



UNITED CHURCH OF CANADA

COF Admins - How to Use ChurchHub Public and Private Folders

October 2019

CHURCHHUB

ChurchHub provides Communities of Faiths within the United Church with an engaging online portal that helps them interact and exchange information with the Office of Vocation, with their Regional Council and with each other.

The screenshot shows the ChurchHub portal for UAT COF Admin 0000043208. The page is titled "Welcome to ChurchHub, UAT COF Admin 0000043208" and includes a language selector for English and Français. A message states: "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." The "Portal Access" section contains three tiles: "My Community of Faith Page" (View or update your Community of Faith profile), "My Committees" (Access a workspace for each committee that I belong to), and "Change Community of Faith Contact Info" (Update your Community of Faith's e-mail, telephone, or mailing address). The "Latest News from united-church.ca" section features a "World Food Sunday 2019" announcement with a church logo and a video thumbnail. Below the news are three smaller articles: "World Food Sunday 2019" (10/10/2019 12:00 AM), "General Council 43 Online Meeting October..." (10/09/2019 12:00 AM), and "Humanitarian Assistance: Questions for Candidates" (10/09/2019 12:00 AM). A red "IT Help info" button is visible in the bottom left corner.

The screenshot shows the ChurchHub portal for a Community of Faith page. The page is titled "Welcome to Your Community of Faith Page, COF" and includes a "Return to ChurchHub Home" link. The "Community of Faith Info" section lists: "UAT COF", "UAT COF", "uat.cofadmin@maiolabs.com", "123432", and "2311-12 The Peterway ECH NO Brampton, ON M5E 9K4". The "Quick Links" section lists: "Web Apps (Stats Forms, Assessment Calculator, etc.)", "Local Church Administration", "United Church Forms", "United Church Handbooks", and "Pastoral Relations". The "Quick Actions" section contains six tiles: "Change Community of Faith Contact Info" (Update your Community of Faith's e-mail, telephone, or mailing address), "Community of Faith Profile" (View or make changes to your Community of Faith profile), "Find a New Minister" (Search for new Ministry Personnel to serve your Community of Faith), "Community of Faith Private Folder" (Manage documents only accessible to my community of faith and CV staff), "Community of Faith Published Content" (Manage documents shared with all ministers and community of faith admins), and "Request Assistance" (Contact the Office of Vocation or your Regional Council for assistance, or to ask a question).

COMMUNITY OF FAITH FOLDERS

Each Community of Faith that logs into ChurchHub has their own dedicated public and private folders on the **My Community of Faith Page**. A Community of Faith Admin can use these folders to either store documents privately or easily share documents with everyone in ChurchHub.



Community of Faith Private Folder

Select **this tile** to access a folder where you can store documents privately.

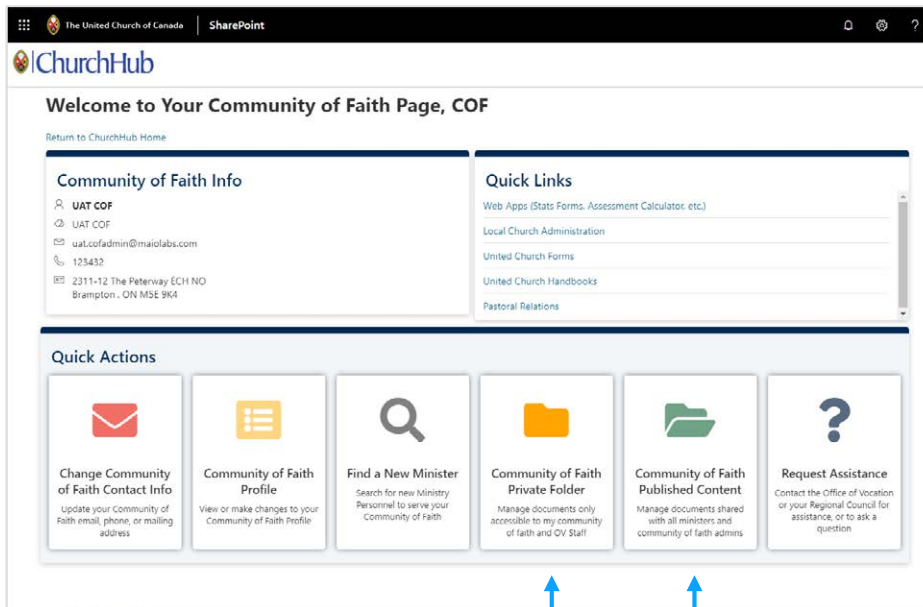
Only you can upload documents here, and only you and the Office of Vocation may see documents that are stored here.



Community of Faith Published Content

Select **this tile** to access a folder where you easily share documents with everyone in ChurchHub.

Only you can upload documents here, but all ministers and community of faith admins that access ChurchHub, and the Office of Vocation, may see them (If you share the documents with them – see slide 10 for how to share).



The screenshot displays the ChurchHub interface for a Community of Faith. At the top, it says 'Welcome to Your Community of Faith Page, COF'. Below this, there are three main sections: 'Community of Faith Info' (showing contact details for UAT COF), 'Quick Links' (listing various church resources), and 'Quick Actions' (a row of six tiles). The 'Community of Faith Private Folder' tile (orange folder icon) and the 'Community of Faith Published Content' tile (green folder icon) are highlighted with blue arrows pointing from the explanatory text boxes on the left and right respectively.

DOCUMENTS IN YOUR COMMUNITY OF FAITH FOLDERS

There are various types of documents that you may store in either of your Community of Faith folders, depending on if you need to store them privately or share them with other ChurchHub users.



Community of Faith Private Folder

Documents you might store in your private folder are:

- Community of Faith financial document
- Completed forms
- Documentation you need to share with the General Council Office

The screenshot shows the ChurchHub SharePoint interface. At the top, it says 'The United Church of Canada | SharePoint'. Below that is the 'ChurchHub' logo and the title 'Welcome to Your Community of Faith Page, COF'. There is a link to 'Return to ChurchHub Home'. The main content area is divided into three sections: 'Community of Faith Info' (with details for UAT COF), 'Quick Links' (with links for Web Apps, Local Church Administration, etc.), and 'Quick Actions' (with icons for changing contact info, updating profile, finding a minister, managing the private folder, managing published content, and requesting assistance). Two blue arrows point from the 'Community of Faith Private Folder' and 'Community of Faith Published Content' quick action tiles to the corresponding text boxes on either side of the screenshot.



Community of Faith Published Content

Documents you might store in your public folder are:

- Your Living Faith Story
- Stories about the work done in your Community of Faith
- Photos of Church events you wish to share with others
- Annual Report

WORKING WITH FOLDERS & DOCUMENTS

When you click on a folder you get several actions that you can use to upload, download and manage your document.

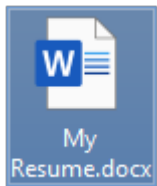
Click +New to create a new document or subfolder

Click Upload to upload a document

Click Download to download a copy of a document

The screenshot shows a SharePoint interface for 'The United Church of Canada'. The top navigation bar includes 'ChurchHub' and user information 'CH - UAT COF A.'. The ribbon contains several action buttons: '+ New', 'Upload', 'Share', 'Copy link', 'Sync', 'Download', 'Export to Excel', and 'Flow'. The main content area shows a breadcrumb path: 'COF Admins Public Documents > 0000043208'. Below this is a table header with columns for 'Name', 'Modified', and 'Modified By'. On the right side, there is a 'Drag files here' area with a folder icon and a downward arrow.

You can also upload documents by dragging them from your desktop and dropping them into the folder.



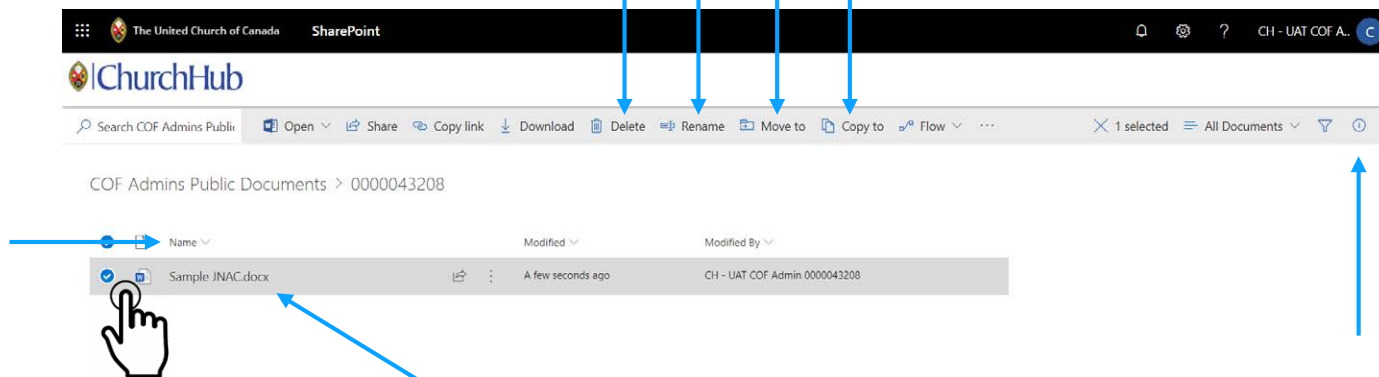
Drag files here

WORKING WITH FOLDERS & DOCUMENTS

When you click on a folder you get several actions that you can use to upload, download and manage your document.

Delete, Rename, Move and Copy documents

Click the column headers to help you sort and filter the documents in your folder according to their properties.



When you hover over a document, you can click it to select it. You can select one or more documents at a time.

Once selected, additional actions appear in the toolbar at the top to help you manage your documents.

Click a document's filename to open it and view its contents

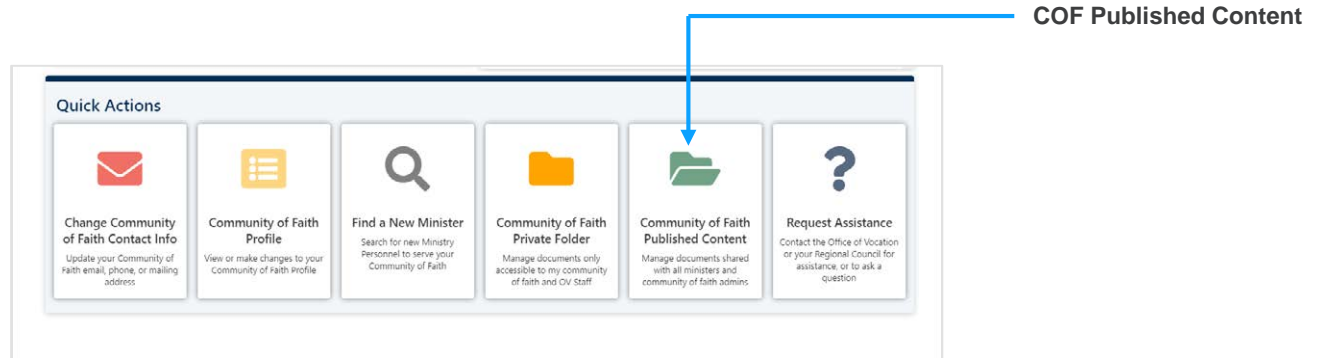
Once a document is selected, you can click the i button to see more info about the document.

UPLOADING & SHARING FILES IN FOLDERS

For Community of Faiths:

To upload your JNAC/MPS or other large files such as photos/videos – here are some instructions which may be helpful.

1. Select the "Published Content" tile on your Community of Faith page in ChurchHub
2. Then in the next screen select the "Upload" button in the ribbon bar and select the JNAC or other file to upload.
3. Once uploaded, select the circle just to the left of the filename to select it (it appears when you hover over the filename)
4. Select "Copy Link" in the ribbon bar (you now have a link to your uploaded document)
5. Then in the "Position Summary" box on your profile page, add some text that says “Please see our JNAC which is available here: “ and paste the link to the file.



REMINDERS ABOUT YOUR CHURCHHUB FOLDERS

Each Community of Faith admin that logs into ChurchHub has their own dedicated public and private folders on the My Community of Faith page. You can use these folders to either:

- Store documents privately and only share them with the Office of Vocation
- Easily share documents with other people that are accessing ChurchHub



Community of Faith Private Folder

Select **this tile** to access a folder where you can store documents privately.

Only you can upload documents here, and only you and the Office of Vocation may see documents that are stored here.



Community of Faith Published Content

Select **this tile** to access a folder where you easily share documents with everyone in ChurchHub.

Only you can upload documents here, but all ministers and community of faith admins that access ChurchHub, and the Office of Vocation, may see them (If you share the documents with them – see slide 10 for how to share). them.

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