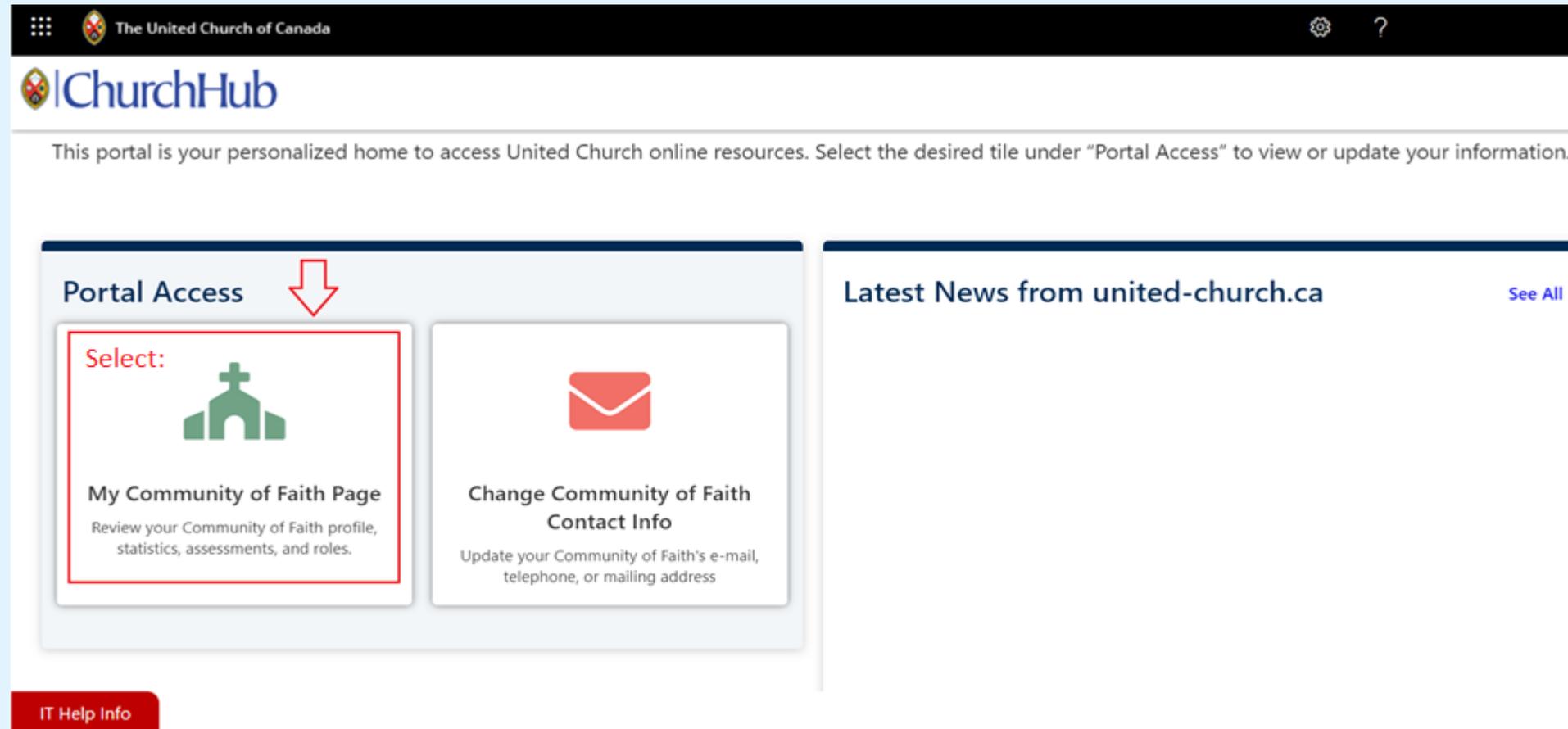
[Forgot Password / Mot de passe oublié?](#)

[United Church GC/RC Staff Login](#)

Steps to create a Search Team Role

2

On your ChurchHub page, access “My Community of Faith page”.



The screenshot shows the ChurchHub portal interface. At the top, there is a navigation bar with the United Church of Canada logo and the text "The United Church of Canada". Below this is the ChurchHub logo and a message: "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." The main content area is divided into two sections. The left section is titled "Portal Access" and contains two tiles. The first tile, "My Community of Faith Page", is highlighted with a red border and a red arrow pointing to it. It features a green church icon and the text: "Select: My Community of Faith Page. Review your Community of Faith profile, statistics, assessments, and roles." The second tile, "Change Community of Faith Contact Info", features a red envelope icon and the text: "Change Community of Faith Contact Info. Update your Community of Faith's e-mail, telephone, or mailing address." The right section is titled "Latest News from united-church.ca" and includes a "See All" link. At the bottom left, there is a red button labeled "IT Help Info".



Steps to create a Search Team Role

3

In your quick actions, select the “Officer and Roles” tile.

The screenshot shows the ChurchHub interface for 'The United Church of Canada'. The 'Quick Actions' section contains the following tiles:

- 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 OV Staff.
- Community of Faith Published Content**: Manage documents shared with all ministers and community of faith admins.
- Record of Call/Appointment**: Complete/review covenant between ministry personnel and your community of faith.
- Annual Statistics**: Submit new or review previous Annual Statistics forms.
- Annual Assessment**: Review invoices and received payments for your Annual Assessment.
- Select: Officers and Roles**: Review or update your Community of Faith Officers and Lead Roles. This tile is highlighted with a red border and a red arrow points to it from below.
- Request Assistance**: Contact the Office of Vocation or your Regional Council for assistance, or to ask a question.

An 'IT Help Info' button is visible in the bottom left corner.



Steps to create a Search Team Role

4

Select "Add Officer Role".

ChurchHub

My Community of Faith Officer Roles | Annual Statistics | Reports

Officers and Lead Roles

Review and update your Community of Faith Officers and lead roles.

Search

Contact ↑	Role	Community of Faith	Email (Contact)
Name 1	Charge Treasurer		▼
Name 2	Board Secretary		▼
Name 3	Stewardship Lead		▼
Name 4	Outreach Lead		▼
Name 5	M&P Chair		▼

Select

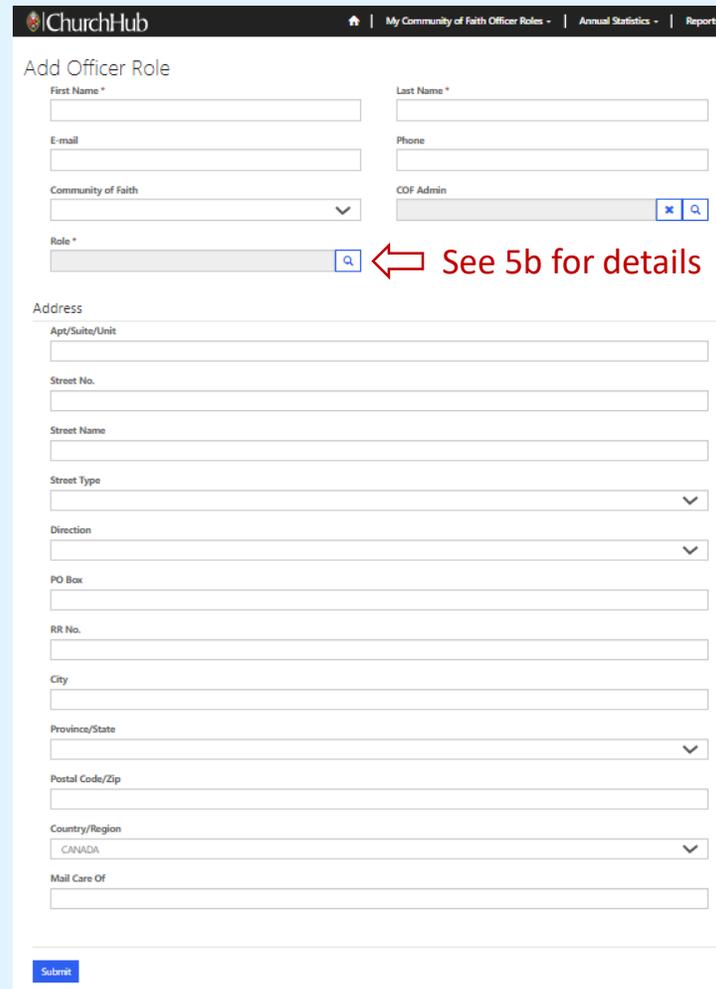
Add Officer Role | Update Officer Contact Details

Steps to create a Search Team Role

5a

Add all relevant information and submit the form.

Note: E-mail for this role should be a generic account (ie. firstucsearch@gmail.com), *not* an individual.



ChurchHub | My Community of Faith Officer Roles - | Annual Statistics - | Reports -

Add Officer Role

First Name *

Last Name *

E-mail

Phone

Community of Faith

COF Admin

Role * [See 5b for details](#)

Address

Apt/Suite/Unit

Street No.

Street Name

Street Type

Direction

PO Box

RR No.

City

Province/State

Postal Code/Zip

Country/Region

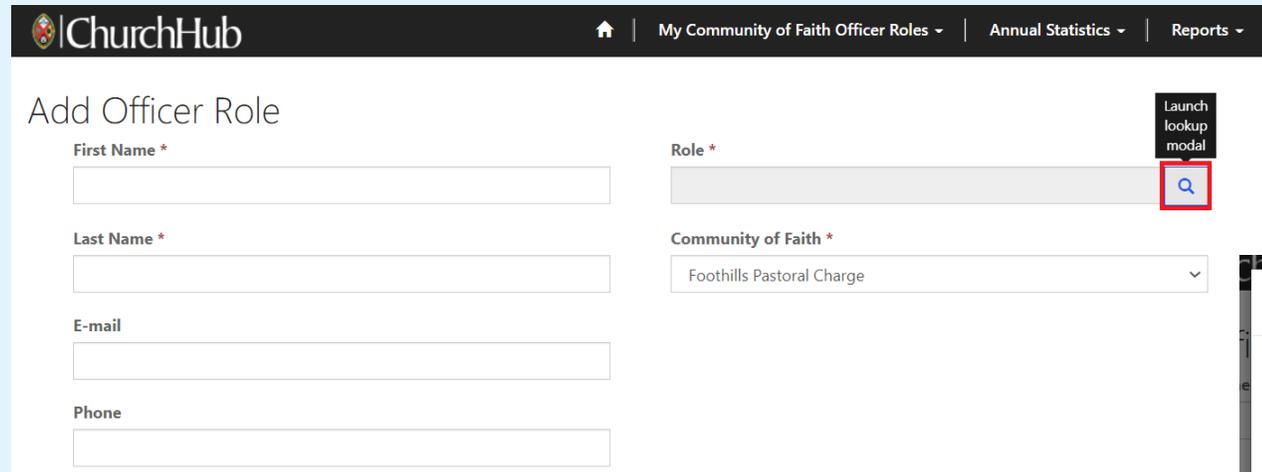
Mail Care Of

Steps to create a Search Team Role



Add all information and submit the form.

Select on the magnifying glass to show the choices for Roles.



ChurchHub

My Community of Faith Officer Roles | Annual Statistics | Reports

Add Officer Role

First Name *

Last Name *

E-mail

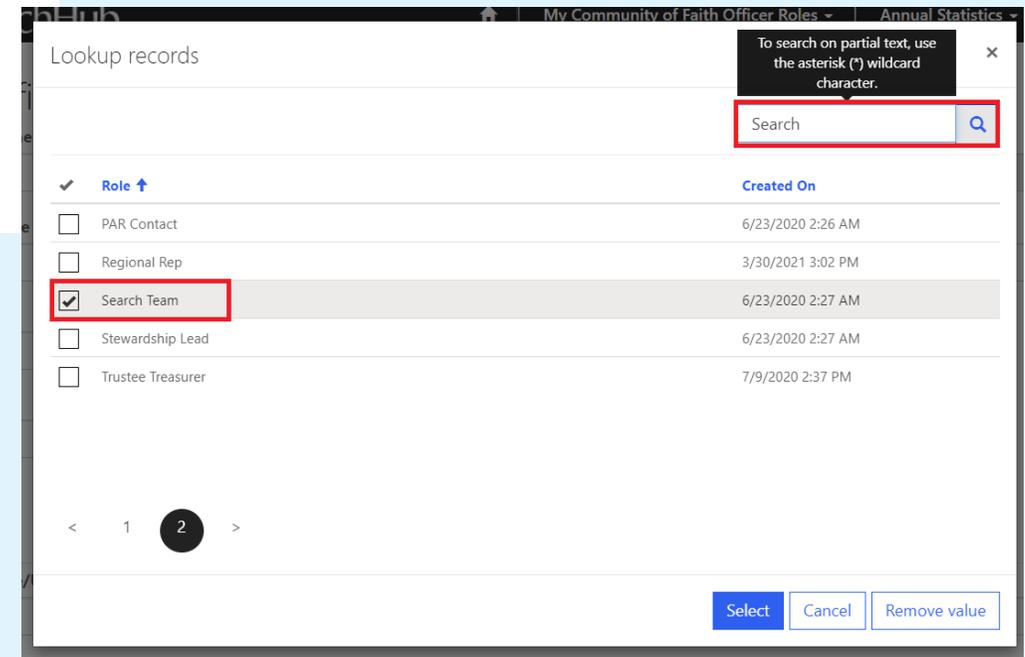
Phone

Role * 

Community of Faith *

Launch lookup modal

Search for "Search Team" role and select it.



ChurchHub

My Community of Faith Officer Roles | Annual Statistics

Lookup records

To search on partial text, use the asterisk (*) wildcard character.

Search

<input checked="" type="checkbox"/> Role ↑	Created On
<input type="checkbox"/> PAR Contact	6/23/2020 2:26 AM
<input type="checkbox"/> Regional Rep	3/30/2021 3:02 PM
<input checked="" type="checkbox"/> Search Team	6/23/2020 2:27 AM
<input type="checkbox"/> Stewardship Lead	6/23/2020 2:27 AM
<input type="checkbox"/> Trustee Treasurer	7/9/2020 2:37 PM

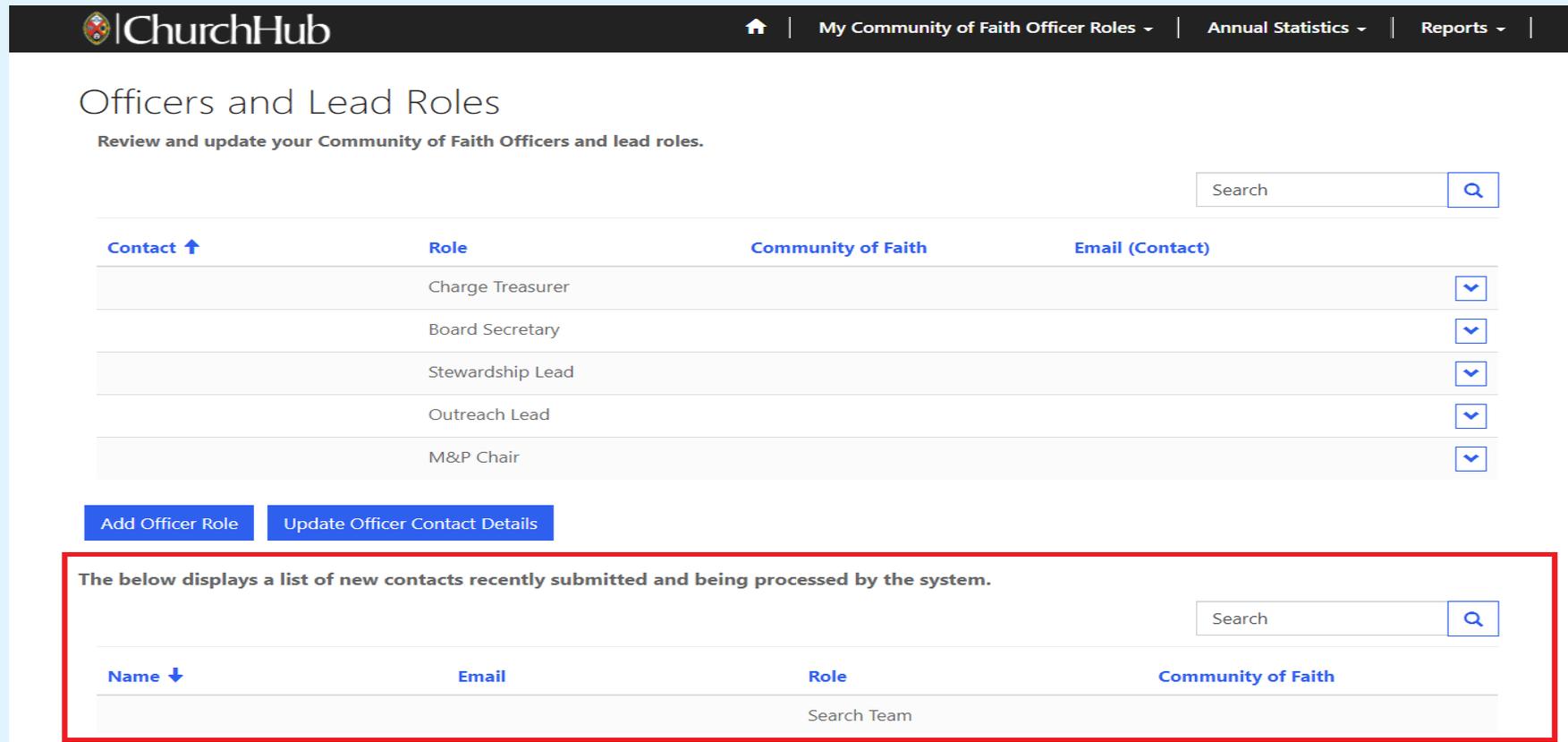
< 1 2 >

Select Cancel Remove value

Steps to create a Search Team Role

6

- Your request will be sent for approval.
- When approved, it will move to the roles list above.
- Your Search Team will receive an email invitation to join ChurchHub.



ChurchHub

My Community of Faith Officer Roles | Annual Statistics | Reports

Officers and Lead Roles

Review and update your Community of Faith Officers and lead roles.

Search

Contact ↑	Role	Community of Faith	Email (Contact)
	Charge Treasurer		▼
	Board Secretary		▼
	Stewardship Lead		▼
	Outreach Lead		▼
	M&P Chair		▼

Add Officer Role | Update Officer Contact Details

The below displays a list of new contacts recently submitted and being processed by the system.

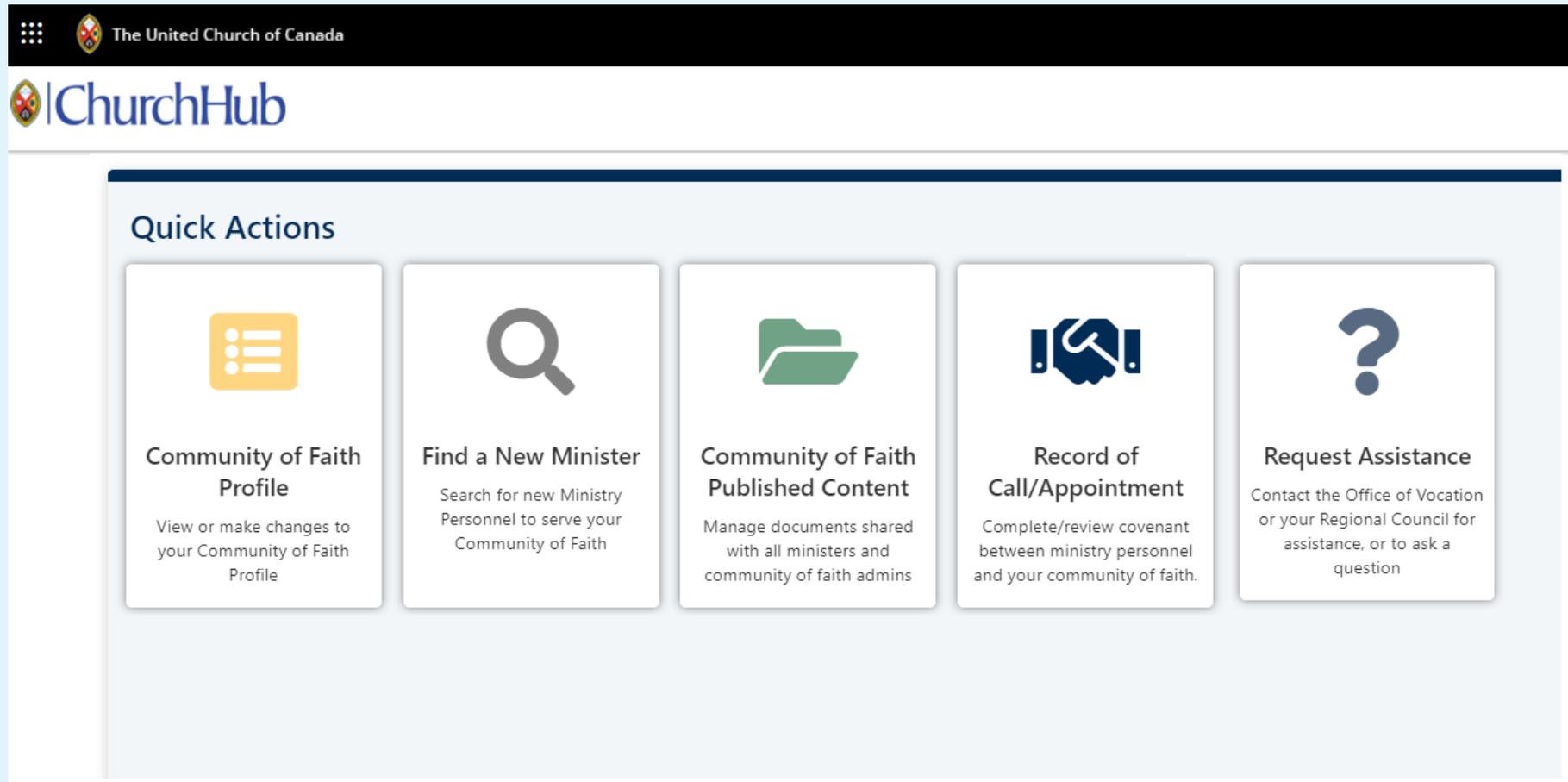
Search

Name ↓	Email	Role	Community of Faith
		Search Team	

Steps to create a Search Team Role

7

Your **Search Team** user will have the quick actions below:



The screenshot shows the ChurchHub interface for The United Church of Canada. At the top, there is a navigation bar with the ChurchHub logo and the text "The United Church of Canada". Below this, the main content area is titled "Quick Actions" and contains five cards, each with an icon and a description of an action:

- Community of Faith Profile**: View or make changes to your Community of Faith Profile. (Icon: Yellow list icon)
- Find a New Minister**: Search for new Ministry Personnel to serve your Community of Faith. (Icon: Magnifying glass)
- Community of Faith Published Content**: Manage documents shared with all ministers and community of faith admins. (Icon: Green folder)
- Record of Call/Appointment**: Complete/review covenant between ministry personnel and your community of faith. (Icon: Blue handshake)
- Request Assistance**: Contact the Office of Vocation or your Regional Council for assistance, or to ask a question. (Icon: Blue question mark)