

UNITED CHURCH OF CANADA

ChurchHub Training

Delivered by Antonio Maio, Protiviti
November 19, 2018

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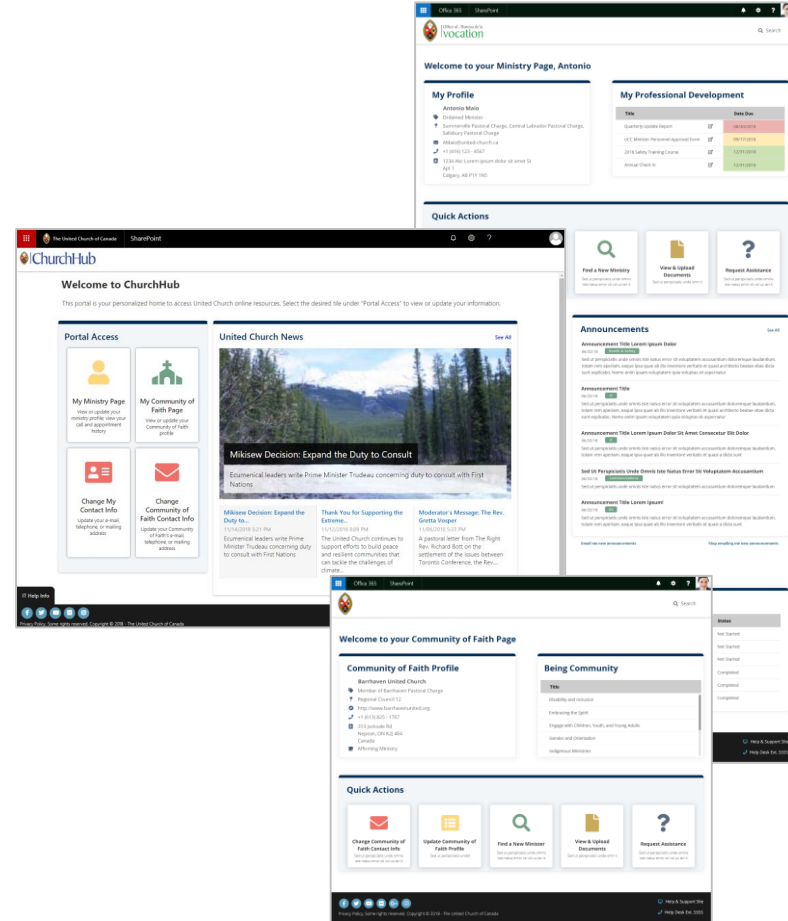
07 Question & Answer

What is ChurchHub?

ChurchHub is a family of Online Web Portals which allow Ministerial staff and Community of Faith administrators to easily and securely interact with the General Council & Regional Council offices over the internet.

ChurchHub helps you...

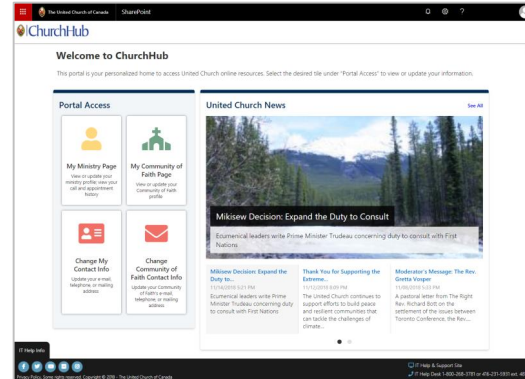
- Keep your personal information secure
- Access ChurchHub from any modern computer or mobile device on the internet
- Learn about your professional requirements
- Manage your contact information
- Update your profile
- Share Documents
- Find a new ministry or Search to fill an open position
- Request assistance when you need it



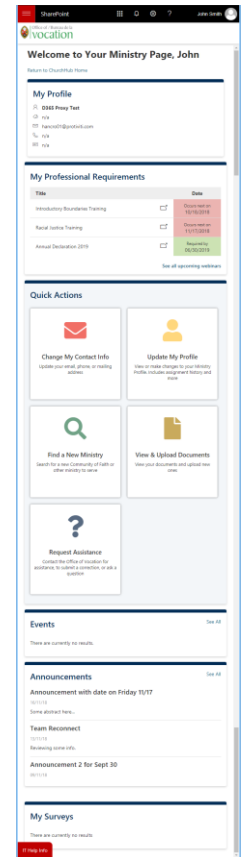
Benefits of Using ChurchHub

ChurchHub lets you securely manage contact information, stay up to date with the latest news, events and announcements, and request help when you need it.

- Keep your personal information secure
ChurchHub is hosted in Canada, in secure Microsoft Data Centers located in Toronto and Quebec City
- Access ChurchHub from a desktop or mobile device
 - Desktop access requires:
Windows 10, 8.1, 8, or 7 (Service Pack 2 or later) or Mac OS X + high-speed internet
 - Mobile access requires: iOS or Android device + high-speed mobile data access or WIFI
 - Web browser requirements:
 - Google Chrome web browser (best experience)
 - Internet Explorer 11
 - Edge on Windows 10
 - Firefox
 - Use Safari browser on Mac OS X



Desktop Web Browser View



Mobile Browser View (iOS or Android)

Benefits of Using ChurchHub

ChurchHub lets you securely manage contact information, stay up to date with the latest news, events and announcements, and request help when you need it.

- Learn about your Professional Requirements
 - Mandatory Trainings
 - Submit your Annual Declarations
- Manage your contact information
 - Change My Contact Info
 - Update My Profile
- Find a New Minister/Find a New Ministry
 - Post open positions for your Community of Faith
 - Look for a minister to fill an open position
 - Review open positions when looking for a new ministry
- Easily Upload & Share documents with General Council
- Request Assistance if I need help
- Learn about upcoming Events and Announcements
- Quickly Respond to Surveys

The screenshot displays the ChurchHub website interface. At the top, there is a navigation bar with the United Church of Canada logo, the name 'SharePoint', and a user profile for 'John Smith'. Below the navigation bar is the 'ivocation' logo. The main content area is divided into three sections:

- Events:** A list of upcoming events for August and September. Each event includes a date, time, and a brief description. The events listed are:
 - 15 AUG Q3 GCO Event:** WEDNESDAY, 9:00 AM. Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euis...
 - 20 AUG UCC Luncheon:** MONDAY, 12:00 PM. Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euis...
 - 23 AUG Summer Training:** THURSDAY, 2:30 PM. Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euis...
 - 28 AUG Regional Conference:** TUESDAY, 10:30 AM. Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euis...
 - 31 AUG August Status Update:** FRIDAY, 11:00 AM. Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euis...
 - 03 SEPT All Hands Call:** MONDAY, 3:00 PM. Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euis...
- Announcements:** A list of recent announcements. Each announcement includes a date, a title, and a brief description. The announcements listed are:
 - 06/22/18 Health & Safety:** Announcement Title Lorem Ipsum Dolor. Description: Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur.
 - 06/22/18 IT:** Announcement Title. Description: Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur.
 - 06/22/18 IT:** Announcement Title Lorem Ipsum Dolor Sit Amet Consectetur Elit Dolor. Description: Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi a dicta sunt.
 - 06/22/18 Communications:** Sed Ut Perspiciatis Unde Omnis Iste Natus Error Sit Voluptatem Accusantium. Description: Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium.
 - 06/22/18 OV:** Announcement Title Lorem Ipsum!. Description: Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi a dicta sunt.
- My Surveys:** A table listing various surveys with their titles, dates issued, dates due, and status.

How do I get my ChurchHub login?

Between Nov 26 and Nov 30 we will be sending email invitations to confirm your ChurchHub login.

1. Email arrives in your personal email

Welcome to ChurchHub! Confirm Your ChurchHub Login

Contains:

- Link
- Confirmation Code (1234)



2. Click the link in the email and fill in the form

ChurchHub Login Confirmation

* Required

1. First Name *

Enter your answer

2. Last Name *

Enter your answer

3. Email Address *

Enter your answer

4. Confirmation Code *

You can find your confirmation code in the email you received from the Office of Records. The code must be a number.

This value must be a number

Submit

3. A 2nd Email arrives in your personal email

Set Your Password Contains: Link



4. Click the link in the email and select a password

ChurchHub

Set Password

New Password *

Confirm Password *

Confirm at least 1 upper case letter, 1 lowercase letter, and number. Minimum of 8 and 10 characters in length. Passwords entered must match.

Submit

IMPORTANT:

Select a strong password that you will remember.

- Enter your:
 - First name
 - Last name
 - Email Address
 - Confirmation Code
- Click Submit.

For IT help accessing ChurchHub, contact
The United Church of Canada's IT Help desk at:
❖ helpdesk@united--church.ca
❖ 416-231-7680 x4811

Why do I need a login? Why do I need a password?

Securing your personal information is a key objective of ChurchHub. To secure your personal information, you need to login to ChurchHub with a username and password to access it.

ChurchHub is hosted in Canada, within world-class data centers that are highly secure and operated by Microsoft. All data within ChurchHub is encrypted at rest, and while in transit between your computer and the data center.

Securing your personal information is a shared responsibility

- The data center operator hosting ChurchHub has certain responsibilities
- You, the individual has certain responsibilities such as not sharing your ChurchHub password with anyone

Updating your personal info in ChurchHub can be more secure than emailing it to the office

- Emails often are not encrypted in transit
- Even if you are in Canada and you email your information to a destination in Canada, the email will go through numerous servers, some of which may be outside of Canada.
- The data is centrally maintained and automatically updated

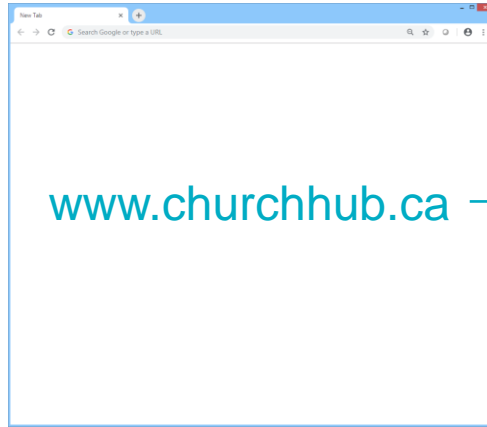
• Password Security Tips

- Use something you will remember, but something that's not simple for others to guess
- Do not use common words, like 'password1' or 'abcd1234'; Try not to use your own name
- Keep your password secret – don't tell others and don't write it on a sticky note
- Make your password a minimum of 8 characters; try for 10 to 12 characters
- Although it's a good idea to make your password a combination of letters, numbers and punctuation, long passwords are stronger than complex ones.
- If you forget your password, go to www.churchhub.ca and click the **Forgot My Password** link

How do I login to ChurchHub?

Between Nov 26 and Nov 30 we will be sending email invitations to confirm your ChurchHub login.

1. Bring up your favorite web browser* and Navigate to www.churchhub.ca

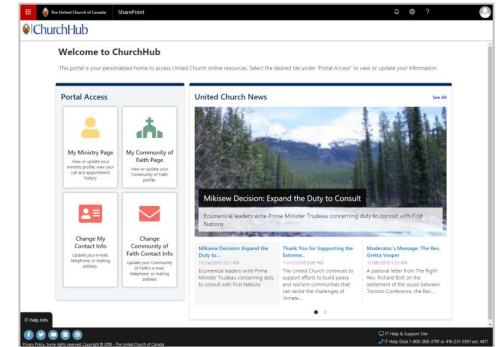


2. Enter your ChurchHub Login



- Enter your username, which is your personal email address
- Enter in the password you selected
- Click Login

Welcome to ChurchHub



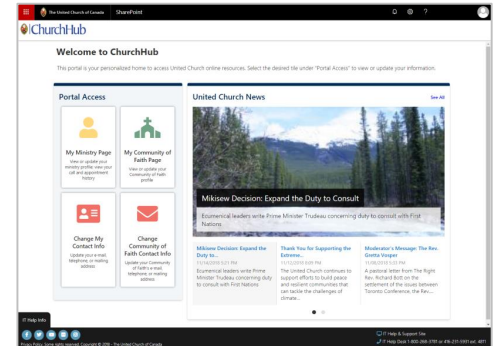
*Best experience is in Google Chrome.

Accessed through:


- Desktop Web Browser
- Mobile Device (iOS or Android)

For IT help accessing ChurchHub, contact
The United Church of Canada's IT Help desk at:
❖ helpdesk@united--church.ca
❖ 416-231-7680 x4811


Navigating Through ChurchHub



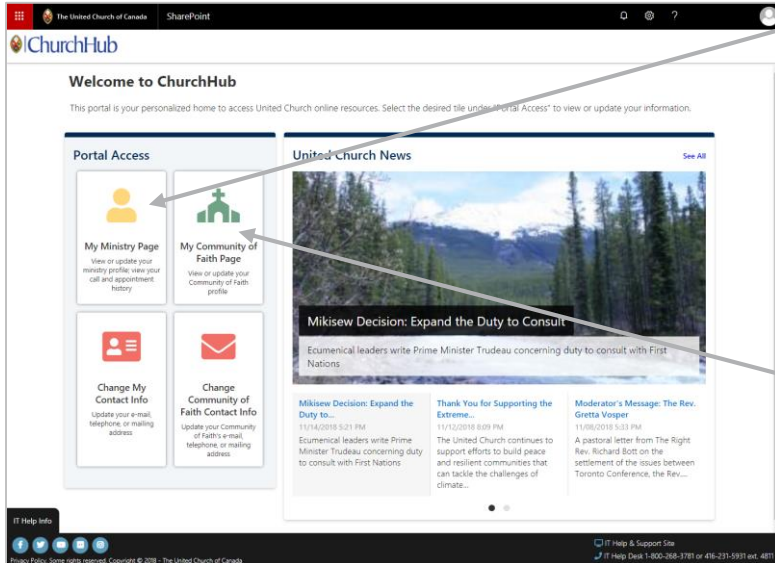
Navigating Through ChurchHub



My Ministry Page
View or update your ministry profile; view your call and appointment history



My Community of Faith Page
View or update your Community of Faith profile




The screenshot shows the ChurchHub portal interface. At the top, it says "Welcome to ChurchHub" and "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." Below this is a "Portal Access" section with four tiles: "My Ministry Page" (with a yellow person icon), "My Community of Faith Page" (with a green church icon), "Change My Contact Info" (with a red envelope icon), and "Change Community of Faith Contact Info" (with a red envelope icon). To the right is a "United Church News" section with a large image of a forest and a headline "Mikisew Decision: Expand the Duty to Consult". Below the news section are three smaller news items: "Mikisew Decision: Expand the Duty to...", "Thank You for Supporting the Extreme...", and "Moderator's Message: The Rev. Gretta Vosper". At the bottom left, there is an "IT Help Info" section with social media icons. At the bottom right, there is an "IT Help & Support Site" section with contact information.

Navigating Through ChurchHub

My Ministry Page (Designed for ministry personnel)

Find a New Ministry



My Ministry Page

View or update your ministry profile; view your call and appointment history

Welcome to Your Ministry Page, John

Return to ChurchHub Home

My Profile

John Smith

- Ordained Minister
- Summerville Pastoral Charge, Central Labrador Pastoral Charge, Sublimity Pastoral Charge
- AMAA@united-church.ca
- +1 (616) 123-4567
- 123 ABC Lorem Ipsum dolor sit amet St. James St. Calgary, AB T1Y 1N5

My Professional Requirements

Title	Date
Racial Justice Training	Completed 11/22/2016
Refresher Boundaries Training	Completed 1/28/2018
Annual Declaration 2018	Required 06/30/2019

Quick Actions

Change My Contact Info

Update your email, phone or mailing address

Update My Profile

Update your name, change your Ministry Profile, religious assignment, listing and title.

Find a New Ministry

Search for a new Community of Faith or other entity to serve.

View & Upload Documents

View your documents and upload new ones.

Request Assistance

Contact the Office of Support for assistance to obtain a correction of an appointment.

Events

- 15 Q1 GCO Event** (AUG) - Description Lorem ipsum dolor sit amet, consectetur adipiscing elit. Amet, null...
- 20 UCC Luncheon** (AUG) - Description Lorem ipsum dolor sit amet, consectetur adipiscing elit. Amet, null...
- 23 Summer Training** (AUG) - Description Lorem ipsum dolor sit amet, consectetur adipiscing elit. Amet, null...
- 28 Regional Conference** (AUG) - Description Lorem ipsum dolor sit amet, consectetur adipiscing elit. Amet, null...
- 31 August Status Update** (AUG) - Description Lorem ipsum dolor sit amet, consectetur adipiscing elit. Amet, null...
- 03 All Hands Call** (SEPT) - Description Lorem ipsum dolor sit amet, consectetur adipiscing elit. Amet, null...

Announcements

Announcement Title Lorem Ipsum Dolor

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur.

Announcement Title Lorem Ipsum Dolor Sit Amet Consectetur Elit Dolor

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My Surveys

Title	Date Issued	Date Due	Status
G17 NPM User Survey	01/01/2018	12/31/2018	Not Started
UCC Minister Personal Approval Form	01/01/2018	12/31/2018	Not Started
2018 Training Feedback	01/01/2018	12/31/2018	Not Started
Half Year Reflections Form	01/01/2018	06/30/2018	Completed
Semi-Annual Survey	01/01/2018	06/30/2018	Completed
Changes Survey	01/01/2018	06/30/2018	Completed


Quick Actions

- Update my Profile
- Remove from Call or Appointment
- Available for Pulpit Supply


Available Positions

- Pacific Mountain Regional Council** - Hour per Week: 11, Start Date: 11/01/2018, Location: Victoria, BC, Region: Region Council 3, Alt: Hourly Ministry, Alt: Regional or Specific Specific Ministry, Email: laura@unitedchurch.ca
- Pacific Mountain Regional Council** - Hour per Week: 11, Start Date: 11/01/2018, Location: Victoria, BC, Region: Region Council 3, Alt: Hourly Ministry, Alt: Regional or Specific Specific Ministry, Email: laura@unitedchurch.ca
- Portugal Cove** - Hour per Week: 1, Start Date: 11/01/2018, Location: Portugal Cove, Newfoundland, Region: Region Council 16, Alt: Hourly Ministry, Alt: Regional or Specific Specific Ministry, Email: laura@unitedchurch.ca
- Portugal Cove** - Hour per Week: 1, Start Date: 11/01/2018, Location: Portugal Cove, Newfoundland, Region: Region Council 16, Alt: Hourly Ministry, Alt: Regional or Specific Specific Ministry, Email: laura@unitedchurch.ca
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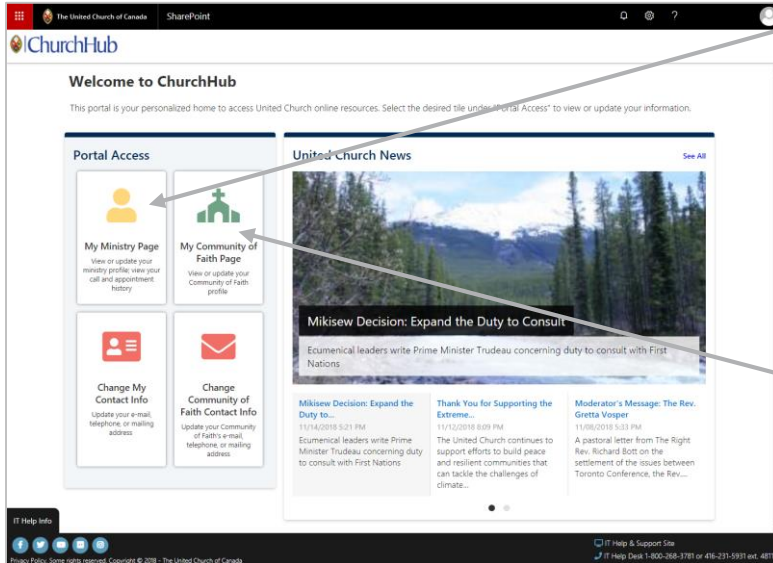
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THANK YOU

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