

Greetings from the office of Prairie to Pine Regional Council. On Monday, June 03, 2019, the Pastoral Relations Liaisons and members of the Pastoral Relations Commission had their spring training session which included time with Deb Kigar, Program Coordinator Trainer on contract with General Council Office. She did some further training with the group on how to upload large existing documents such as the Ministry Profiles (now called Community of Faith Profiles). I have attached the instructions that she provided.

In addition to the instructions in the attachments some things that I think you need to know:

- The PREFERRED way of using CHURCH HUB is transfer the information from the documents into the templates provided on the CHURCH HUB ...this will take time so if you want to upload what you have that would be great. Going forward in this Region will be using these templates when developing Community of Faith Profiles NOT the old template labelled "Ministry Profile 2017."
- To get the best experience on CHURCH HUB you need to download the Google Chrome browser. Many of us who use Apple products are linked into Safari as a browser and that doesn't work/doesn't work well.
- At the present time anything that you enter into the section labelled "Living Faith Story" is not shared with those who view your profile online. It is for use by the Community of Faith as they do their own annual visioning and goal setting etc. What this means is that you need to describe your Community of Faith elsewhere. Suggestion is to enter the couple of lines of description in the Position summary section of the templates before downloading your position description and pasting in your link to your "JNAC/Ministry Profile Documents including Financial Viability" that were approved previously by the Regional Pastoral Relations Commission.
- If you only paste in the link with no other commentary there will really be nothing to entice Ministry Personnel to click on that link.
- You do need to fill in the general details of your position/charge so that the filters will function. Some descriptors will be added by General Council (i.e. if you are an officially affirming community of faith or an Indigenous or Ethnic Community of Faith or a Ecumenical Shared Ministry). In the future some of the templates will be populated by data that Communities of faith will put in at other times .The Financial data for example will be entered when you complete you Annual Statistics Forms.
- It is very important that you locate yourself in the "Prairie to Pine Regional Council"
- Once you have uploaded documents that have already been approved by Pastoral Relations Commission and submitted the profile it goes to the Pastoral Relations Minister for approval and posting on CHURCH HUB.
- Once you are on CHURCH HUB you should be able to see the Ministry Profiles of Ministry Personnel searching for new positions and you can message them.
- If you require assistance with uploading documents please connect first with **your Pastoral Relations Liaison**. Not all of us are equally skilled with computers so there may be certain Liaisons who volunteer to assist others in this work.
- There may be assistance through General Council staff (Deb Kigar) if needed.

In addition to instructions for uploading attached, there is a link to access to videos for various aspects of CHURCH HUB in Deb Kigar's email below.

If you have questions, please feel free to contact me for further referral or assistance. This is a system with great potential once we all get the initial steps completed.

Judy Hare
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From: Kigar, Deb
Sent: June 5, 2019 9:05 AM
To: Hare, Judy <JHare@united-church.ca>
Subject: FW: to post on FB

These are the resources that I promised to send you and your PR team.
<https://www.united-in-learning.com/index.php/church-hub-training-videos>

Best regards,

Debra Kigar
Program Coordinator Trainer – Pastoral Relations policy and processes
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