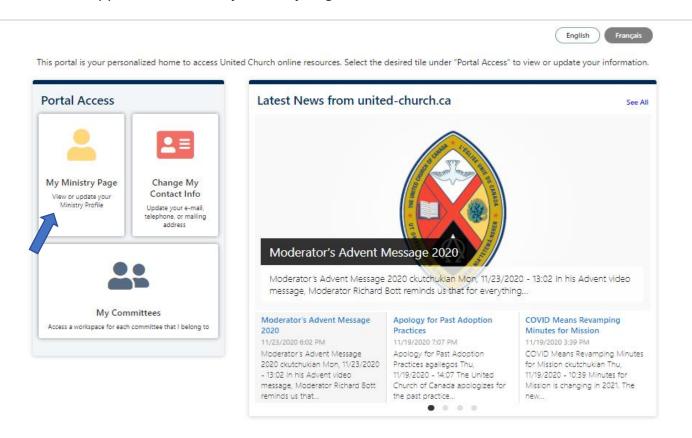
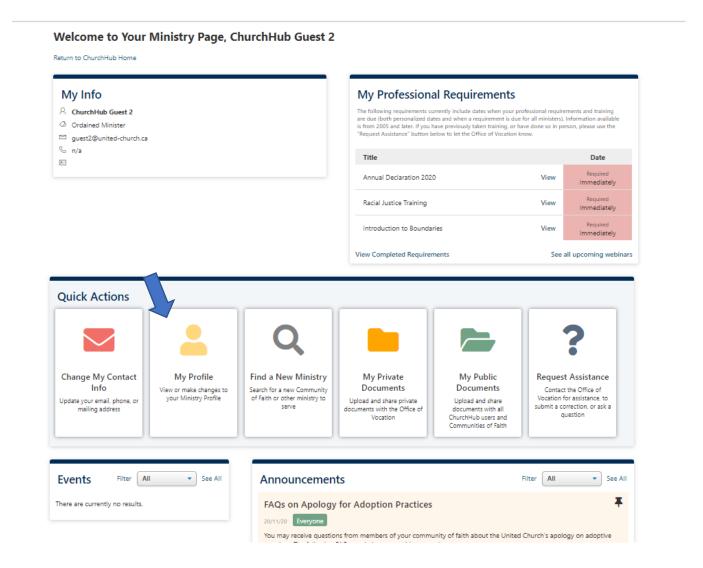
A Step by Step Guide to Completing a Ministry Personnel Profile on ChurchHub

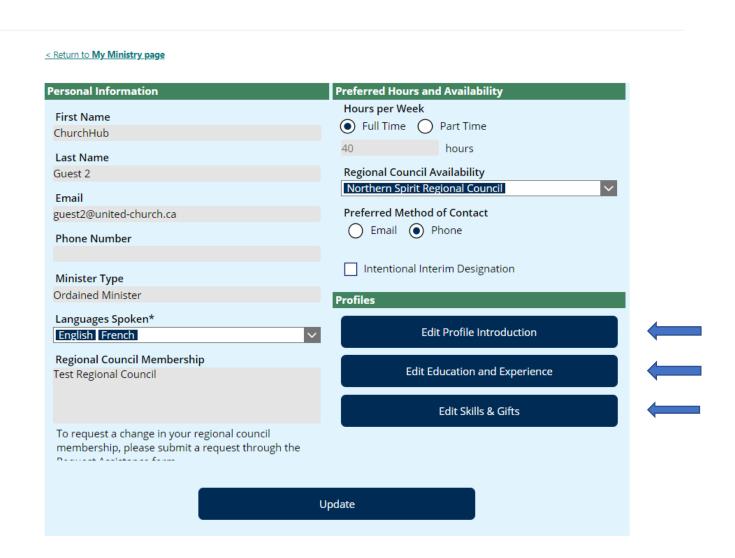
To begin completing your Ministry Personnel Profile on ChurchHub, sign into your ChurchHub account. When the page pictured below appears, click the *My Ministry Page* button.



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

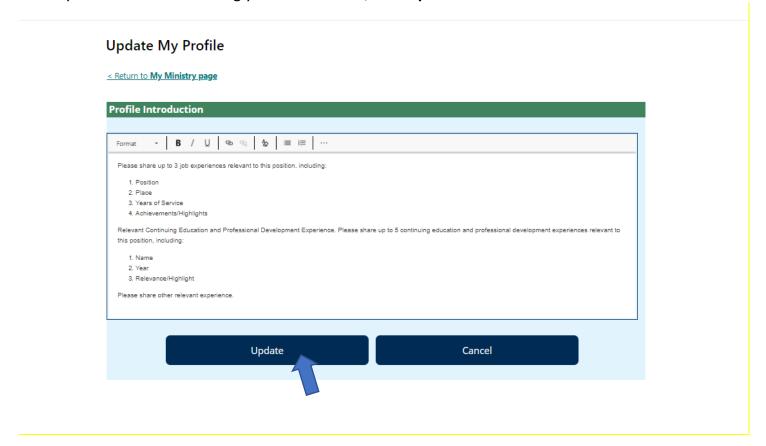


This will open a page like the one below. Make sure that all the information on this page is complete and correct. Then, open each of the dark blue *Profiles* buttons (*Edit Profile Introduction, Edit Education and Experience, Edit Skills & Gifts*).

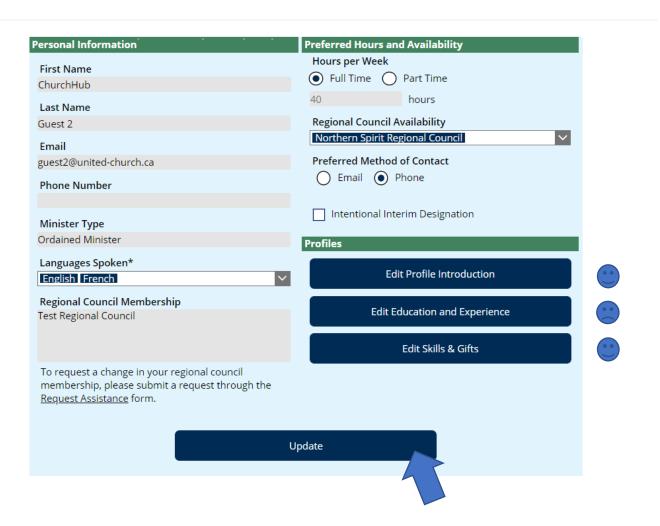


As you open each **Profiles** window, a text box appears. If there is text already there that you have not entered, review it, then select and delete the text. Now enter your own information by either typing directly into the text box, or by copying and pasting from another document you have written.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

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

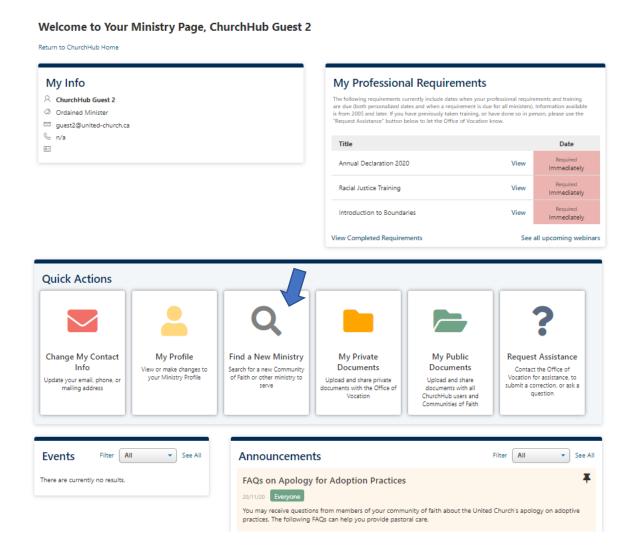


After you have entered your *Profiles* information and clicked update for all three profiles, you will return to this page. Check once again that all information is complete and correct, then click *Update*.



If you *are not* looking for a new ministry position, congratulations! You are done! (a) You can now exit ChurchHub. If you *are* looking for a new ministry position, there is a little more to do...

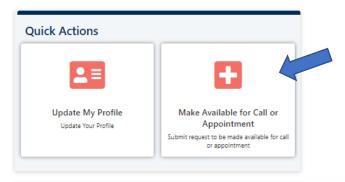
Return to the page that appears below, and click on the *Find a New Ministry* button.



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





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.

