

Ministerial Community User Guide

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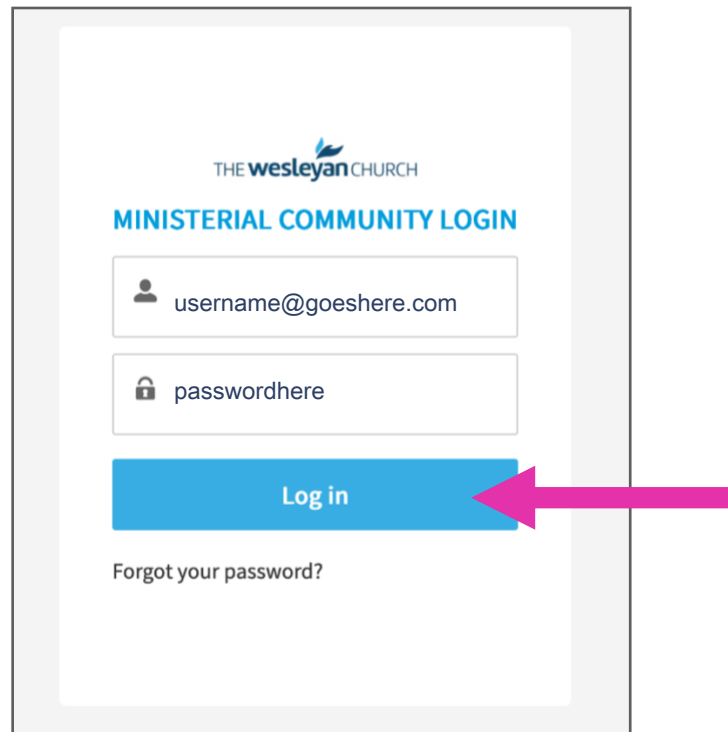
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NOTES

Video walk-through guides of information contained in this document are available at www.wesleyan.org/twchub-help.


1. Logging in After First-Time Setup


1. To log in again after completing the first-time setup, visit www.wesleyan.org/twchub.
2. Enter your username (*the email address associated with your Wesleyan Church profile.*)
3. Click “Log in.”



THE **wesleyan** CHURCH

MINISTERIAL COMMUNITY LOGIN

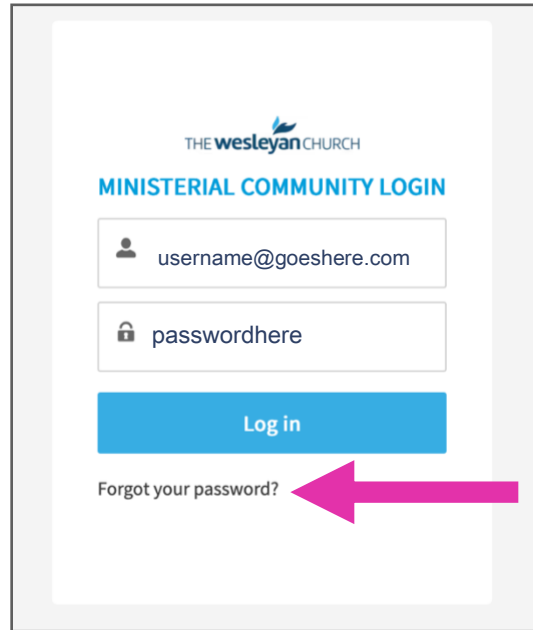
 username@goeshere.com

 passwordhere

Log in

[Forgot your password?](#)

2. Reset Your Password



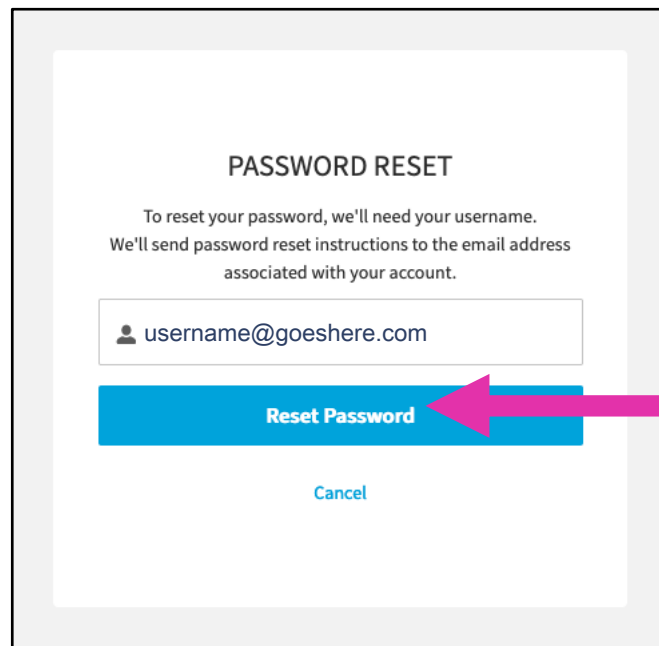
THE wesleyan CHURCH

MINISTERIAL COMMUNITY LOGIN

Log in

[Forgot your password?](#)

1. Click on “Forgot your password?”
2. You will be redirected to a “Password Reset” page. Enter your username. Then click “Reset Password”.



PASSWORD RESET

To reset your password, we'll need your username.
We'll send password reset instructions to the email address
associated with your account.

Reset Password

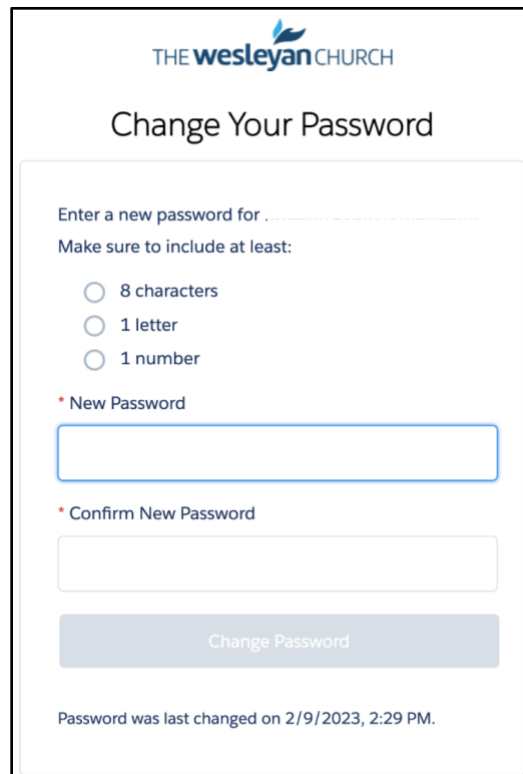
[Cancel](#)

3. Check the email associated with your account

4. Click on the link provided (*Please note, this link is only valid for 48 hours*)
5. Click the “Reset Password” button



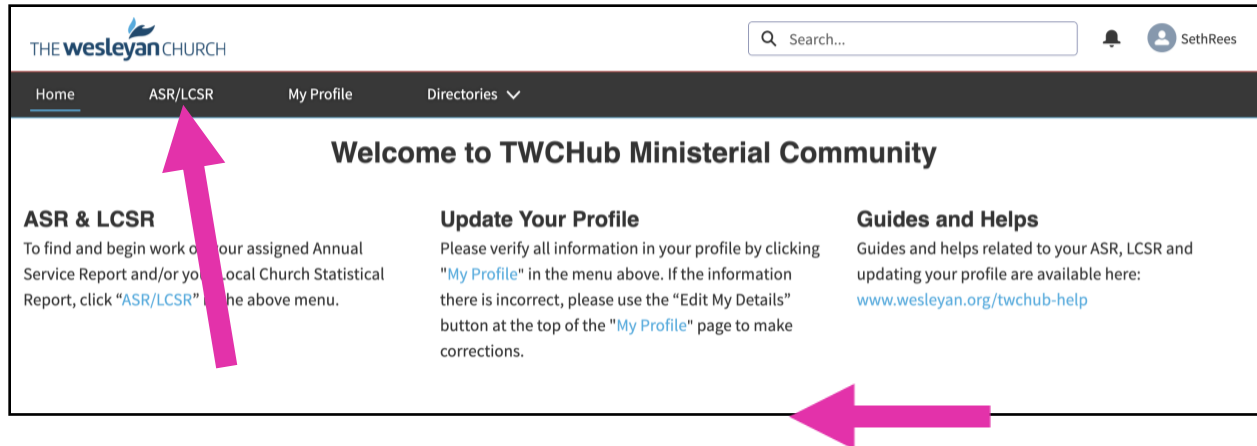
6. Enter a new password (*must include 8 characters, 1 letter, and one number*)



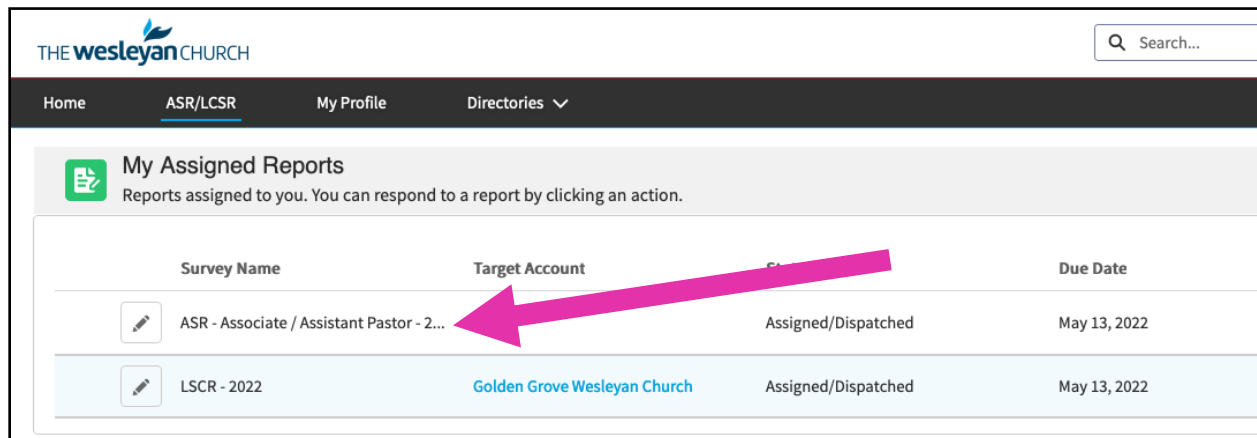
7. Upon password reset you will be brought into the Ministerial Community.

3. Completing Your Annual Service Report (ASR)

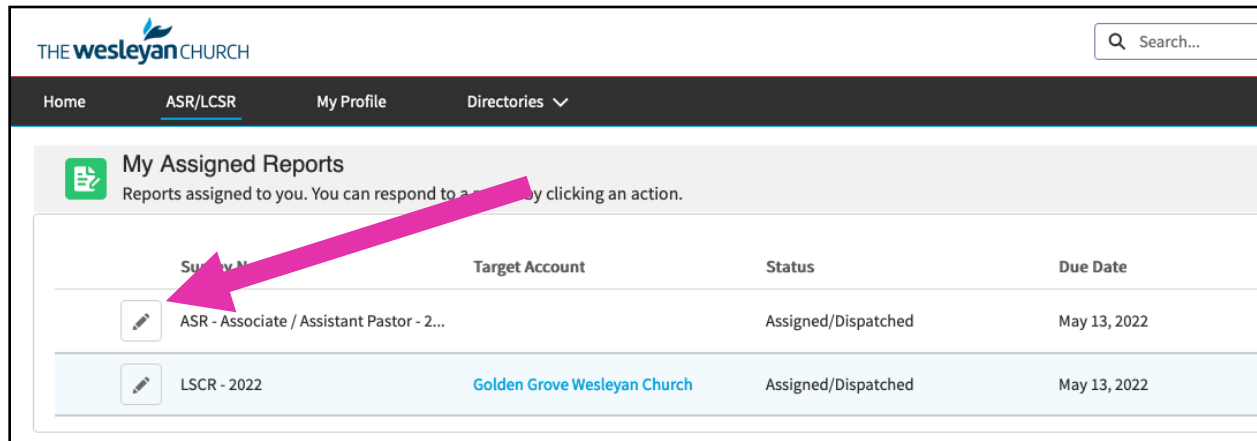
1. If you are assigned an ASR, you will find it in the ASR/LCSR tab. To navigate to your Annual Service Report (ASR), click the ASR/LCSR tab.



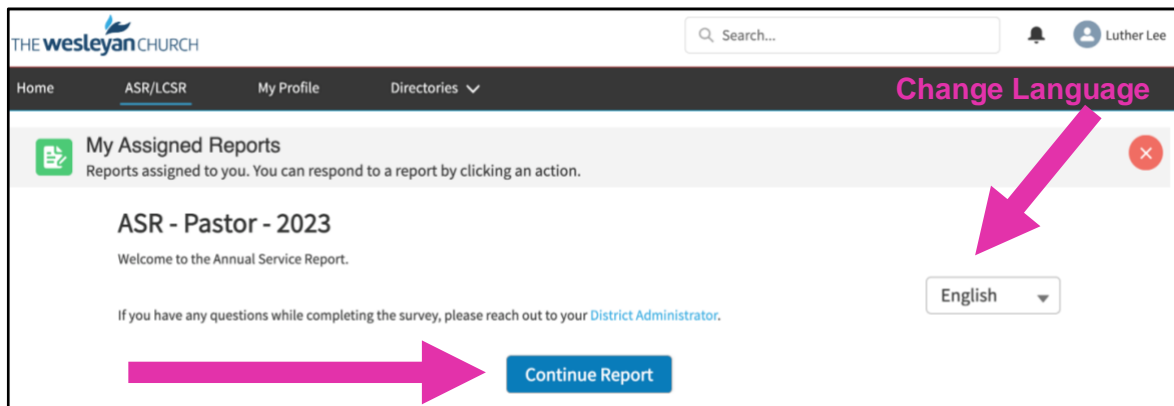
2. Your assigned ASR will be listed.



3. To begin work on your ASR, click the pencil icon to the left of the report.



4. You will see a page welcoming you to your ASR. Click “Continue Report” to continue working through your ASR. Required fields are marked with an asterisk. The report language can be changed to Spanish using the language drop-down.



5. You may save your ASR at any time and return to work on it later using the “Save” button at the bottom of each page of the ASR. In addition, moving to the next page of the ASR using the “Next” button will save your progress.

*** 5. Where is your church membership held?**

*Each Wesleyan Minister must hold membership at a Wesleyan church to maintain credentials within The Wesleyan Church. Disc. 3097

[Save](#) [Prev](#) [Next](#)

6. On the final page, you will be asked to sign your report. You can sign using your mouse or click the pencil icon and type your name.

ASR - Associate / Assistant Pastor - 2022

English

Progress

Signature

*** Sign here**

[Save](#) [Prev](#) [Submit](#) [Preview Responses](#)

7. Before submitting your ASR, you can preview your entire report by clicking “Preview Responses.”

ASR - Associate / Assistant Pastor - 2022

English

Progress

Signature

* Sign here ⓘ

Sign here

Save Prev Submit Preview Responses

8. Click “Submit” to complete your report. **Please note:** When your report has been submitted, you will be unable to make further edits without contacting your district administrator for assistance.

What ideas or suggestions do you have for the district leadership to consider?

Signature

Question Text Answer Rich Text

Sign here

Sign here

Save Prev Submit

9. A successful submission will be given a “Thank You” message. Clicking the “Thank You” button will return you to the TWCHub Ministerial Community home page.

THE wesleyan CHURCH

Search...

Home ASR/LCSR My Profile Directories

My Assigned Reports

Reports assigned to you. You can respond to a report by clicking an action.

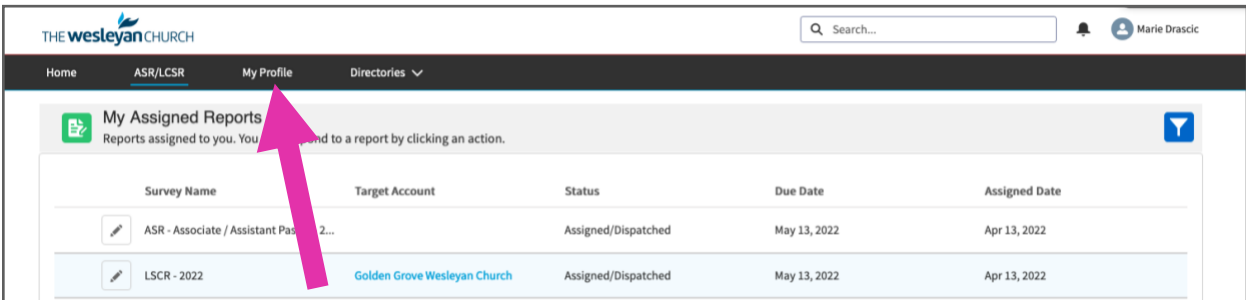
ASR - Pastor - 2023

Thank you for completing your Annual Service Report. Please [click here](#) for instructions on printing your responses.

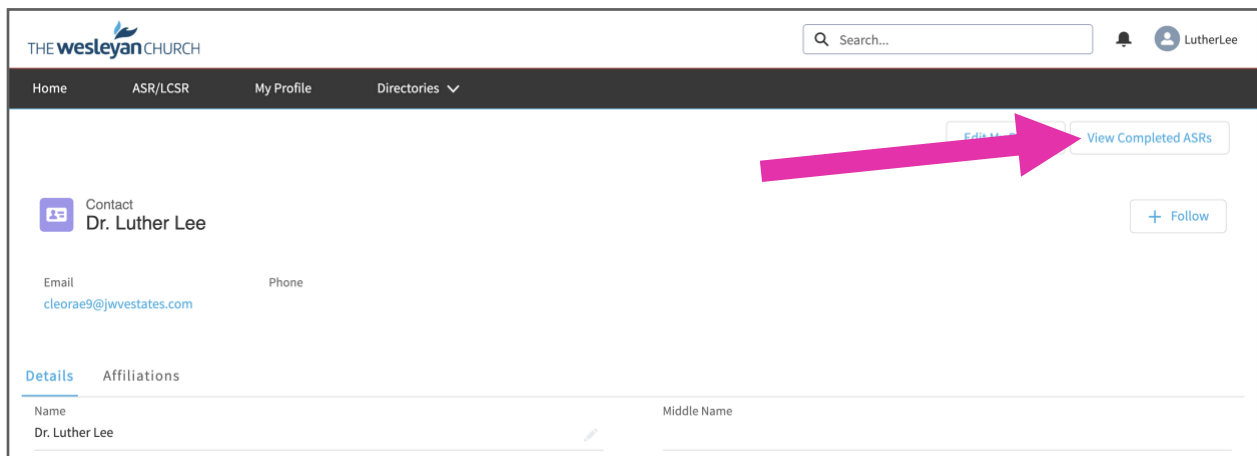
Thank You

3.1 Printing Your Annual Service Report (ASR)

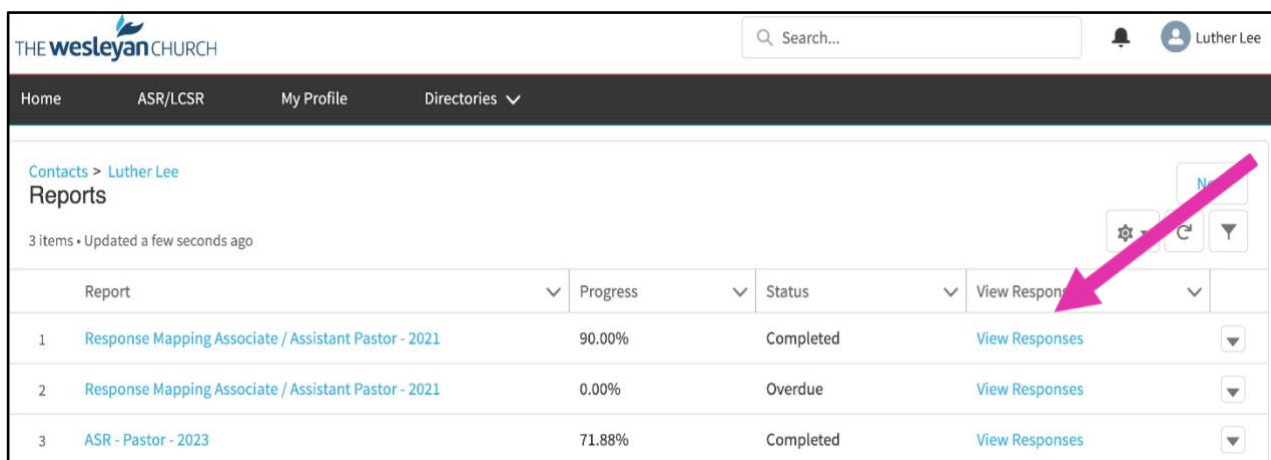
1. From any page on TWCHub, click the “My Profile” tab.



2. Click the “View Completed ASRs” button on the right-hand side of the page.



3. Click “View Responses” to the right of the ASR you wish to print.



4. Data from your ASR can now be printed using the “Print” button in the upper right corner.

ASR - Pastor - 2023

Survey Result Report

English

Print

Response Summary

Assigned To ⓘ

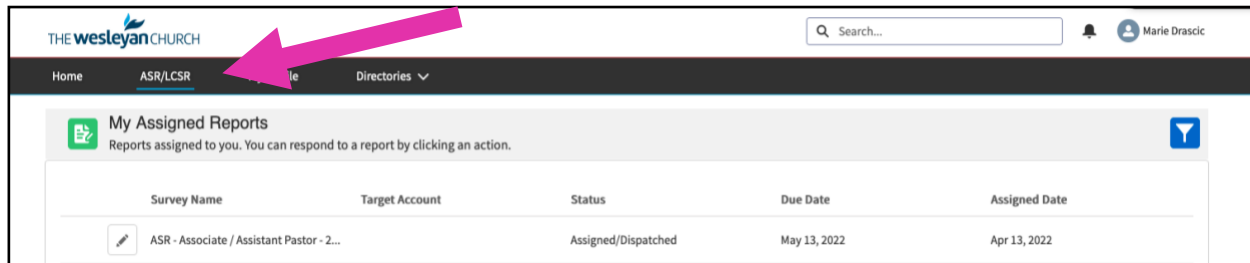
Luther Lee

Target Record ⓘ

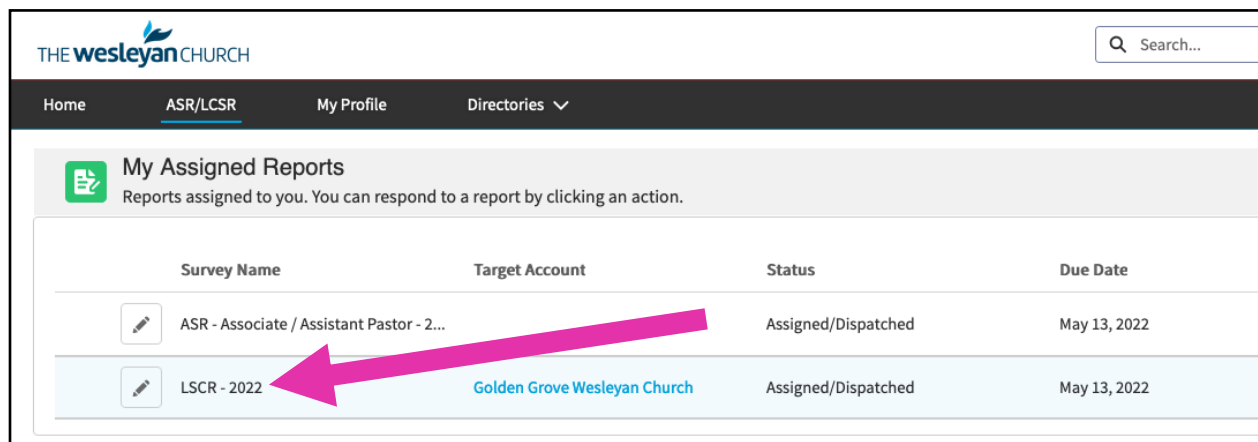
Luther Lee

4. Completing Your Local Church Statistical Report (LCSR)

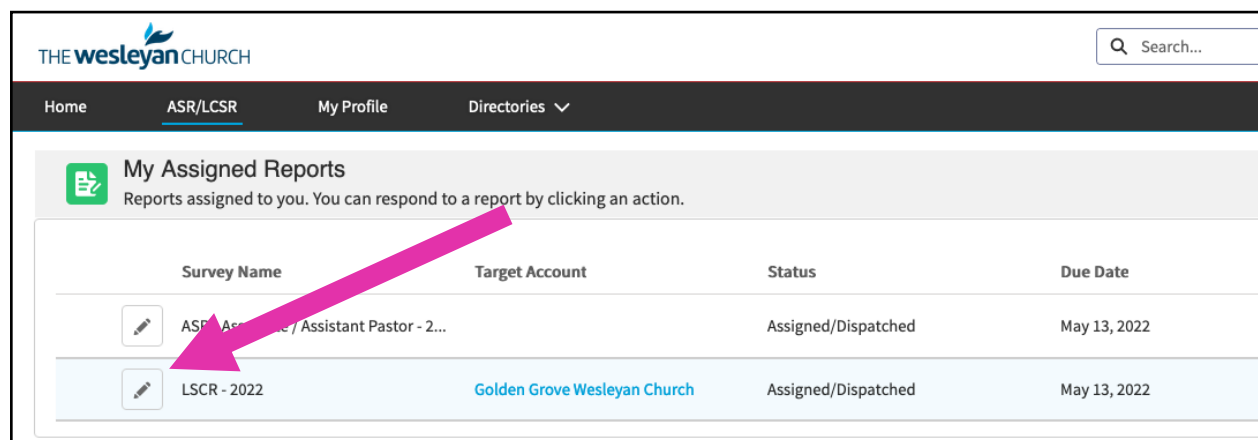
1. If you are assigned an LCSR, you will find it in the ASR/LCSR tab.



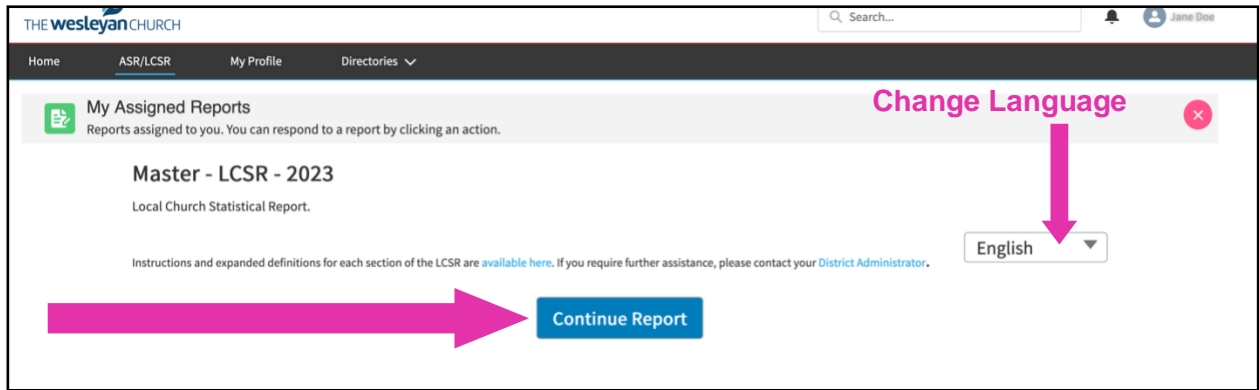
2. Your assigned LCSR will be listed.



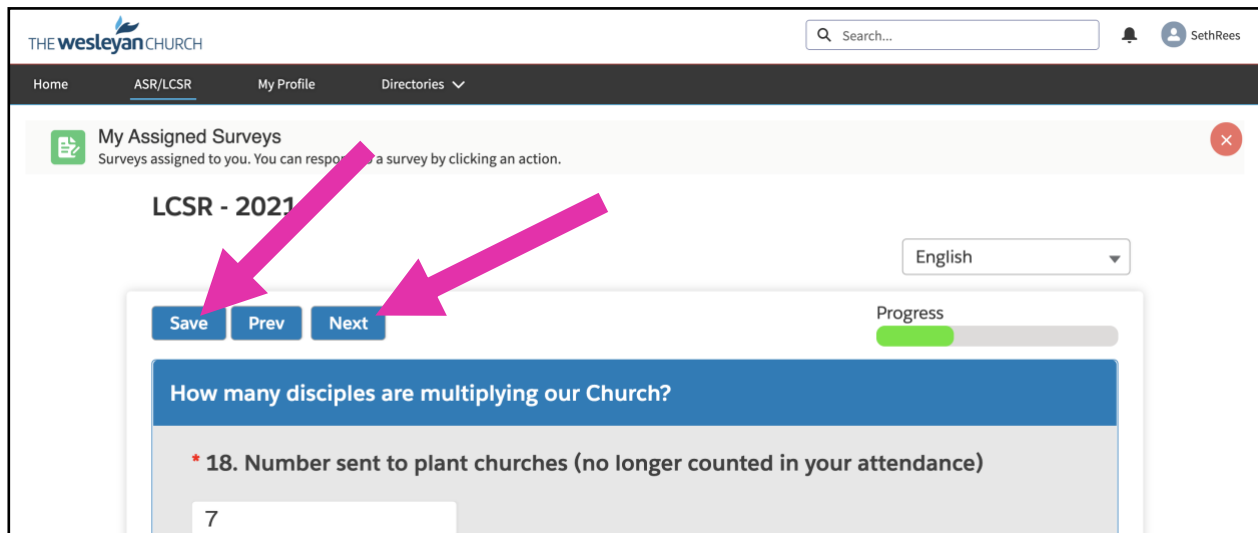
3. To begin work on your LCSR, click the pencil icon to the left of the report.



4. You will see a page welcoming you to your LCSR. Click “Continue Report” to continue working through your LCSR. Required fields are marked with an asterisk. The report language can be changed to Spanish using the language drop-down.



5. You may save your LCSR at any time and return to work on it later using the “Save” button at the top and bottom of each page of the LCSR. In addition, moving to the next page of the LCSR using the “Next” button will save your progress.



6. On the final page, click “Submit” to complete your report. **Please note:** When your report has been submitted, you will be unable to make further edits without contacting your district administrator for assistance.

Save Prev Submit Progress

Important Supplementary Questions

* 75. Do you make pension payments monthly to the Wesleyan Pension Fund?

Yes No

* 76. Do you comply with the annual audit requirements in The Wesleyan Discipline (para.863)?

Yes No

* 77. Has a church representative reviewed insurance coverages with your provider in the past three years

Yes No

Save Prev Submit

7. A successful submission will be given a “Thank You” message. Clicking the “Thank You” button will return you to the TWCHub Ministerial Community home page.

LCSR - 2023
2021 Local Church Statistical Report.

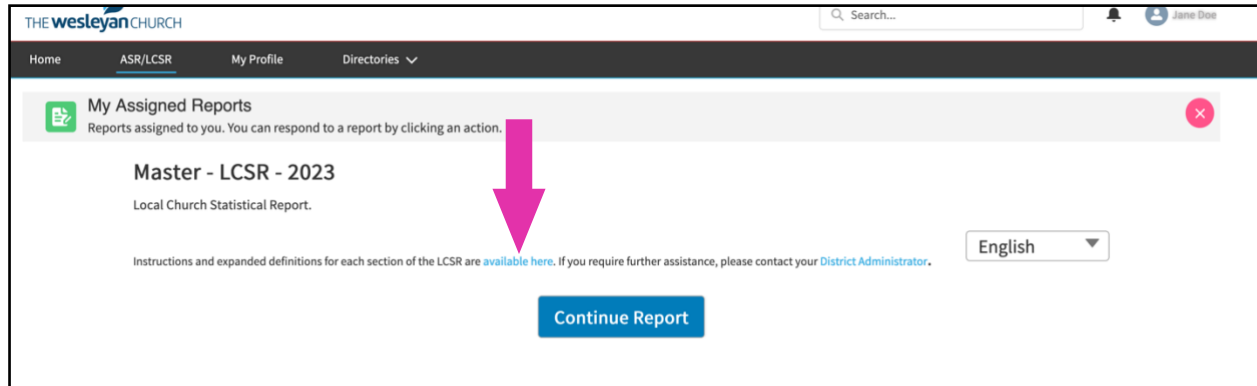
Instructions and expanded definitions for each section of the LCSR are [available here](#). If you require further assistance, please contact your District Administrator.

Thank you for completing your LCSR. Please [click here](#) for instructions on printing your responses.

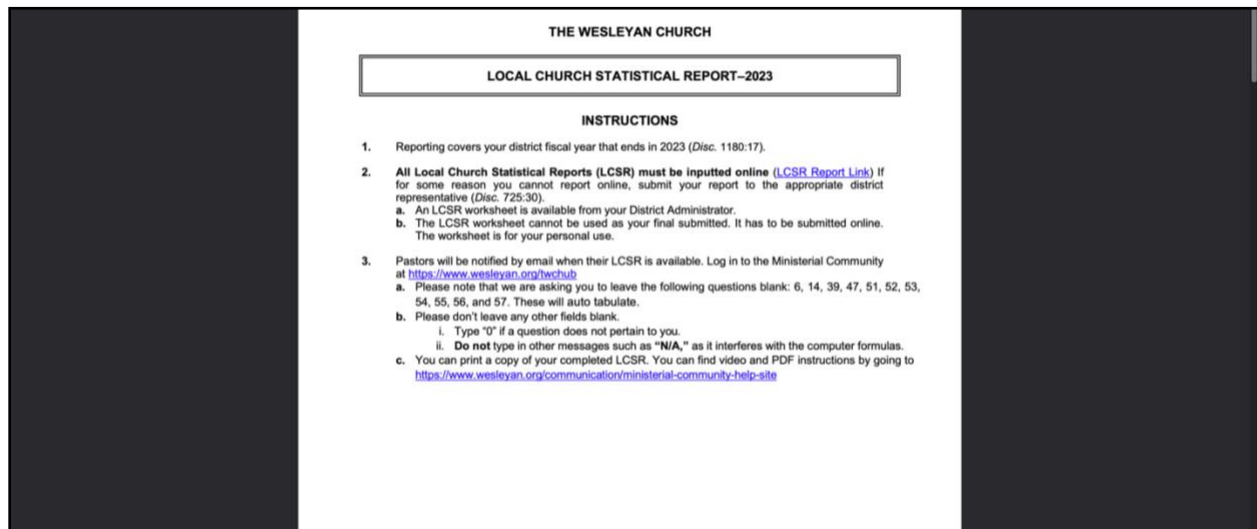
Thank You

4.1 Expanded Local Church Statistical Report (LCSR) Instructions

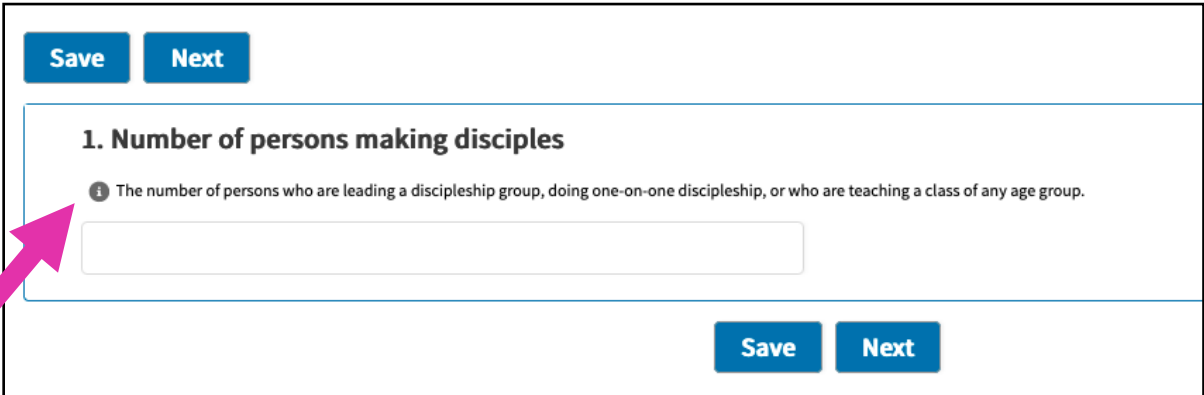
- Expanded definitions and instructions for the LCSR are available in the space above the report. To access the definitions and instructions, open your LCSR using steps 1-3 of [Completing Your Local Church Statistical Report \(LCSR\)](#).
- Expanded instructions can be found by clicking the “available here” link.



- If helpful, print these instructions using your browser’s “Print” feature (Windows: Control+P, Mac: Command+P).

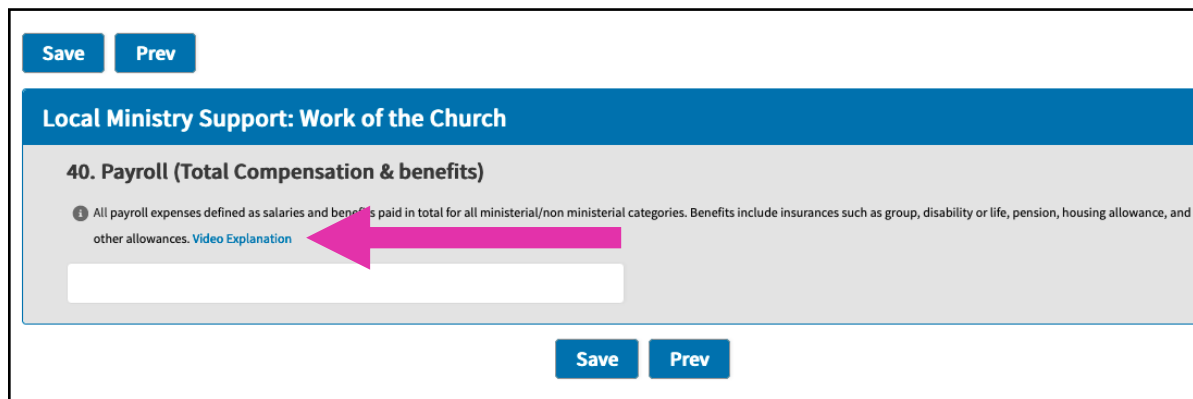


4. As you work through your LCSR, you'll notice helpful tooltips below some of the questions. These are indicated by a small "i" symbol, followed by a short explanation or definition that provides additional context to the question you are on.



The screenshot shows a form interface. At the top, there are two blue buttons: "Save" and "Next". Below them is a section header "1. Number of persons making disciples". Under the header is a tooltip icon (a small 'i' in a circle) followed by the text: "The number of persons who are leading a discipleship group, doing one-on-one discipleship, or who are teaching a class of any age group." Below the tooltip is a text input field. A large pink arrow points from the left towards the tooltip. At the bottom right of the form, there are two more blue buttons: "Save" and "Next".

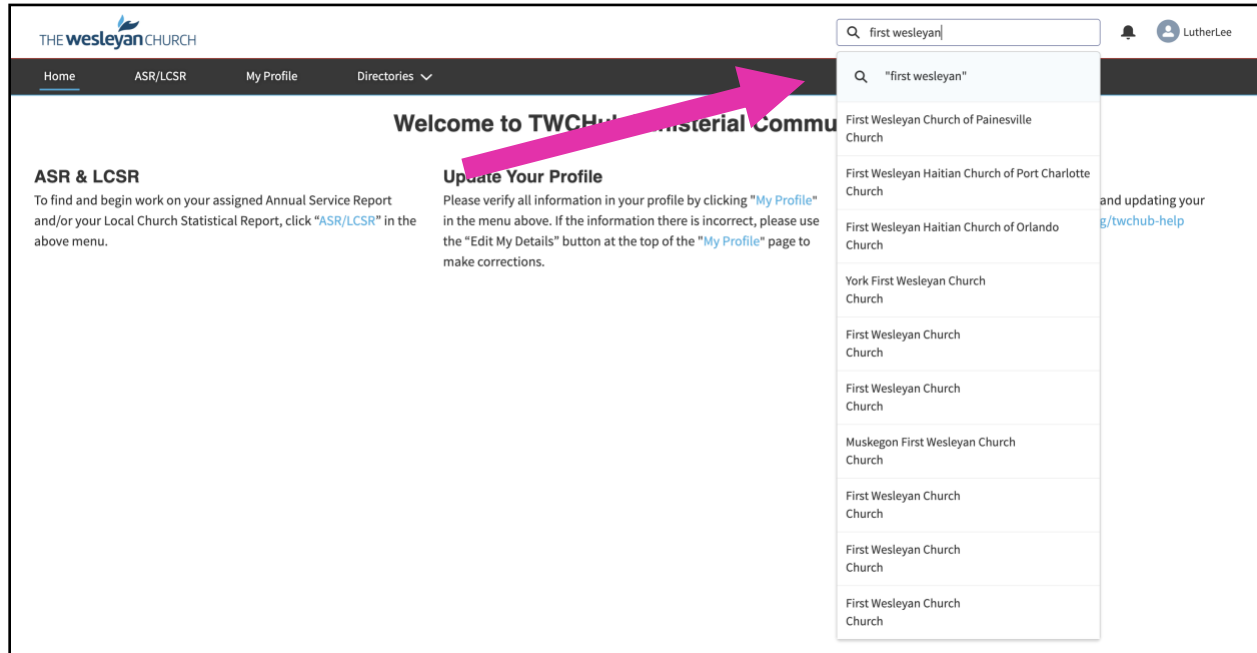
5. Some questions will also include a video. Questions with videos will be linked in the tooltip area and will be blue. To view the video, click on the blue phrase "Video explanation". This will open the video explanation in a new tab.



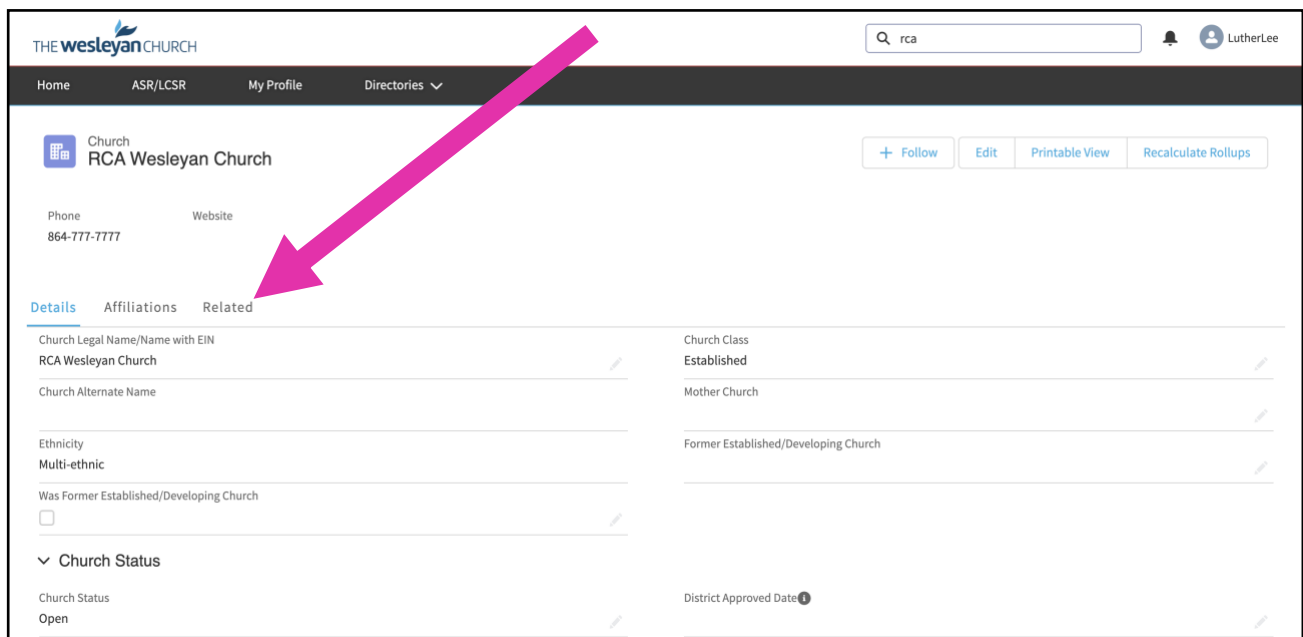
The screenshot shows a form interface. At the top, there are two blue buttons: "Save" and "Prev". Below them is a section header "Local Ministry Support: Work of the Church". Under this header is another section header "40. Payroll (Total Compensation & benefits)". Below this is a tooltip icon (a small 'i' in a circle) followed by the text: "All payroll expenses defined as salaries and benefits paid in total for all ministerial/non ministerial categories. Benefits include insurances such as group, disability or life, pension, housing allowance, and other allowances. [Video Explanation](#)". Below the tooltip is a text input field. A large pink arrow points from the right towards the "Video Explanation" link. At the bottom right of the form, there are two more blue buttons: "Save" and "Prev".

4.2 Printing Local Church Statistical Reports (LCSRs)

1. To print your LCSR, navigate to your church record by searching for your church in the universal search at the top of TWCHub.



2. A handful of results will appear. If you do not see your church listed, click the search icon or press the Return or Enter key on your keyboard. Further search filtering options will be provided.



3. When you have found your church's record, click, "Related."
4. Scroll down until you see "Reports" to view and print the data, click "View Responses" in the line correlated to the year you'd like to have printed.

Reports (4) New			
Report	Status	Due Date	View Responses
LCSR - 2019	Completed		View Responses
LCSR - 2020	Completed		View Responses
LCSR - 2021 - South Carolina	Completed	5/26/2021	View Responses
LCSR - 2022 - South Carolina	Completed	5/27/2022	View Responses
View All			

5. Data from your LCSR can now be printed using the "Print" button in the upper right corner.

LCSR - 2021
 Survey Result Report

English Print

Survey Results Summary

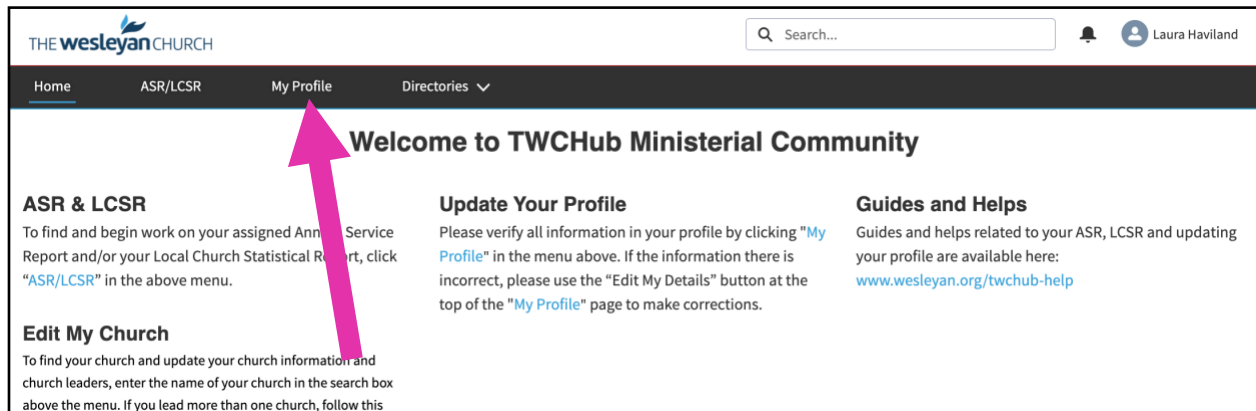
Assigned To	Luther Lee
Target Record	RCA Wesleyan Church
Status	Completed
Progress	100.00%
Score (Raw)	
Score (Percentage)	
Score Colored Bar	Not Scored
Response Language	English

Survey Results Detail

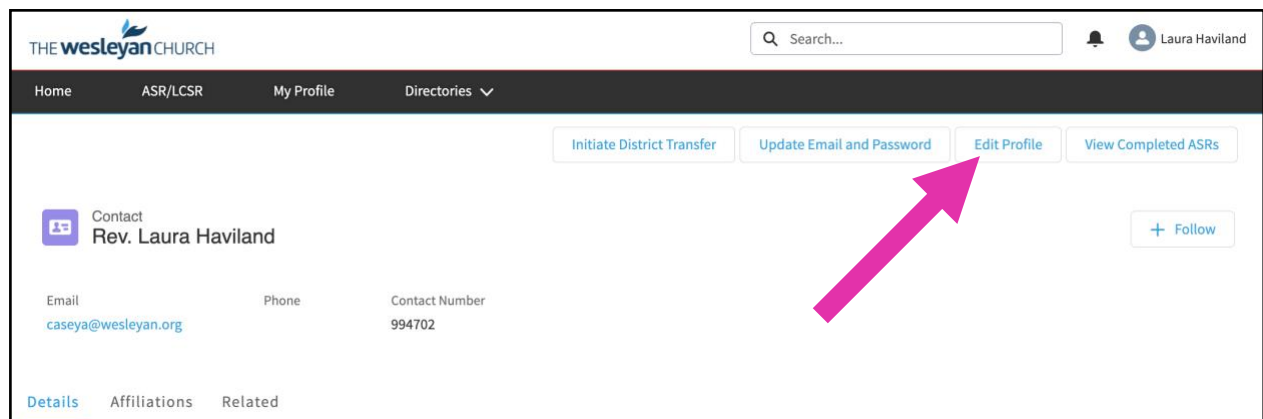
Who is making disciples in our Church?			
Question	Answer	Comment	Attached Files
Number of persons making disciples	44.00		

5. Verify & Update Your Profile Information

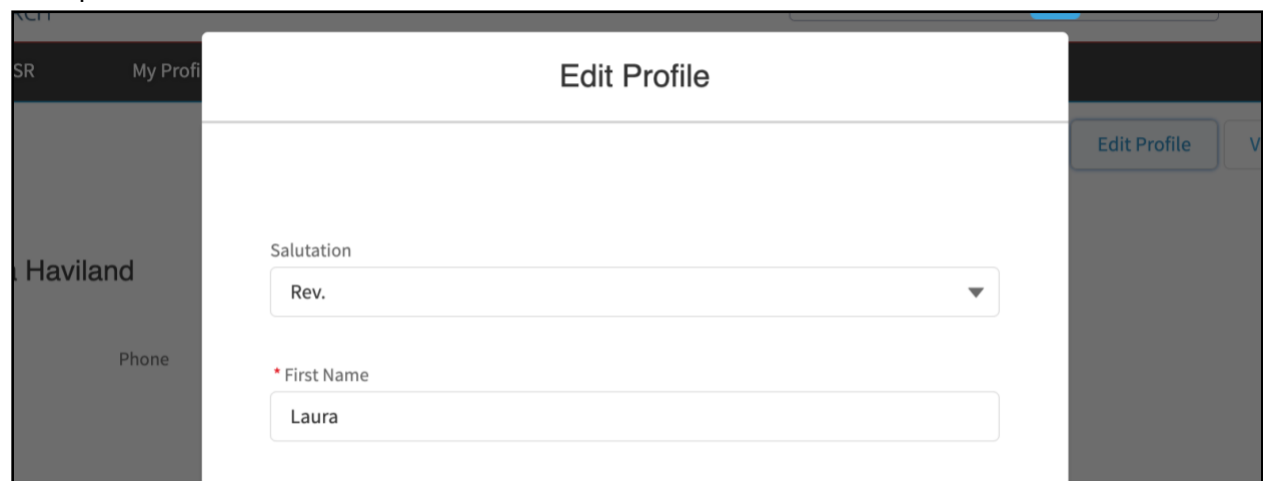
1. From any page on TWCHub, click the “My Profile” tab.



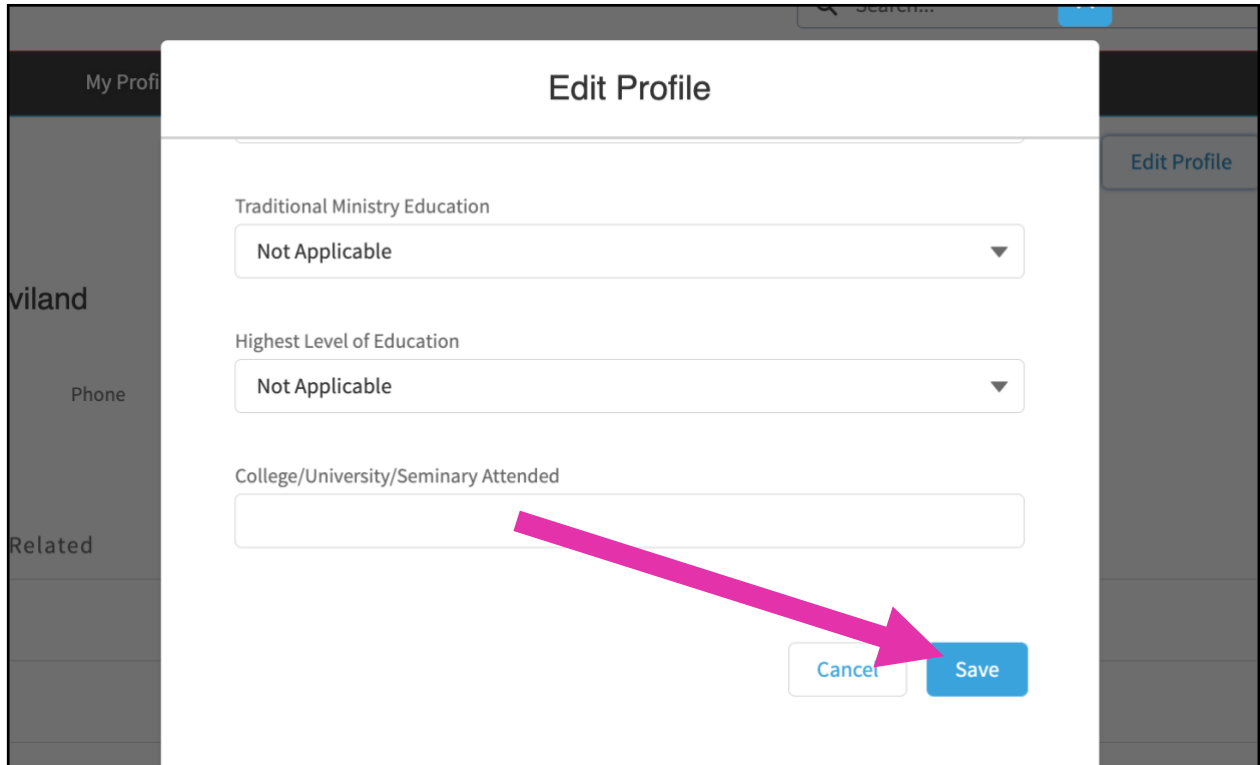
2. On the “My Profile” page you can view and verify your personal profile with The Wesleyan Church. If there are changes required, click the “Edit Profile” button on the right-hand side of the page.



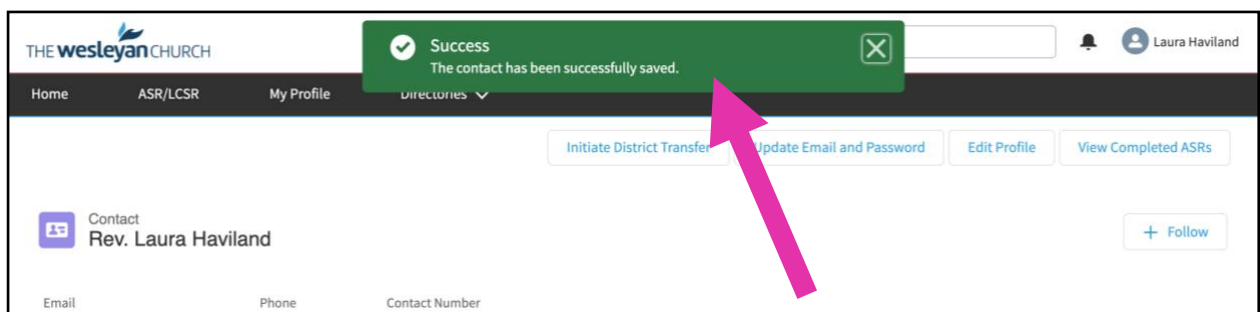
3. A pop-up window labeled “Edit Profile” will appear. Update your information in the provided fields. Required fields are marked with an asterisk.



4. To save your updated information, scroll to the bottom of the Edit Profile page and click the “Save” button.

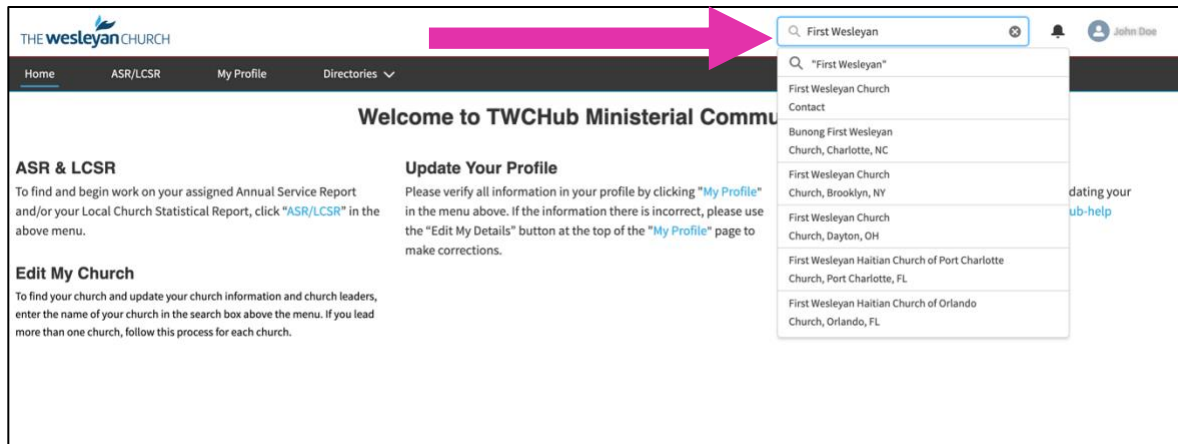


5. A green message will appear at the top of the page letting you know that your information has been saved. Your updated information will take a moment to appear on your profile page. Please wait a few moments, then refresh the page (Windows: Control+R, Mac: Command+R) to see your updated information.

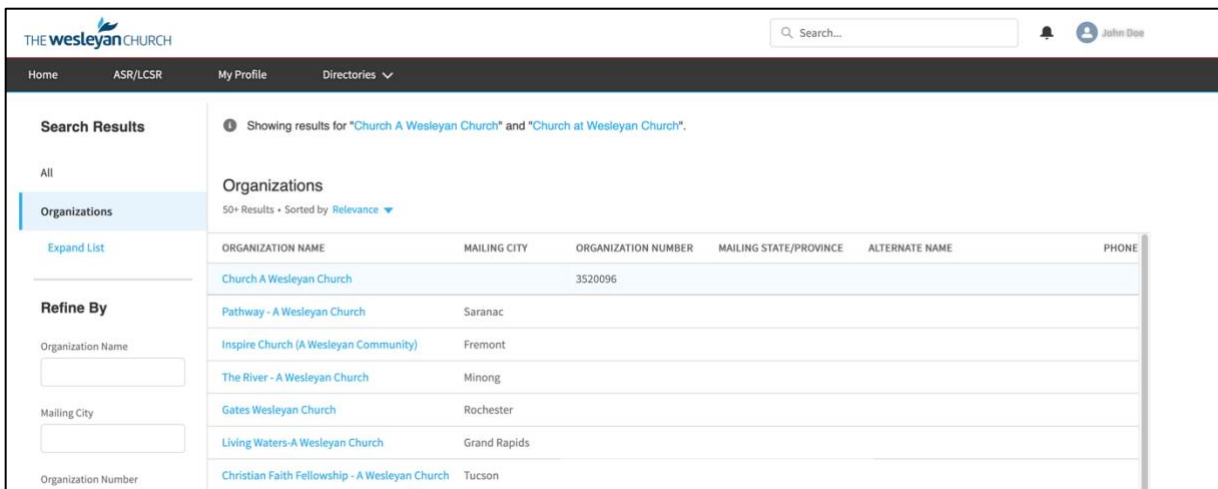
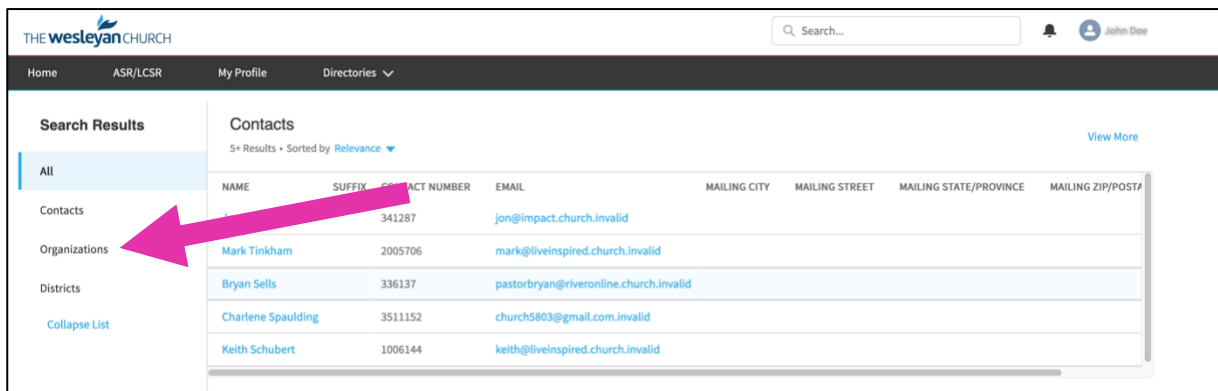


6. Adding Church Leaders

1. Enter your church's name in the search bar at the top right-hand corner of the Ministerial Community. As you type, your church should appear in the drop-down menu. If you do not see your church name in the drop down, click enter for a more expansive list.



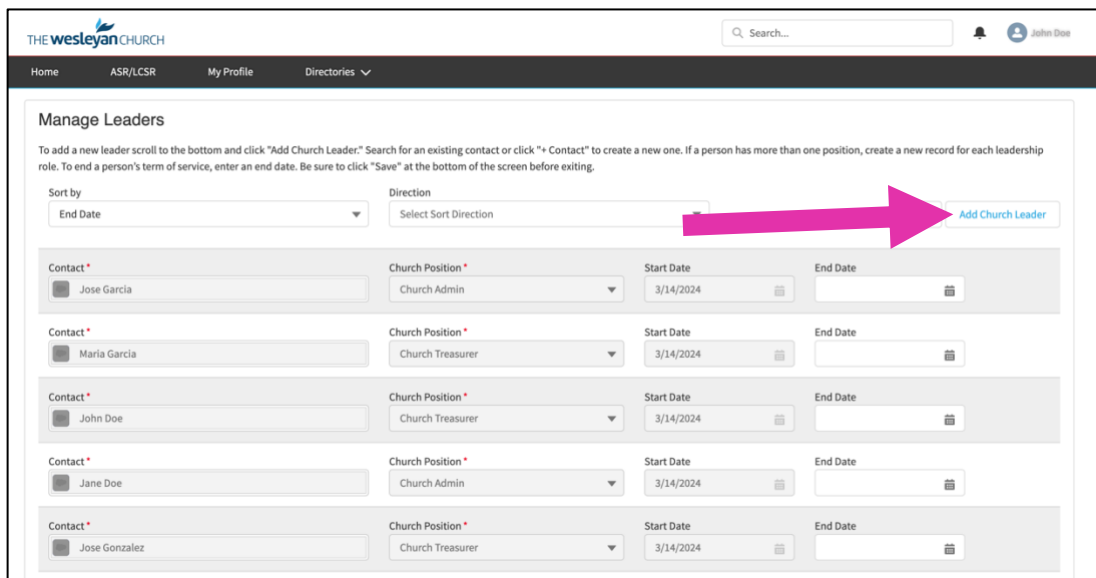
To see the full list of churches, click the "Organizations" tab on the left hand side.



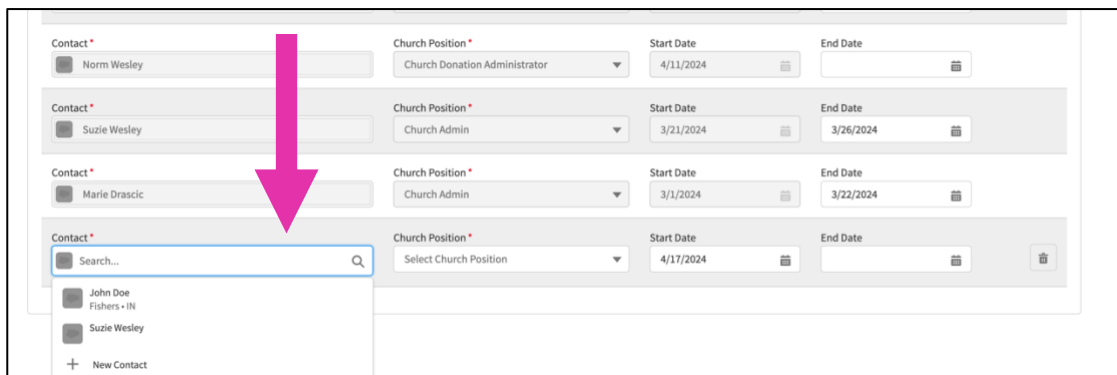
- Click on your church name to open the church profile. Once open, click “Manage Leaders” in the top right-hand corner.



- Click “Add Church Leader” on the Manage Leaders screen. A new contact row will be added to the list.



- Input the contact name, church position, and start date for your church leader. If you do not see the person you wish to add as a church leader, you may create a new contact. That is covered in the “Create a New Contact” section.



5. Repeat the previous steps to add all your church leaders.
6. Once all leaders have been added, click “Save”. You can view all your church leaders on the “Leaders” tab in your church profile. ***It’s important to know, you may only end church leadership positions; you cannot delete church leadership positions once they have been saved.**

6.1. Creating a New Contact

1. In the “Manage Leaders” tab, after clicking “Add Church Leader”, locate the search bar under “Contact”. Then click “+ New Contact”

The screenshot shows a table with columns: Contact, Church Position, Start Date, and End Date. The 'Contact' column has a search bar. Below the search bar, a dropdown menu is open, showing a list of contacts: John Doe, Fishers - IN, Suzie Wesley, and a '+ New Contact' button. A pink arrow points to the '+ New Contact' button.

2. Fill in all of the contact information.

The screenshot shows the 'New Contact' form. It has a title 'New Contact' and a form area with the following fields: Salutation (a dropdown menu with 'Select an Option'), Preferred First Name (a text input field with a red asterisk), and End Date (a date input field).

3. After filling out the contact information, click “Save”

The screenshot shows the 'Remarks' section of the 'New Contact' form. It contains a message: "After creating a Contact, a Church Leader must create a Church Affiliation for the Contact. The Contact will not be editable until the Church Affiliation is created." Below the message are two buttons: 'Cancel' and 'Save'. A pink arrow points to the 'Save' button.

6.2. Ending an Appointment

1. To end a church leaders' appointment, click the "Manage Leaders" button on your church profile.
2. Find the leaders name in the list of contacts. Add in the end date, then click "Save"

The screenshot displays a table of church leaders and their appointments. The table has four columns: Contact, Church Position, Start Date, and End Date. The 'Contact' column includes a search bar and a dropdown menu. The 'Church Position' column has a dropdown menu. The 'Start Date' and 'End Date' columns have date pickers. A pink arrow points to the 'End Date' field for the entry 'John Doe Fishers • IN'.

Contact *	Church Position *	Start Date	End Date
Norm Wesley	Church Donation Administrator	4/11/2024	
Suzie Wesley	Church Admin	3/21/2024	3/26/2024
Marie Drascic	Church Admin	3/21/2024	3/22/2024
Search... John Doe Fishers • IN Suzie Wesley + New Contact	Select Church Position	4/17/2024	