EDITING / UPDATING FILES ON CHURCHHUB

If you want to fix/edit the content of your position summary – you will need to use the Submit a New position page again. You can update the position summary by clicking on the "pen" icon and pasting a new version into the box (delete what you had there previously).

But you will have to fill in all the little red boxes again as well – position name, fulltime/parttime, role, etc.

Then you "submit" and it will be approved again by your regional staff person.

All ministers who are approved to search are able to "view profile" and see your entire pdf file. Currently this is what they can see when they open your profile (I'm assuming this is the version you are hoping to update):

https://unitedchurch.sharepoint.com/sites/ChurchHubSearch/AvailablePositionsProfiles/Full_time%20OM_DM_DLM%20at%20Carberry%20United%20Church%20(445).pdf