

A Step by Step Guide to Completing a Ministry Personnel Profile on ChurchHub

To begin completing your Ministry Personnel Profile on ChurchHub, sign into your ChurchHub account. When the page pictured below appears, click the **My Ministry Page** button.

English Français

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.

Portal Access

- My Ministry Page**
View or update your Ministry Profile
- Change My Contact Info**
Update your e-mail, telephone, or mailing address
- My Committees**
Access a workspace for each committee that I belong to

Latest News from united-church.ca

See All

Moderator's Advent Message 2020

Moderator's Advent Message 2020 ckutchukian Mon, 11/23/2020 - 13:02 In his Advent video message, Moderator Richard Bott reminds us that for everything...






- Moderator's Advent Message 2020**
11/23/2020 6:02 PM
Moderator's Advent Message 2020 ckutchukian Mon, 11/23/2020 - 13:02 In his Advent video message, Moderator Richard Bott reminds us that...
- Apology for Past Adoption Practices**
11/19/2020 7:07 PM
Apology for Past Adoption Practices agallegos Thu, 11/19/2020 - 14:07 The United Church of Canada apologizes for the past practice...
- COVID Means Revamping Minutes for Mission**
11/19/2020 3:39 PM
COVID Means Revamping Minutes for Mission ckutchukian Thu, 11/19/2020 - 10:39 Minutes for Mission is changing in 2021. The new...

When the page below appears, click the **My Profile** button.

Welcome to Your Ministry Page, ChurchHub Guest 2

[Return to ChurchHub Home](#)

My Info

 **ChurchHub Guest 2**
 Ordained Minister
 guest2@united-church.ca
 n/a


My Professional Requirements

The following requirements currently include dates when your professional requirements and training are due (both personalized dates and when a requirement is due for all ministers). Information available is from 2005 and later. If you have previously taken training, or have done so in person, please use the "Request Assistance" button below to let the Office of Vocation know.

Title		Date
Annual Declaration 2020	View	Required Immediately
Racial Justice Training	View	Required Immediately
Introduction to Boundaries	View	Required Immediately

[View Completed Requirements](#)

[See all upcoming webinars](#)

Quick Actions



Change My Contact Info

Update your email, phone, or mailing address



My Profile

View or make changes to your Ministry Profile



Find a New Ministry

Search for a new Community of Faith or other ministry to serve



My Private Documents

Upload and share private documents with the Office of Vocation



My Public Documents

Upload and share documents with all ChurchHub users and Communities of Faith



Request Assistance

Contact the Office of Vocation for assistance, to submit a correction, or ask a question

Events

Filter **All** [See All](#)

There are currently no results.

Announcements

Filter **All** [See All](#)

FAQs on Apology for Adoption Practices

20/11/20 **Everyone**

You may receive questions from members of your community of faith about the United Church's apology on adoptive

This will open a page like the one below. Make sure that all the information on this page is complete and correct. Then, open each of the dark blue **Profiles** buttons (**Edit Profile Introduction**, **Edit Education and Experience**, **Edit Skills & Gifts**).

[< Return to My Ministry page](#)

Personal Information	Preferred Hours and Availability
First Name ChurchHub	Hours per Week <input checked="" type="radio"/> Full Time <input type="radio"/> Part Time 40 hours
Last Name Guest 2	Regional Council Availability Northern Spirit Regional Council
Email guest2@united-church.ca	Preferred Method of Contact <input type="radio"/> Email <input checked="" type="radio"/> Phone
Phone Number	<input type="checkbox"/> Intentional Interim Designation
Minister Type Ordained Minister	Profiles
Languages Spoken* English French	Edit Profile Introduction
Regional Council Membership Test Regional Council	Edit Education and Experience
To request a change in your regional council membership, please submit a request through the Request Assistance form.	Edit Skills & Gifts
Update	








As you open each **Profiles** window, a text box appears. If there is text already there that you have not entered, review it, then select and delete the text. Now enter your own information by either typing directly into the text box, or by copying and pasting from another document you have written. HINT:

When you are finished entering your information, click **Update**.

Update My Profile

[< Return to My Ministry page](#)

Profile Introduction

Format - **B** / U |    |   | ...

Please share up to 3 job experiences relevant to this position, including:


1. Position
2. Place
3. Years of Service
4. Achievements/Highlights

Relevant Continuing Education and Professional Development Experience. Please share up to 5 continuing education and professional development experiences relevant to this position, including:

1. Name
2. Year
3. Relevance/Highlight

Please share other relevant experience.

Update **Cancel**



After you have entered your **Profiles** information and clicked update for all three profiles, you will return to this page. Check once again that all information is complete and correct, then click **Update**.

Personal Information	Preferred Hours and Availability
First Name ChurchHub	Hours per Week <input checked="" type="radio"/> Full Time <input type="radio"/> Part Time 40 hours
Last Name Guest 2	Regional Council Availability Northern Spirit Regional Council
Email guest2@united-church.ca	Preferred Method of Contact <input type="radio"/> Email <input checked="" type="radio"/> Phone
Phone Number	<input type="checkbox"/> Intentional Interim Designation
Minister Type Ordained Minister	Profiles
Languages Spoken* English French	<input type="button" value="Edit Profile Introduction"/> 😊
Regional Council Membership Test Regional Council	<input type="button" value="Edit Education and Experience"/> 😞
To request a change in your regional council membership, please submit a request through the Request Assistance form.	<input type="button" value="Edit Skills & Gifts"/> 😊
<input type="button" value="Update"/>	

If you **are not** looking for a new ministry position, congratulations! You are done! ☺ You can now exit ChurchHub.
 If you **are** looking for a new ministry position, there is a little more to do...
 Return to the page that appears below, and click on the **Find a New Ministry** button.

Welcome to Your Ministry Page, ChurchHub Guest 2

[Return to ChurchHub Home](#)

My Info

- ChurchHub Guest 2**
- Ordained Minister
- guest2@united-church.ca
- n/a

My Professional Requirements

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Quick Actions

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Find a New Ministry
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My Private Documents
Upload and share private documents with the Office of Vocation

My Public Documents
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Request Assistance
Contact the Office of Vocation for assistance, to submit a correction, or ask a question

Events

Filter: All [See All](#)

There are currently no results.

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Filter: All [See All](#)

FAQs on Apology for Adoption Practices

20/11/20 Everyone



You may receive questions from members of your community of faith about the United Church's apology on adoptive practices. The following FAQs can help you provide pastoral care.

When the page that appears below opens, click on the **Make Available for Call or Appointment** button. Once you do this, your Ministry Personnel Profile has been sent to the Office of Vocation.

Find a new Ministry

Find a Ministry

Quick Actions

- 
Update My Profile
Update Your Profile
- 
Make Available for Call or Appointment
Submit request to be made available for call or appointment

Filter Positions ▾ Alphabetical | **Latest First**

Found 201 results

Lynn Valley Pastoral Charge

Coordinating Minister Hours per week: 40 Start Date: 07/01/2021 Languages: English Ministry Role: Congregational Minister	Call or Appointment: Call: Area: "Urban" City: North Vancouver Province: BC Region: Pacific Mountain Regional Council	Affirming Ministry: Indigenous Ministry: Ethnocultural or Linguistic Specific Ministry: Interim Ministry: Supervised Ministry Education (learning site):
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Position Summary:
null

Test Community of Faith - Church Hub Guests

TEST POSITION Hours per week: 40 Start Date: 11/30/2020 Languages: English Ministry Role: Pastoral Care Minister	Call or Appointment: Appointment: Area: "Rural" City: Burlington Province: ON Region: Shining Waters Regional Council	Affirming Ministry: Indigenous Ministry: Ethnocultural or Linguistic Specific Ministry: Interim Ministry: Supervised Ministry Education (learning site):
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Position Summary:
null

The Button will now indicate that your request to be on the ChurchHub list of Ministry Personnel Available for Call or Appointment is **Pending**.

The Office of Vocation will verify that your Ministry Personnel Profile is complete, that your mandatory training workshops and Police Record Check are in order. If so, your name will then be added to the ChurchHub list of Ministry Personnel Available for Call or Appointment. Done!


You may want to check back in a couple of days to make sure your request has been approved.

Find a new Ministry

Find a Ministry

Quick Actions

- Update My Profile**
Update Your Profile
- Pending**
Your request to be available for call or appointment is currently under review



Filter Positions Alphabetical | Latest First
Found 201 results

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Position Summary:
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