



md

MINISTRY DEVELOPMENT
PORTAL MANUAL
for MINISTRY LEADERS



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Built on the work of so many who have gone before, this resource is brought to you by the AUC Ministerial Association for the glory of God and the expansion of the Kingdom. Image credit: Adobe Stock, Felicity Thomson, Lanelle Cobbin.

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USING THIS MANUAL

This manual is designed to give **step-by-step** guidance for using the Ministry Development (MD) Portal. It is not designed to guide you through the prayer, conversations, relationships, team-building or inter-personal leadership skills that guide your ministry. These skills are forged with life and ministry training and experience, and in our early years of ministry, this is often with the guidance of an experienced mentoring.

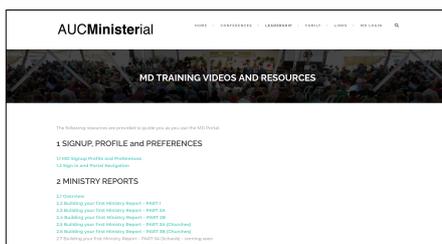
The MD Portal is designed to support and enhance your leadership. It scaffolds the leadership journey, simplifies communication, and facilitates alignment across various ministries. It also simplifies the internship and ministry progression processes, and provides valuable time-saving tools and insights for administrators.

This manual is designed to assist you when using the MD Portal - simply look for your question in the contents page, then refer to the instructions provided. To keep things simple we have used abbreviations throughout the manual. These abbreviations are explained in the Glossary at the end of this manual.

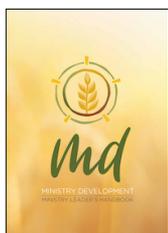
If you have. Any questions that are not answered by this manual, you can contact MD Support on email support@md.adventist.org.au.

SUPPORTING DOCUMENTATION

For more detailed information on the leadership, development, Ministry Progression and Administration, please refer to the **latest versions of the** following resources, which are to be read in conjunction with this manual, These are available at <http://aucministerial.org/profile> and are also located within the MD Portal under the Documents tab in the left side menu, and the Help "?" Tab located at the top right of every screen.



Tutorial Videos - Guidance and instructions for getting the most from MD



Ministry Leader's Handbook - Understanding MD for Ministry Leaders
3-way Support - Personal (Abiding), Peer and Professional (MD)
5 Core Ministry Functions
7 Ministry Competencies
The REAP Cycle
Ministry Reports



Ministry Progression Manual - Ordination/ Commissioning Pathways
Understanding Ministry Pathways
3-way Support during Internship
2 Methods of Supervision - Local and Remote
Guides to the Stages of Internship

Requirements for Ordination/ Commissioning



Administrator's Handbook - Leaders who Inspire
Aligned, Bold, Integrated Leadership
The Paradigm Shift - called to a new way of thinking
Facilitating 3-way support, Understanding MD
Best-Practice Evaluation Conversations
Conference Vision

And the following documents:

1. Privacy Policy - AUCMinisterial and the use of data within online platforms
2. User Roles and Privileges - Which real-life roles have access to what data in MD

A NOTE ON COLOURED TEXT:

Text shown in RED denotes possible or planned future features. These can be disregarded.

Text shown in MAGENTA denotes revisions to this manual made since the previous version.

USING THIS MANUAL	2
SUPPORTING DOCUMENTATION	2
A NOTE ON COLOURED TEXT:	3
User: MIN (MIN, SNR, INTERNS P1/P2/P3)	11
SIGNING UP TO MD FOR THE FIRST TIME	11
SIGNING IN TO MD FOLLOWING SIGNUP	11
PROFILE AVATAR	12
EDIT PROFILE	12
<i>Account Settings</i>	12
<i>Edit Profile & Preferences</i>	13
<i>Add to NEW MEMBERS REGISTER</i>	13
REVIEWS TAB	13
<i>Create a Review Report (Competency Review Report)</i>	13
EVALUATIONS TAB	15
<i>Schedule an Evaluation Appointment</i>	15
AUXANO TAB	15
<i>Navigating the Auxano Library</i>	15
<i>Create an Auxano Plan</i>	16
<i>Print or PDF your Auxano Plan</i>	17
<i>Assign a Timeframe to your Auxano Plan</i>	17
<i>Rate and Review Resources</i>	17
<i>Edit your Ratings/ Reviews</i>	18
MINISTRY REPORTS TAB	18
<i>The Parts of a Ministry Report</i>	18
<i>Customised Ministry Reports according to Location Types</i>	18
<i>Supporting Tutorials and Documents for Ministry Reports</i>	18
<i>Sample Ministry Reports</i>	19
<i>Completing your first Ministry Report</i>	19
<i>Completing Subsequent Ministry Reports - Same Location</i>	20
<i>Completing Subsequent Ministry Reports - New Location</i>	20
<i>PDF / Print Ministry Reports</i>	20
<i>MINISTRY REPORTS> HISTORY tab</i>	21
<i>Contribute Resource to the Auxano Library</i>	21
JOBS TAB	22
<i>Respond to Jobs Posting</i>	22
DOCUMENTS TAB	22
<i>Search for Documents - PORTAL Documents</i>	22
<i>Search for Documents - CONFERENCE Documents</i>	22

Role: INTERNS (P1/P2/P3's)	23
<i>Completing Part 4A and 4B of your Ministry Report</i>	23
Role: EXP	24
Role: SNR (Most Senior Leader at Location, Supervisors)	25
COWORKERS TAB	25
<i>Associate Part 3</i>	25
<i>Intern Reports</i>	25
<i>SNR - Processing Intern Progression (Part 4A)</i>	25
<i>Invite Lay Users</i>	26
<i>Delegate a seasonal preaching plan to a Lay User</i>	26
<i>Import Preaching Plan from delegated Lay User</i>	26
Role: PGS (Conference President and General Secretary)	27
<i>Creating your own Ministry Reports</i>	27
EVALUATION SUMMARIES TAB	27
<i>View Ministry Report PDFs within the Evaluation Summaries Tab</i>	27
<i>Summary Competency Review Report</i>	28
<i>Detail Competency Review Report</i>	28
<i>Schedule Appointments</i>	28
<i>Upload Evaluation Summaries</i>	29
MINISTRY PERSONNEL TAB:	29
<i>Using Sort Functions on lists</i>	29
<i>Edit User's current ministry dates</i>	29
<i>View User Profile and Preferences</i>	29
USING THE FILTER FEATURE	30
MINISTRY REPORTS TAB	30
<i>View and comment on Ministry Reports</i>	31
<i>MINISTRY PROGRESSION - INTERNSHIP</i>	31
<i>Internship Plans (Seasons 1/5/9)</i>	31
<i>PGS - Processing an Internship Plan (P1/P2/P3)</i>	32
<i>Using Review Reports for Evaluation Conversations</i>	32
<i>Upload a copy of the Evaluation Summary</i>	33
<i>Processing Ministry Progression (Internship Pathways P1/P2/P3)</i>	33
<i>PGS - Processing Ministry Progression (Ordination/ Commissioning)</i>	33
ADMIN REPORTS TAB	34
GRANT PRIVILEGE TAB	35
JOBS POSTINGS TAB	35
<i>Posting a new job</i>	35
<i>Editing a posted job</i>	36
DOCUMENTS TAB>CONFERENCE - PGS VIEW	36

<i>Add folders to the CONFERENCE DOCUMENTS tab</i>	36
<i>Add document to the CONFERENCE DOCUMENTS tab</i>	36
<i>Edit or Delete Files or Folders</i>	37
Role: UPGS (Union President and General Secretary)	38
USING THE PERSONNEL FILTER FEATURE	38
JOBS POSTINGS TAB	38
<i>Post a new job</i>	38
<i>Edit a posted job</i>	38
<i>Archive a posted job</i>	38
<i>Copy, Unarchive or Delete a posted job</i>	38
NOTIFICATIONS BUTTON	39
<i>Send a Notification (need to add this feature to UPGS)</i>	39
User: UMS (Union Ministerial Secretary)	40
ALL PERSONNEL SUBTAB	40
<i>Using Sort Functions on lists</i>	40
<i>Edit User's current ministry dates</i>	40
<i>View User Profile and Preferences</i>	40
USING THE FILTER FEATURE	40
<i>Hide User</i>	41
<i>Add P1/ Internship Pathway</i>	41
<i>Add an existing user as P1/ Intern</i>	41
<i>Add P2/ Concurrent Study Pathway</i>	41
<i>Add P3/ Individualised Pathway</i>	42
MODERATE REVIEWS TAB	42
<i>Moderate a Competency Review</i>	42
<i>Releasing Review Reports</i>	43
<i>Automatic Release of Reviews by MD</i>	43
<i>Manually Release a Review</i>	43
EVALUATION SUMMARIES TAB	43
<i>View Ministry Report PDFs within the Evaluation Summaries Tab</i>	43
<i>Executive Competency Review Report</i>	44
<i>Summary Competency Review Report</i>	44
<i>Detail Competency Review Report</i>	44
<i>Combined Competency Review Report</i>	45
MINISTRY REPORTS TAB	45
<i>Add coaching comments</i>	46
<i>Approve/ Refer back</i>	46
LOCATIONS TAB	46
<i>Add Location</i>	46
<i>Edit or Deactivate Location</i>	46

<i>Assign Location to user (or user to location)</i>	46
<i>Adjust Role of Users at a location</i>	47
ADMIN REPORTS TAB	47
NOTIFICATIONS BUTTON	47
<i>Send a Notification</i>	47
User: MSA (Ministerial Secretary Associate)	48
USERS CATALOGUE TAB	48
ALL PERSONNEL SUBTAB	48
<i>Using Sort Functions on lists</i>	48
PRINCIPALS SUBTAB	48
<i>Add Principal</i>	48
MODERATE REVIEWS TAB	48
<i>Moderate a Competency Review</i>	48
<i>Releasing Review Reports</i>	49
<i>Automatic Release of Reviews by MD</i>	49
<i>Manually Release a Review</i>	49
EVALUATION SUMMARIES TAB	50
<i>View Ministry Report PDFs within the Evaluation Summaries Tab</i>	50
<i>Executive Competency Review Report</i>	50
<i>Summary Competency Review Report</i>	51
<i>Detail Competency Review Report</i>	51
<i>Combined Competency Review Report</i>	51
MODERATE REPORTS TAB	52
<i>Add coaching comments</i>	52
<i>Verify/ Refer back - Ministry Reports</i>	53
User: MS (Conference Ministerial Secretary)	54
<i>Switch between Conferences</i>	54
<i>Switch between Roles MS<>PGS</i>	54
USERS CATALOGUE TAB	54
ALL PERSONNEL SUBTAB	54
<i>Using Sort Functions on lists</i>	54
<i>Edit User's current ministry dates</i>	54
<i>View User Profile and Preferences</i>	55
<i>Change Supervisor</i>	55
<i>Remove User</i>	55
USING THE FILTER FEATURE	55
<i>Edit User Role (MIN/ SNR) at Location (MIN or SNR)</i>	56
<i>Hide User</i>	56
<i>Transfer a user from one Conference to another Conference</i>	56

<i>Add New MIN (not currently in MD)</i>	57
<i>Add MSA (Ministerial Secretary Associate)</i>	57
<i>Add P1/ Internship Pathway</i>	57
<i>Add an existing user as P1/ Intern</i>	58
<i>Add P2/ Concurrent Study Pathway</i>	58
<i>Add P3/ Individualised Pathway</i>	58
<i>Add Principal</i>	59
<i>Add Conference Clerk</i>	59
MODERATE REVIEWS TAB	59
<i>Moderate a Competency Review</i>	59
<i>Releasing Review Reports</i>	60
<i>Automatic Release of Reviews by MD</i>	60
<i>Manually Release a Review</i>	60
EVALUATION SUMMARIES TAB	60
<i>View Ministry Report PDFs within the Evaluation Summaries Tab</i>	61
<i>Executive Competency Review Report</i>	61
<i>Summary Competency Review Report</i>	61
<i>Detail Competency Review Report</i>	61
<i>Combined Competency Review Report</i>	62
MODERATE REPORTS TAB	62
<i>Add coaching comments</i>	63
<i>Approve/ Refer back</i>	63
LOCATIONS TAB	63
<i>Add Location</i>	63
<i>Edit or Deactivate Location</i>	63
<i>Assign Location to user (or user to location)</i>	64
<i>Adjust Role of Users at a location</i>	64
ADMIN REPORTS TAB	64
NOTIFICATIONS BUTTON	64
<i>Send a Notification</i>	64
User: RLC (Resource Library Curator)	65
RESOURCES LIBRARY TAB	65
<i>Add Resource</i>	65
<i>Edit Resource</i>	66
<i>Moderate SUGGESTED RESOURCES</i>	66
<i>APPROVE/ DECLINE Resources</i>	66
<i>REVIEWS</i>	66
<i>ACTIVITY LOG</i>	67
<i>UTILISATION STATS</i>	67
User: MD Support	68

PROFILE TAB	68
<i>Edit Profile</i>	68
<i>Edit Splash Screen</i>	68
<i>Masking Feature</i>	68
<i>Settings</i>	68
<i>Sending Notifications</i>	69
USERS CATALOGUE TAB	69
PERSONNEL SUBTAB	69
<i>Using Sort Functions on lists</i>	70
<i>Edit User's current ministry dates</i>	70
<i>View User Profile and Preferences</i>	70
<i>Change Supervisor</i>	70
<i>Delete User</i>	70
<i>Profile Reminder</i>	71
P1 INTERNS TAB	71
<i>Add a P1 INTERN (user NOT an existing MD user)</i>	71
<i>Add a P1 INTERN (existing MD user)</i>	71
P2 CSP TAB	72
<i>Add a P2 CSP</i>	72
P3 IND TAB	72
<i>Add a P3 IND</i>	72
PRINCIPALS TAB	72
<i>Add PRINCIPAL</i>	72
<i>Edit User Details</i>	72
UNIONS TAB	73
<i>Create a new Union</i>	73
<i>Edit Union Details</i>	73
<i>ADD New Conference</i>	73
<i>EDIT Conference</i>	73
<i>Assign or edit Union Administrators - Union (UMS/ UPGS)</i>	73
<i>Create a new Union Administrator (user not in MD)</i>	74
<i>Create a new Administrator (existing MD user)</i>	74
<i>To edit or remove the role of an existing Union Administrator</i>	74
CONFERENCES TAB	74
<i>Assign Roles within a Conference (MIN/MSA/MS/PGS)</i>	74
REVIEW TEMPLATES TAB	74
<i>Add a New Review TEMPLATE</i>	75
<i>Assign CMF to each Question</i>	75
ENTITIES TAB	76
ALL REVIEWS TAB	76

MINISTRY REPORT SUMMARY	76
JOB POSTINGS TAB	77
JOB POSTINGS TAB	77
<i>ALL JOBS</i>	77
<i>MY JOBS</i>	77
<i>ARCHIVED JOBS</i>	77
<i>Posting a new job</i>	77
<i>Editing a posted job</i>	78
DOCUMENTS TAB	78
<i>Add folders to the PORTAL DOCUMENTS</i>	78
<i>Add document to PORTAL DOCUMENTS</i>	78
CONFERENCE DOCUMENTS TAB	79
<i>Add folders to the CONFERENCE DOCUMENTS Tab</i>	79
<i>Add document to the CONFERENCE DOCUMENTS tab</i>	79
<i>Adding special document to the CONFERENCE DOCUMENTS tab</i>	79
Glossary	80

User: MIN (MIN, SNR, INTERNS P1/P2/P3)

Within this document, the designation MIN user type refers to Ministry Leaders using the MD Portal. It includes for example, pastors, chaplains, and spiritual carers. Within the MIN user type, there are different roles that can be assigned, eg. Supervisor, SNR (Most Senior Leader at a location), Intern (Note that while the term 'Intern' strictly refers to P1, within MD it is used generally in reference to all Pathways P1/P2/P3).

SIGNING UP to MD for the first time

When your MS invites you to the MD Portal, you will receive an email, containing a link to sign up to MD. Please note that if your link has expired you will not be able to sign up, and should contact your MS to Re-invite you. To sign up:

Click the link in your invitation email

The screen will ask you to enter your username and password

NOTE: Your username doesn't need to be your email address. It can be a nickname or the first part of your email address to make future sign in easier.

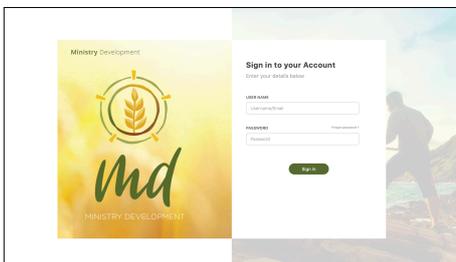
Your password will need to be at least 8 characters, contain at least one Capital, one number and one special character. If your chosen password has been recorded in a previous data breach (see <https://haveibeenpwned.com/Passwords>), for your safety you will receive an error message and will need to select a different password.

You will be asked if you wish to be listed as a peer-mentor for other pastors. If so your MS can add you to the Auxano Library as a mentor and you will need to select an image to upload, and add a Short bio.

Add your image

Click UPDATE to save.

SIGNING IN to MD following signup



Having signed up, you will be able to access the MD Portal directly at md.adventist.org.au (<https://md.adventist.org.au>). Once there:

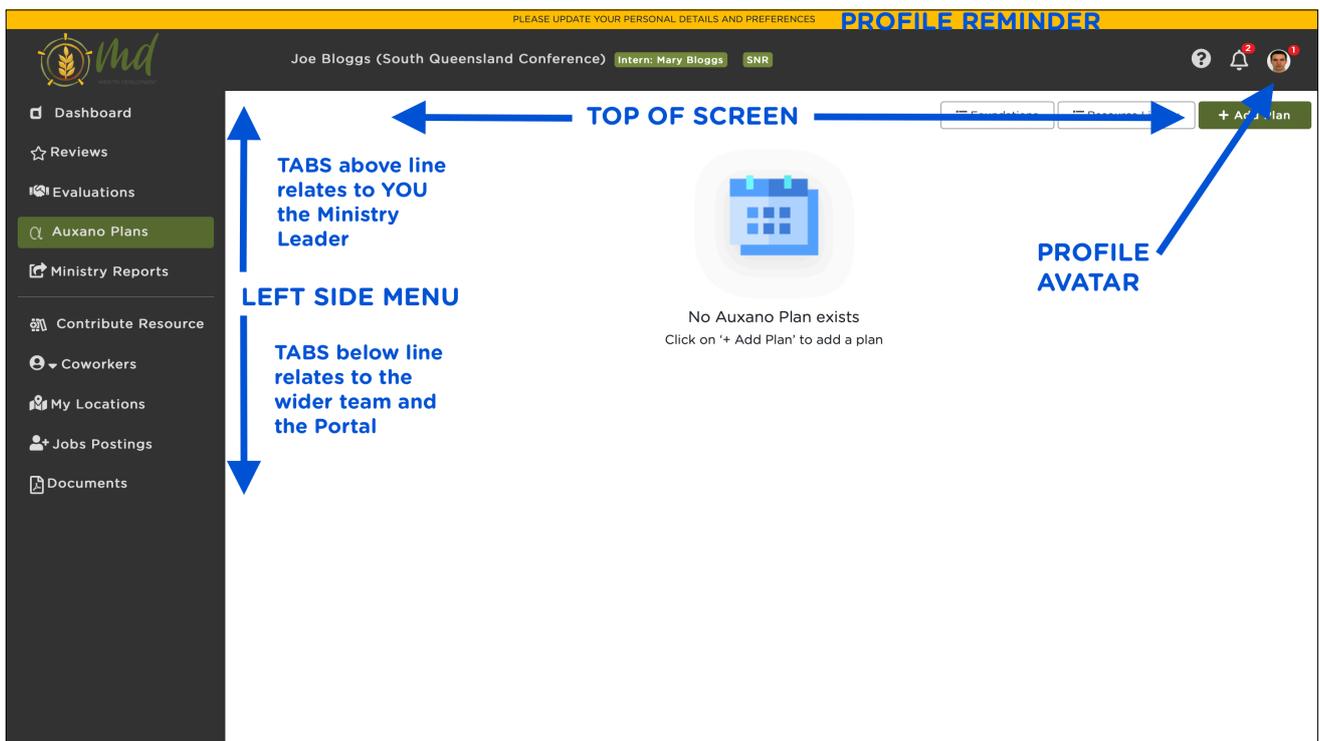
Enter your username (or your work email address)

Enter your password

If you forget your password, select FORGOT PASSWORD? To receive a reset link to your work email address

Click SIGN IN

You will be greeted by an inspirational quote or a passage from Scripture. Click anywhere on the screen to enter the Portal.



PROFILE AVATAR

Edit Profile

Account Settings

Your Account settings are where you can change your name, password and availability to serve as a peer mentor others. Please note that if you need your email address changed, you will need to contact MD Support.

Click on your Profile Avatar in the top Right of screen to reveal dropdown menu

Select EDIT PROFILE from menu

The screen will open by default to ACCOUNT SETTINGS

Adjust your details/ password/ image/ selections as required

Click UPDATE at the top right to save.

Edit Profile & Preferences

The information you share in the Profile and Preferences tabs is made available to Union and Conference Presidents, Secretaries and Ministerial Secretaries (and in some cases additional office staff where they have been granted this access such as their Personal Assistants). The profile and preferences tabs replace the Call-Book system previously in use, and saves time and effort for staffing teams, enabling them to view the information you have shared in your profile and preferences easily.

Click on Profile Avatar in the top Right of screen to reveal dropdown menu Select EDIT PROFILE from menu

Select PROFILE at top and add desired fields for sharing (please note that the fields in grey are set by your MS)

Select SAVE AND CONTINUE TO PREFERENCES and complete desired fields for sharing

Select SAVE

Add to NEW MEMBERS REGISTER

The New Members Register replaces the paper stubs in the baptism certificate book, removing the need to send via mail or scan/ email. When a MIN updates the NEW MEMBERS REGISTER, the following takes place:

- Conference Clerk is notified of the details and is able to update their register
- President, General Secretary and Ministerial Secretary are notified.
- The MIN's register is updated, showing a history of Baptisms/ Re-baptisms/ Professions of Faith that have been added during their ministry.

Click on Profile Avatar in the top Right of screen to reveal dropdown menu This opens up to the REGISTER of all previous Names registered

Select REGISTER NEW MEMBER tab from the top menu

Complete the form as you would on in the hardcopy certificate book Click SUBMIT TO CONFERENCE at the top right

REVIEWS TAB

Reviews (also Competency Reviews) are represented by the R in the REAP Cycle. The Reviews tab facilitates the process of gaining valuable feedback from those who work closely with us. For more information on Reviews and the REAP cycle, see the Ministry Leaders' Handbook.

Create a Review Report (Competency Review Report)

Step 1: Create a Competency Review Report

Select REVIEWS

Click +ADD REVIEW at the top right of the REVIEWS screen Select current year, and Location

Click CREATE

Review now appears in the list of Reviews Select the Review you wish to generate

Step 2: Complete a Self Review

Select REVIEW SELF

Give a star rating for each question, and add a comment if desired

Complete the first page of questions, then click NEXT at bottom-right of page

Continue through each of the 7 Competencies.

At the bottom-right of the last page (Envisioning), select SUBMIT

Your Self Review is complete, and can be edited or printed.

Step 3: Add Reviewers

Add Reviewers (at least 5 completed reviews are required to generate a report)

Select ADD REVIEWER

Enter email, First Name and Last Name Click INVITE

NOTES:

If you are unsure if you have completed enough Reviews to Generate your Review Report, you can check the Status of your Report at anytime using the REPORT STATUS button.

Reviewers can use a mobile device to complete the Review, but a larger screen is recommended.

You will not be able to see the individual responses of any of your reviewers, only the combined averages and anonymous comments.

Once you have completed a self review, and have at least 5 other reviews completed, you will be able to generate your Review Report by selecting GENERATE REVIEW REPORT. (Those on Pathways 1/2/3 require a self-review, their supervisor's review and 5 additional reviews).

Your MS will receive a notification to then Moderate your Review Report. MS moderates all Review Reports to ensure any unnecessary bias or repetition is removed. You will be notified once your Review Report has been moderated, and asked to schedule an Evaluation Appointment.

Your Review Report will be made available to you and your PGS at the same time, two days prior to a scheduled evaluation appointment.

EVALUATIONS TAB

Evaluation Conversations are represented by the E in the REAP Cycle. The Evaluations Tab displays Moderated Reviews, and if PGS has made appointments available, facilitates the scheduling of Evaluation Conversations.

Following an Evaluation Conversation, the Evaluation Summary is also available here once uploaded. For more information on Evaluation Conversations and the REAP cycle, see the Ministry Leaders' Handbook.

Schedule an Evaluation Appointment

Select the EVALUATIONS TAB from the Left side menu
This reveals a summary of Evaluations to date

Select SCHEDULE APPOINTMENT from the top of the screen

Using the TODAY/WEEK/MONTH tabs, navigate to the desired appointment time shown (available slots shown in grey, slots already booked by others are shown in red).

Select the chosen available time slot

Select the Year of Ministry that is being evaluated

Select LOCATIONS (normally this will be for All locations)

Select YES to confirm the selected appointment

The appointment will show in green once scheduled, and will notify PGS of same.

AUXANO TAB

Auxano Plans are represented by the A in the REAP Cycle. Auxano is a greek word that means 'to cause to grow.' The Auxano tab opens to the Auxano planning screen, where you view and create Auxano plan for the current year.

For more information on Evaluation. Conversations and the REAP cycle, see the Ministry Leaders' Handbook.

Navigating the Auxano Library

You can search the Auxano Library using the filters, tag/ subtags, and the keyword search bard.

Library Shortcut Buttons

As you open the Auxano Planning tool, you can either search the library using the steps outlined under "Create and Auxano Plan", or you can use the shortcut buttons at the top right of the screen.

Resource Library Shortcut Button

This button takes you straight to the resources, without the need to add resources to your Auxano Plan.

Foundations Shortcut Button

This button takes you straight to the 25 Foundations topics, which are a requirement in Internship (P1/P2/P3), and are an excellent resource for any Ministry Leader wishing to review the Foundations of pastoral ministry.

Search Using Competency Tags

Use the Competency tags on the left side menu to search within a particular competency.

Search Using Subtags

Select a Competency tag from the left side menu by clicking on it. This will bring up a list of subtags below it. Scroll through these subtags and use the checkboxes to add to further filter your search.

Search Using Keyword Search

Use the keyword search bar at the top right of the resources pages to search using keywords. Keyword searches resource titles, and any keywords that have been associated with the resource.

Sort features - by Highest/Lowest Rating, Alphabet, and Date

Use the dropdown at the top of the resource list screen to sort your selection by Highest Rated, Lowest Rated, Alphabetical listing, and date added.

Create an Auxano Plan

Step 1: Create an annual Auxano Plan

Select AUXANO PLANS

Click +ADD PLAN Select YEAR

Click SAVE, and the new plan will appear as a grey bar on the screen

Once your Auxano Plan has been created, click anywhere on it to open or collapse the content. You will also see a range of options available to you.

Delete an Auxano Plan

Hover over the left side of the grey bar to reveal the DELETE button (trash icon). Please note that deleting your Auxano Plan will not delete any Resource Ratings/ Reviews that you have given.

Add Additional Notes

The ADDITIONAL NOTES button can be used to give information that does not otherwise fit into your Auxano plan. eg. Some Conferences have a fund for developing you in your strengths. If your development plan for your STRENGTH area involves substantial costs that would not normally be covered by an allowance, you may wish to submit a Funding Application. **This section can also be used to note any resources that were not available for selection in the Auxano library at the time of submitting your report.**

Select the ADDITIONAL NOTES button

Add your notes

If urgent, follow your request up with personal contact in case your MS does not review your Ministry Report in time.

Print or PDF your Auxano Plan

Click the print icon in the top right of the Auxano Plan screen to create a pdf

Step 2: Add a STRENGTH Competency Focus

Select +ADD COMPETENCY FOCUS to bring up window

Select the COMPETENCY to be developed

Select Type STRENGTH

Describe your growth goal/s for this competency in the box provided

Click SAVE

Step 3: Add Activities to each Competency Focus

Click +ADD ACTIVITY to open the Auxano Library

Search the library using the Competency, Type, Sort and Search bars

To view a resource in more detail, select its title. Use the back arrow to get back

Select +ADD TO PLAN to add a resource to your Auxano Plan

Click DONE at the top right of the screen once you have finished adding activities.

Step 4: Organise your resources into a plan for the year

On the AUXANO PLANS screen, use the SEASON ICONS to select the season in which you plan to complete each resource.

Step 5: Repeat Steps 2-4 for a CHALLENGE Competency Focus

Assign a Timeframe to your Auxano Plan

Update your progress using the dropdown status indicator to the right of each resource. (Ensure that your plans and status is up to date prior to importing into your Ministry Report at the end of each season).

Rate and Review Resources

NOTES: Any time you complete or discontinue a resource, you will see a popup window asking you to Rate (out of 5 stars) and Review it. **For completed resources, a star rating is required.** Your rating and review contributes to the overall rating and review for the resource and is visible to your colleagues.

Select the star Rating (required field for completed resources)

Type a Review in the box provided (optional)

Click Submit

Edit your Ratings/ Reviews

To edit a Review that you have created:

Locate the Resource in your Auxano plan.

Click the 3 dots “...” to the right of the resource

Select EDIT REVIEW

Make changes to your Review

Click Submit

MINISTRY REPORTS TAB

Ministry Reports are designed to help Ministry Leaders work together with the leaders around them to map and reflect on the leadership journey as it unfolds. When used as a leadership document (rather than simple a report to the Conference), they provide scaffolding for reflecting on the health and progress of the ministry, shaping and planning future goals, and reflecting on how current ministries are fulfilling these plans.

The Parts of a Ministry Report

Ministry Reports consist of the following Parts:

PART 1 Personal Health and Wellbeing

PART 2 Location Health and Wellbeing

PART 3 Location Discipleship and Equipping

And for those completing Internship (P1/P2/P3):

PART 4 Internship

Customised Ministry Reports according to Location Types

Type	Colour	Available to:
CHURCH	Orange	Ministers serving in Church settings
SCHOOL	Blue	Chaplains serving in School settings
AGED CARE	Purple	Spiritual Carers serving in Aged Care
CUSTOM	Green	Administrators, Departmental, others that do not fit into the first 3 types above.

Supporting Tutorials and Documents for Ministry Reports

The online format is designed to simplify the process of working and communicating with those working alongside you. For more information on the benefits of Ministry Reports, see the Ministry Leaders’ Handbook, and download the following documents, available under the Documents tab within the Portal.

Benefits of Ministry Reports - PASTORS
Benefits of Ministry Reports - CHAPLAINS

Sample Ministry Reports

To assist you and your team in completing your first Ministry Report, see the following samples available under the Documents tab within the Portal.

Sample Church Ministry Report
Sample School Chaplain Ministry Report

Completing your first Ministry Report

Helpful tutorial videos to guide you through the process of completing your Ministry Report are available within the Portal under the "?" Help Button - links to <https://aucministerial.org/profile> located at the top right of your screen.

Creating your first Seasonal Ministry Report

Click +ADD NEW REPORT at the top right of the screen Select SEASON icon (Summer, Autumn, Winter, or Spring) Select Year Click Save

Completing Part 1A - Your Health

With the exception of Part 1A (and Part 4A for P1/P2/P3), complete your ministry report using the fields provided.

Completing Part 1B - Your Progress (Auxano Snapshot)

Select Part 1B - MY PROGRESS using the tabs at the top of the Ministry Report Screen

Click IMPORT at the top right of the screen.

If you have created your Auxano Plan, a snapshot of the current Auxano Plan will appear.

1B NOTE: Remember that you will cannot edit Part 1B directly. Part 1B is always imported from your Annual Auxano plan.

Completing Parts 2A and 2B - Location Health and Progress

SNR - The most Senior Ministry Leader at each location (SNR) is required to complete all parts of the Ministry Report with the overall plan for the location in mind. This is best done with the input of other leaders at the location (i.e. church board, school admin team etc).

ASSOCIATES - Associate Ministry leaders at each location can import Parts 2A and/or 2B from SNR report using the IMPORT FROM SNR button. Importing from SNR is only possible where SNR has completed these pages of their report.

Importing Parts 2A and 2B from SNR (for Associate MINs)

On Parts 2A and 2B select IMPORT SNR at the top of the page

A preview screen will appear to show what will be imported

Select CONFIRM or CANCEL

Completing Parts 3A and 3B - Discipleship & Equipping

SNR - The most Senior Ministry Leader at each location (SNR) completes this section with the overall church and its ministry in mind, working closely with Board and Ministry Leaders to ensure it is accurate and up-to-date when shared with Conference or Business meeting.

ASSOCIATES - Associate Ministry Leaders at each location complete Part 3 with their own ministry, and any areas they oversee in mind.

Submit your Ministry Report

Before your MS can view your Ministry Report, you need to submit it. Due dates are:

Chaplain Reports: 7 days following the end of each term
All others: 7 days after the end of each season

Navigate to the last page on which you entered data. For P1/P2/P3 Interns this is page 4B. For all others it will be page 3B

Click the SUBMIT button at the top right of the page.

Completing Subsequent Ministry Reports - Same Location

Step 1: Create your subsequent Ministry Report

Click +ADD NEW REPORT at the top right of the screen

Select SEASON icon (Summer, Autumn, Winter, or Spring)

Select Year

Click Save

Step 2: Import data from your previous Ministry Report

On each page, select IMPORT PREVIOUS at the top of each Part. A preview screen will appear to show what will be imported

Select CONFIRM to proceed, or CANCEL to abort the import.

Completing Subsequent Ministry Reports - New Location

When you move to a new location, use the IMPORT PREVIOUS button, as if importing from a previous report. MD will automatically check to see if there is a previous ministry report available for this new location and offer this as the import.

If no previous report is available at the new location, MD will automatically offer the Ministry Leader the data from their own previous report at their previous location.

PDF / Print Ministry Reports

PDF or Print Parts 1A or 1B of your Ministry Report using the PRINT buttons at the top right of each part.

PDF or Print any Part of your ministry report (all locations) - Using the PRINT PART 2/3/4 buttons will print that part for allocations

PDF or Print any Part of your ministry report for one location - Use the PRINT ICON at the right of the grey bar at the top of each location,

Click the print icon in the top right of the Section to create a pdf of that location's section

MINISTRY REPORTS> HISTORY tab

Historical Ministry Reports (Parts 2 & 3) of your current and previous location/s (created by former SNR's) are available under the HISTORY tab at the top of the Ministry Reports screen. If it was completed (by the former MIN), the previous season can be imported (by the new MIN) into the current season's report as above under 'Completing Subsequent Ministry Reports'.

Contribute Resource to the Auxano Library

Users can contribute resources to the Auxano Library for the benefit of others users. Before Contributing resources to the Auxano library:

Perform a quick search to see that the resource does not already exist in the library. This will avoid duplication, saving you and others time!

Select CONTRIBUTE RESOURCE to bring up a list of resources you have previously suggested. These can be searched, filtered etc using the filters and search bars.

Click +SUGGEST RESOURCE from top right of screen

Select which RESOURCE TYPE you will suggest from the top left dropdown. This will automatically adjust the fields that appear on the rest of the page.

Fill in as many fields as you have information for. Use the official title and, if available, copy and paste a resource description, image and ISBN from other locations where the resource is advertised (eg. For books, copy from a bookseller site, for Seminars, copy from the event website etc).

Add Competency TAGS/ KEYWORDS FOR REFINED SEARCHES to assist others to find your resource when searching keywords.

Add Competency Subtags - think of these as subtags of the 7 Ministry Competencies above. These assist users who are searching the Auxano Library by competencies rather than keyword search.

NOTE: If you are unsure of which Keywords or tags are appropriate, don't worry - all suggested resources are moderated by the AUCMinisterial team.

JOBS TAB

Respond to Jobs Posting

Select JOBS POSTINGS to show a list of posted jobs See more information on any job by clicking (MORE) tab

Click live email link or use phone number to make further enquiry

DOCUMENTS TAB

Search for Documents - PORTAL Documents

PORTAL Documents are available to all MD users. They are typically templates and resources that are helpful to all users. You can view these by scrolling through them and using the page numbers at the bottom of each page.

Search for Documents - CONFERENCE Documents

CONFERENCE Documents are uploaded by the Conference PGS. These are available to all users within your Conference. They are typically policy documents, circulars and resources that are specific to your Conference. You can search these according to KEYWORDS using the search bar at the top right of the screen.

Role: INTERNS (P1/P2/P3's)

Most intern functions are covered in this manual under MIN. Additional guidance on how to understand and complete each section is found in the Ministry Progression Manual, and online tutorial videos.

Completing Part 4A and 4B of your Ministry Report

Part 4A of the ministry report governs the Ministry Pathways process for P1/2/3, and includes the following sections, completed by the Supervisor in their portal (COWORKERS>INTERN REPORTS), based on discussion with you, normally at one of your Intern Development Meetings near the end of the season.

MINISTRY ACTIVITIES

In each plan season (Seasons 1/5/9, designated as 'GOAL') this section gives the plan for each activity.

In each submission season (Seasons 3/7/11, designated as 'AUC') the Intern's progress to date (for the current Stage) is evaluated for Ministry Progression, making it vital that everything is recorded and up to date.

MINISTRY FOUNDATIONS

During internship the Intern must complete all 25 topics with their Supervisor unless credited by MS.

For P1 this represents 15 in Stage 1, and 10 in Stage 2.

For P2/P3 this represents 9 in Stage 1 and 8 in Stages 2 and 3.

A link to each foundation is found beside each Topic title.

MINISTRY EXPERIENCES

Ministry Experiences are recorded here season by season.

SUPERVISOR COMMENTS

Following the IDM, the Supervisor needs to add their comments related to the Intern and their progress. The Supervisor can opt to share these comments with their Intern if they so choose, using the checkbox in the title bar. If the box remains unchecked, the comments will not be shared with the Intern.

Part 4B is completed by the Intern in their Portal under MINISTRY REPORTS>SEASON>Part 4B

Following the IDM, the Intern needs to add their comments related to the Supervisor and their supervision. The Intern can opt to share these comments with their Supervisor if they so choose, using the checkbox in the title bar. If the box remains unchecked, the comments will not be shared with the Supervisor.

Role: EXP

(Expats - includes those who wish to be known to Pastoral staffing and committees who are not currently engaged in MD)

EXP users follow a link provided by the Ministerial Association for the purpose of registering interest for employment. EXP users are able to log their details in the Profile and Preferences tab, and upload a single PDF file (containing their Curriculum Vitae etc) which can be viewed by all MS, PGS, UMS, UPGS. This provides instant circulation for Expats seeking employment within the AUC/ NZPUC Unions. EXP have access to the Auxano Library, can contribute resources, see Job Postings and PORTAL documents under the Documents tab.

Role: SNR (Most Senior Leader at Location, Supervisors)

(The Most Senior Leader at any Location. This role can be assigned to an intern or MIN at a location if they are also the most senior leader at one of that location.)

For guidance on Reviews/ Evaluations/Ministry Reports etc, see under MIN. These elements are common to all users.

COWORKERS TAB

The coworkers tab is available to all SNR's. It allows the SNR to view parts of their Associate's/ Intern's reports, and enables them to manage the lay users working with them. Associate are those assigned to the same location as the SNR.

Interns are assigned to an Intern Supervisor who oversees their Ministry Development during their internship.

NOTE: The term INTERN is used to denote all in P1/P2/P3 even though P2/P3 are not strictly Interns. Satisfactory input by the SNR as a Supervisor in Part 4A is required for Ministry Progression.

Associate Part 3

Part 3 (3A & 3B) of the Associate's Ministry Report is to the SNR prior to and after submission.

- Navigate to COWORKERS> ASSOCIATE PT 3
- Select the relevant Ministry Report from the list
- View 3A and 3B

Intern Reports

Parts 1A/1B, 2A/2B, 3A/3B, 4A (and 4B with Intern permission)

Intern Reports are available to the SNR prior to and after submission. Part 4A of the Intern's Report is completed by the SNR/Supervisor before the intern is able to submit it.

- Navigate to COWORKERS> INTERN REPORTS
- Select the relevant Intern's Ministry Report from the list View

SNR - Processing Intern Progression (Part 4A)

- Navigate to COWORKERS> INTERN REPORTS
- Select INTERN NAME from those listed
- Select desired Seasonal Ministry Report according to season
- Navigate to Part 4A of the Report
- Complete the relevant fields (See the Tutorial videos for practical guidance on completing Part 4A.)

Once you have completed all relevant fields according to the guidance in the tutorial videos, you can notify your Intern using the NOTIFY INTERN Button at the top right of Part 4A. This notifies the Intern that their supervisor has completed their work, and that they can submit their report once they have completed it.

Invite Lay Users

Inviting Lay Users grants your elders/ board/ lay team access to the Auxano Plans/ Auxano Library, the Documents tab, and the ability to create the Preaching plan (if delegated).

Select COWORKERS> LAY USERS tab

Click INVITE LAY USER in the top-right of the screen

Add FIRST NAME, LAST NAME, EMAIL

Select PREACHING PLAN if you wish to be able to delegate a preaching plan to this user

Click INVITE to generate an invitation to the lay user

These can be edited at any time under the COWORKERS>LAY USERS tab using the three dots to the right of each name (...)

Delegate a seasonal preaching plan to a Lay User

(or change the delegated Lay User. Church location type only)

After INVITING Lay User for a certain Location and selecting PREACHING PLAN for at least one Lay User.

Select COWORKERS> LAY USERS tab

For that location, navigate to MINISTRY REPORTS>3B> Open to LARGE

Select DELEGATE LAY USER

Choose LAY USER's NAME from the LAY USERS list Click DELEGATE

Import Preaching Plan from delegated Lay User

(Church location type only)

Having delegated a Lay User to care for the preaching roster:
Navigate to MINISTRY REPORTS>3B> Open to LARGE

For each location, click IMPORT PREACHING (at the top-right of the Location title bar)

Click IMPORT

Glossary

EXP	Expat - a Ministry leader living abroad
INTERN	Strictly speaking the term 'Intern' is reserved for those on Pathway 1 only, however for simplicity, the term 'intern' is used generally in this manual to denote those on P1/P2/P3 Ministry Pathways
INTERNSHIP	Used in this manual to denote a P1/P2/P3 Ministry Pathway
LOCATION	A ministry assignment i.e. a church, school, aged care home etc
MD SUPPORT	MD Portal Technical support: email support@md.adventist.org.au
MD PORTAL	The Ministry Development Portal located at md.adventist.org.au
MIN	A ministry Leader. Usually an Associate minister. SNR
MS	Conference Ministerial Secretary or equivalent
MSA	Ministerial Association Secretary Associate who oversees a subgroup of the Conference team e.g. Education Ministerial, or a regional mentor
P1 INTERN	A Ministry leader who has completed recognised formal theological training, and is now serving a 2 stage internship.
P2 CSP	A Ministry leader who is completing recognised formal theological training concurrent with a 3 stage internship.
P3 IND	A Ministry leader who is completing a 10.15 plan including theological training, and is now serving a 3 stage internship.
PGS	Conference President or General Secretary
RET	An honourably Retired Employee
RLC	Resource Library Curator
SNR	The most senior ministry leader at a location
SUPERVISOR	An experienced Minister, assigned the supervision of an Intern
UMS	Union Ministerial Association Secretary
UPGS	Union President or General Secretary
USER	A ministry leader who has a valid login to use the MD Portal

