md

MINISTRY DEVELOPMENT
PORTAL MANUAL
for MINISTRY LEADERS

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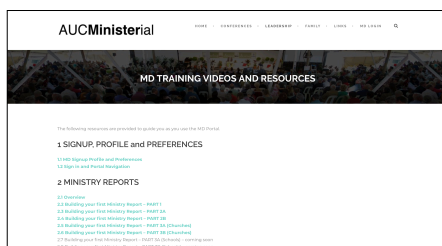
Tutorial Videos - Guidance and instructions for getting the most from MD

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 LILAC denotes revisions to this manual made since the previous version.

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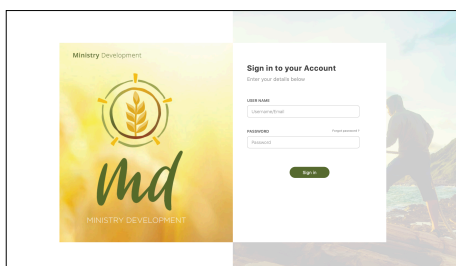
Having signed up, you will be able to access the MD Portal directly at md.adventist.org.au (https://md.adventist.org.au).

The option to sign in to MD in another language is available, but must only be used with the permission of the Conference Ministerial Secretary, who should be also be able to speak the additional language.

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.
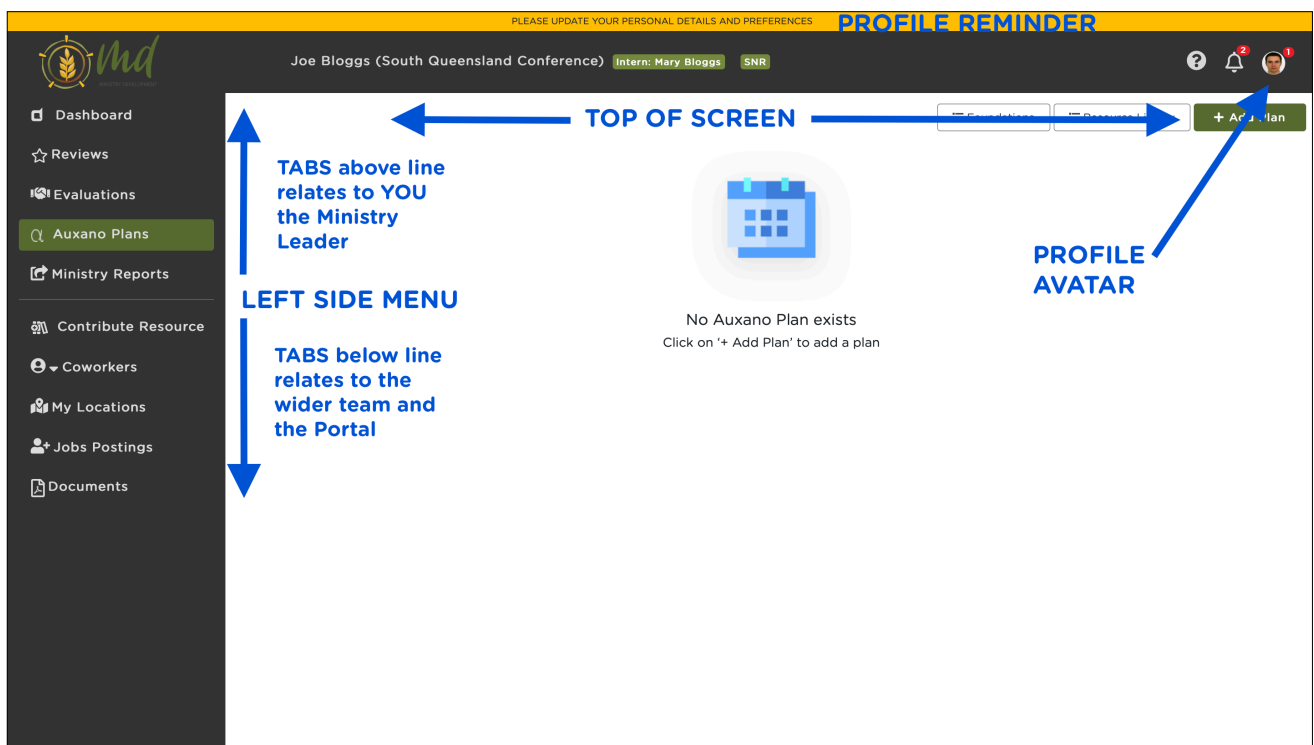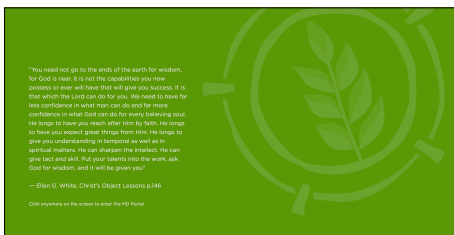
PROFILE AVATAR

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)

You can also upload your CV should you wish this to be available to staffing committees (this is particularly useful for MINs who are not currently working for the church, but are seeking employment by the church.

Select SAVE AND CONTINUE TO PREFERENCES and complete

desired fields for sharing

Select SAVE

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. This tab opens a screen with MODERATE REVIEWS, ALL REVIEWS and EVALUATIONS tabs at the top of the page.

Reviews SUBTAB

Create a Review Report (Competency Review Report)

Step 1: Create a Competency Review Report

Select REVIEW tab from the left side menu

This opens to MODERATE REVIEWS Subtag by default

Select ALL 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 quest.ion, 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 SUBTAB

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 Top of the Reviews screen

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.

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, Alphabetical, 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.

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.

Browse only mode

You can choose to simply browse the Auxano Library by selecting Browse mode from the top of the screen.

Create an Auxano Plan (Planning mode)

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 assailable 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

PART 4   Internship (for those completing P1/P2/P3)

PART 5   Military (for those in Defence force chaplaincy)

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.
PATHWAYS	Light Grey	Those on Ministry Pathways (Part 4)
MILITARY	Grey	Defence Force Chaplains (Part 5)
INDUCTIONS	Mauve	All MINs and ADMINS (Part 7)

Notes on Ministry Reports

With the exception of Military Reports (Part 5), all Ministry Reports are visible to MS and PGS.

Intern and Licensed MIN Ministry Reports are also visible to UMS, and are presented as Required to Conference and Executive Committees for evaluation toward Ministry Progression.

Military Reports are also visible to UPGS as the Union Secretariat oversees Military Chaplaincy for the Union. Military Chaplaincy Reports are an essential part of the church's endorsement of Military Chaplains, which is required for service as a Military Chaplain in the Defence Force.

Custom Reports are not visible to MS, but are submitted directly to PGS. These are not visible to UMS or UPGS unless the MIN is an intern or Licensed Minister.

Induction Reports (Part 7) are customised at setup (Inductee, Induction Supervisor, Induction Manager).

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: Part 1B is imported from your Annual Auxano plan. The only section of Part 1B that can be edited directly after or without importing, is the ADDITIONAL NOTES section. This can be used to add notes, resources that were used but not added to the library, requests for Ministry Development Funding etc.

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

Either use the IMPORT ALL button (import entire report), OR

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.

Time Stamps 🕘

Use the timestamp icon at the top of each text box to quickly see what was entered in this box in the previous season. This feature is available to all MINs, and all Admin users.

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 (to all MINs at the location) under the HISTORY tab at the top of the Ministry Reports screen.

If the previous season was completed (by the former SNR), it can be imported (by any MIN currently assigned to this location) into the current season's report using the IMPORT PREVIOUS as above under 'Completing Subsequent Ministry Reports'.

Contribute Resources 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 us advertised (eg. For books, copy from 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 (pdf or MS Word) 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 (SUPERVISION>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 at '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: 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.

SUPERVISION TAB (formerly COWORKERS TAB)

The SUPERVISION 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 thought 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 SUPERVISION> ASSOCIATE PT 3

Select the relevant Ministry Report from the list

View 3A and 3B

Intern Reports

Parts 1A/lB, 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 SUPERVISION> INTERN REPORTS

Select the relevant Intern's Ministry Report from the list View

SNR - Processing Intern Progression (Part 4A)

Navigate to SUPERVISION> 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 SUPERVISION> 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 SUPERVISION>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 SUPERVISION> 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

Role: RET (Honourably Retired MIN)

Honourably Retired MINS (RET) continue to have access to MD, the Auxano Library, notifications, job notifications, and Documents. RET users can function as MSA administrators and Supervisors who oversee Interns.

RET users can be transferred between Conferences so that the notifications they receive are customised to the Conference in which they are living/ serving.

User: MSA (Ministerial Secretary Associate)

USERS CATALOGUE TAB

This is a collapsible tab that contains all of the users overseen by MS, including:

User Type	Access to
ALL PERSONNEL	Conference Team and All MD Users
MS ASSOCIATES	Regional, Specific Ministry Mentors
P1 INTERNS	Those on Ministry Pathway 1 (Interns)
P2 CSP	Those on Ministry Pathway 2 (Concurrent Study)
P3 IND	Those on Ministry Pathway 3 (Individualised)
PRINCIPALS	SDA School Principals within your Conference

These are further explained below:

ALL PERSONNEL SUBTAB

This subtag shows all personnel within the group assigned to your TEAM as MSA, and all users within the CONFERENCE (excluding those that have been hidden).

Using Sort Functions on lists

Sort lists according to columns by clicking any underlined COLUMN TITLE

PRINCIPALS SUBTAB

Add Principal

MD allows MSA or MS to send a copy of chaplain ministry reports to the Principal of their school. This helps to keep the Principal and chaplaincy working together on the Spiritual heartbeat and plans for the school.

Open USER CATALOGUE> PRINCIPALS tab

Click +ADD PRINCIPAL

Add FIRST NAME, LAST NAME, EMAIL and LOCATION

Click SUBMIT

MODERATE REVIEWS TAB

Select the MODERATE REVIEWS tab from the Left side menu to bring up a list of those who have completed reviews in the current year (You can change the display year using the dropdown menu at the top right of the screen).

Moderate a Competency Review

Search for or scroll to the name/ report you wish to review and select it to

open the Review Moderation Screen.

You can see the moderation Status (awaiting Moderation/ Moderated/ Released) under the STATUS column.

On the moderation screen you will see a summary of self and reviewers scores, along with the comments for each question.

SELF and SUPERVISOR comments are identified, whereas other Reviewers comments are not. You can edit or delete any questions to remove unnecessary bias or repetition. Remember that the goal is to make the Review helpful, without it being hurtful. The extent to which you moderate reviews will depend on the comments, on the minister, and the wider relationship and contact in which the comments are given.

Making your way down each page, click the NEXT button at the bottom of each page. When you complete the last page (ENVISIONING), you will be able to click the SAVE button.

At the top right of the page there is another SAVE button, and a REVIEWERS button where you can view a list of the Reviewers.

Once you have moderated the reviewer comments:

> Click SAVE to save your changes
>
> Click PUBLISH (Once published, no further changes will be possible)
>
> Click CONFIRM
>
> The Review Report now shows as MODERATED in the list view, awaiting release.

Releasing Review Reports

When a Review Report is released, it becomes available to both the MIN and PGS at the same time.

Once a Review Report has been released, it no longer appears in the MODERATE REVIEWS tab as it has moved to the EVALUATION SUMMARIES tab.

Automatic Release of Reviews by MD

If your PGS is using the SCHEDULE APPOINTMENTS features, then under normal circumstances, a REVIEW will be automatically released 2 days prior to a scheduled Evaluation appointment. If the need arises to release a Review early, MS can manually release a Review.

Manually Release a Review

To manually release a Moderated Review Report, use the "…" at the far right of the row and select RELEASE MANUALLY.

EVALUATION SUMMARIES TAB

Select the EVALUATION SUMMARIES tab from the Left side menu to bring up a list of moderated Review Reports for the current year (You can change the display year using the dropdown menu at the top right of the screen).

This screen serves as a dashboard for managing your Evaluation Conversations, displaying:

> **the most recent Ministry Reports**, (normally Summer/ Autumn/ Winter),
> **Summary version of the Competency Review Report**
> **Detailed version of the Competency Review Report**
> **the Evaluation Summary** (if PGS has uploaded it)
> **the Evaluation Completion date**
> **a summary of the Review status** (Annual/ 3 months/ 6 weeks)
> **the Release Mode of the Competency Review Report** (Manual or System release).

> These are explained in more detail below.

View Ministry Report PDFs within the Evaluation Summaries Tab

Select the Relevant Ministry Report to view it in PDF

You will notice that the available ministry reports have a letter on them as below (all MINs).

> S   SUMMER
> A   AUTUMN
> W   WINTER

or, for Interns (P1/P2/P3) who started mid-year, this will be

> S   SPRING
> S   SUMMER
> A   AUTUMN

NOTE: A blank Evaluation Summary form for use in Evaluation Conversations is available for download from the top left of the screen. The list shows only Ministry Reports that have been approved by MS. If the desired Ministry Report is not visible in the list, it either hasn't been submitted, or it hasn't been approved by MS. This is especially important information for Internship Ministry Progression (P1/2/3) as explained below:

Executive Competency Review Report

Hover over the PDF icons to see its title.

Select the Executive Competency Report.

NOTE: The Executive Competency Report contains only the summary graphs, and the comments and approvals pages, designed

as a succinct Ministry Progression Report to share with Executive Committees. These additional comments and approvals pages are visible to MS/PGS/UMS/PGS, but they are not available to the Intern or their Supervisor.

Summary Competency Review Report

Hover over the PDF icons to see its title.

Select the Summary Competency Report.

NOTE: The Summary Competency Report is still a compact summary of Reviewer Feedback, but it also contains a summary of the scores received from reviewers (no comments). For interns, the summary report contains additional comments and approvals pages. These additional comments and approvals pages are visible to MS/PGS/ UMS/PGS, but they are not available to the Intern or their Supervisor.

Detail Competency Review Report

Hover over the PDF icons to see its title.

Select the Detailed Competency Report.

NOTE: The Detail Competency Report contains both scores and comments from the Review Report. It is also designed as a ready-made report for MS/PGS/UMS to use in an interview/ discussion setting with the MIN, to explore insights from Reviewer scores and comments. See the. Administrators' Handbook for best practice guidance on conducting Evaluation Conversations.

Combined Competency Review Report

Hover over the PDF icons to see its title.

Select the Combined Competency Report.

MODERATE REPORTS TAB

This tab opens a list view of all MINs within the Conference and their Ministry Reports. Current tallies at the top of the screen display the status for each season, including Draft/ Referred back, Received and Accepted.

Sort lists according to columns by clicking any <u>underlined</u> COLUMN TITLE Each report has a symbol next to it in the corresponding season/ term

A Pencil means the report is in DRAFT mode, ie. has not yet been siubmitted. Reports in draft mode are visible to supervisors/ MS/ PGS/ UMS (and MSA if an MSA has been appointed).

A Blue Triangle means the report has been SUBMITTED.

A Green Triangle with Black outline means the report has been verified by MSA.

A Yellow Reverse Triangle means that the report has been referred back to the user for additional information.

Green Dot means that the report has been moderated by MS and is approved.

A Yellow border in seasons 1/5/9 means that Part 4A of the Ministry Report has approved by MS. A Yellow border in Seasons 3/7/11 means that Part 4A of the Ministry Report has approved by MS and Intern has progressed to the next stage in ministry.

An Orange border in seasons 1/5/9 means that Part 4A of the Ministry Report has approved by PGS. An Orange border in Seasons 3/7/11 means that Part 4A of the Ministry Report has approved by PGS and Intern has progressed to the next stage in ministry.

A Green border in seasons 1/5/9 means that Part 4A of the Ministry Report has approved by UMS. A Green border in Seasons 3/7/11 means that Part 4A of the Ministry Report has approved by UMS and Intern has completed the practical supervision component of their Pathway/ internship. For P1 interns this means they graduate to the next stage of their ministry. For P2/P3, they cannot progress until the theological component of their ministry has also been completed..

NOTE: For interns you can hover over the designation P1/P2/P3 to see the name of their supervisor.

Add coaching comments

Select MODERATE REPORTS to see the list of Ministry Reports

Select the icon corresponding the USER and SEASON that you wish to moderate

Open the report and review it

Provide comments and encouragement in the COMMENTS tab.

Remember to use encouragement liberally and constructive feedback gently and sparingly.

Verify/ Refer back - Ministry Reports

MSA is able to verify a Ministry Report to show that they have seen it and have given coaching comments. Once verified, MS can see this and can add additional coaching feedback before approving the report.

When verifying a report, MSA is given the option to send a copy of the report to the School principal.

Verifying a Report

On page 1A of the report, use the buttons VERIFY or REFER BACK

If verifying, you will see a check box "Send copy of Chaplain Report to School Principal". This is checked by default. If you do not wish to send a copy of the report to the School Principal, you will need to uncheck the
box.

If referring back, remember to be clear in the comments as to why you are referring the report back (usually seeking more detail), what you are asking for, and the plan to follow this up. Once the MIN has re-submitted their report it will be available again for Verification.

User: MS (Conference Ministerial Secretary)

Switch between Conferences

NOTE: An MS serving across multiple Conferences, can switch between them by selecting the Name of the Conference at the top right of screen to view a dropdown box.

Switch between Roles MS<>PGS

NOTE: In smaller Conferences it is common for a President or Secretary (PGS) to also be serving as the Ministerial Association Secretary (MS). An MS (or PGS) serving across multiple Roles (MS<>PGS), can switch between them by using the SWITCH TO PGS/ SWITCH TO MS at the top right of screen. Once clicked, the portal will refresh to show the new role.

USERS CATALOGUE TAB

This is a collapsible tab that contains all of the users overseen by MS, including:

	Access to
ALL PERSONNEL	Conference Team and All MD Users
MS ASSOCIATES	Regional, Specific Ministry Mentors
P1 INTERNS	Those on Ministry Pathway 1 (Interns)
P2 CSP	Those on Ministry Pathway 2 (Concurrent Study)
P3 IND	Those on Ministry Pathway 3 (Individualised)
PRINCIPALS	SDA School Principals within your Conference

These are further explained below:

ALL PERSONNEL SUBTAB

This subtag shows all personnel within the CONFERENCE, and within MD (all users within Australia and New Zealand)

The CONFERENCE list shows all Current users in Conference (excluding those that have been HIDDEN).
The ALL list shows all users in the Portal (system-wide, AUC and NZPUC).
The HIDDEN list shows all users that MS has hidden. Hidden users do not appear in Personnel or Ministry Report list screens.

Using Sort Functions on lists

Sort lists according to columns by clicking any underlined COLUMN TITLE

Edit User's current ministry dates

Open USERS CATALOGUE>ALL PERSONNEL tab

Select CURRENT (or HIDDEN) tab Click "..." at far right of Row

Click Edit
Add End Date
(this date ends their access to your Conference, but not from MD)

View User Profile and Preferences

Select USERS CATALOGUE>ALL PERSONNEL tab

Select from CURRENT/ ALL/ HIDDEN tabs at top of page

Locate USER either by SEARCH BAR "Search by name" or using sort

functions Click " ... " at far right to reveal menu
Select PROFILE or PREFERENCES to view

Change Supervisor

To assign a new supervisor to any intern

Select USERS CATALOGUE>ALL PERSONNEL tab

Locate USER either by SEARCH BAR "Search by name" or using sort

functions Click " ... " at far right to reveal menu

Select CHANGE SUPERVISOR to bring up a list of available

supervisors

Select new Supervisor

Click SAVE

(If for any reason the desired Supervisor is not listed, please confirm

that they are already assigned as SNR of at least one location within

your Conference).

Remove User

Use this feature to remove a user from your Conference.

USING THE FILTER FEATURE

At the top left of the ALL PERSONNEL>ALL screen (default view), there is a blue FILTERS button at the top left of the screen. Clicking this button will open a range of different fields that can be used to refine a search of the PROFILE and PREFERENCES of all users within MD (MD users within the AUC and NZPUC). This feature replaced the previous call book system.

Simply make selections from the available fields, sliders and checkboxes, then click SEARCH.

Additional fields can be added before clicking SEARCH again.

Use the RESET FILTER button to start a new search.

Each search will display a list of users that match the search criteria. View any user's profile/ preferences using the "…" button at the far right of the row containing the user's name.

Edit User Role (MIN/ SNR) at Location (MIN or SNR)

Open LOCATIONS tab

Search for and select LOCATION

Select "… " beside the User you wish to edit Assign Role with

checkbox

Click Save

Hide User

Often it is helpful to hide a team member from view. This can be helpful for dummy identities used for demonstration, for Personal Assistants who are not part of the pastoral team, and for Retired Ministers who may still be part of your coaching team and/or for whom you still want to grant access to the basic portal features.

Use "…" to unhide. Underlined Column headings are sortable.

Transfer a user from one Conference to another Conference

Each year, usually at year end, there are a number of changes to be made to the Pastoral team within the portal. Once an official transfer has been confirmed by PGS, the transfer within MD is done by MS. Transferring users between Conferences does not transfer their Ministry Reports or Competency Review Reports from their sending Conference to their receiving Conference. These reports remain available to the Conference that employed the minister at the time the reports were created.

Select USERS CATALOGUE>ALL PERSONNEL tab

Enter NAME in SEARCH BAR

You will see that this feature searches Ministers WITH CONFERENCE and WITHOUT CONFERENCE.

If you select a user who is currently WITHOUT a Conference, this feature will provide a popup window, allowing you to enter a START DATE (normally 01/01/YYY will suffice), to add them to your Conference.

If you select a user who is already WITH a Conference, then popup window will appear, seeking your confirmation, before sending a transfer request to all MS in that Conference to authorise the transfer.

Add Existing Ministers" Select Name from list

Add START DATE (usually 01/01/YYYY is sufficient)

Leave END DATE empty

Click SUBMIT

This will send a request to their current Conference MS for Transfer. If they are an existing user in MD but not currently assigned, they will be added straight away.

Once the MS of the sending Conference has confirmed the transfer, the user will automatically be transferred to your Conference, and your Conference Admins, the sending Conference MS, and MD Support, will be notified of the transfer.

Add New MIN (not currently in MD)

Select MINISTERIAL PERSONNEL tab

Click INVITE MINISTER button top-right Add FIRST and LAST NAMES

Add START DATE (usually 01/01/YYYY is sufficient)

Leave END DATE empty

Add EMAIL

Click INVITE

Add MSA (Ministerial Secretary Associate)

The MSA User can be assigned oversight of the Ministry Reports for specific locations and is ideal for Education Ministerial Roles, Area Mentors, Specific Project Cohorts etc. The MSA role does not change the role of MS, PGS etc.

Select USERS CATALOGUE> MS ASSOCIATES

If user is already in MD, use the search bar, Click "+" Button and follow Prompts

If user is not already in MD, use the INVITE ASSOCIATE Button and follow Prompts

Add P1/ Internship Pathway

Open USER CATALOG UE>P1 INTERNS tab

Click INVITE P1 INTERN

Add FIRST and LAST NAME

Add START DATE (usually 01/01/YYYY is sufficient)

Leave END DATE empty

Add EMAIL

Select SUPERVISOR from popup list
(Note that if the desired Supervisor is not available in the list, please check that they are assigned as SNR at at least one of their locations)

Click INVITE

Add an existing user as P1/ Intern

This action can only be completed by MD Support. Please email support@md.adventist.org.au

Add P2/ Concurrent Study Pathway

First Add user as a P1/INTERN as above

Then add them as a P2 CSP as below

Open USER CATALOGUE> P2 CSP tab (Concurrent Study Pathway)

Click + ADD P2 CSP Button

Type name of MIN into search bar

Select NAME from P1 INTERN dropdown

Add ANTICIPATED THEOLOGICAL TRAINING COMPLETION DATE

Click SUBMIT

Add P3/ Individualised Pathway

First Add user as a P1/INTERN as above

Then add them as a P2 CSP as below

Open USER CATALOGUE> P3 IND tab (Individualised Pathway)

Click + ADD P3 IND Button

Select NAME from P1 INTERN dropdown (type name into search bar)

Add ANTICIPATED THEOLOGICAL TRAINING COMPLETION DATE

Click SUBMIT

Add Principal

MD allows MSA or MS to send a copy of chaplain ministry reports to the Principal of their school. This helps to keep the Principal and chaplaincy working together on the Spiritual heartbeat and plans for the school.

> Open USER CATALOGUE> PRINCIPALS tab
>
> Click +ADD PRINCIPAL
>
> Add FIRST NAME, LAST NAME, EMAIL and LOCATION
>
> Click SUBMIT

MODERATE REVIEWS TAB

Select the MODERATE REVIEWS tab from the Left side menu to bring up a list of those who have completed reviews in the current year (You can change the display year using the dropdown menu at the top right of the screen).

Moderate a Competency Review

Search for or scroll to the name/ report you wish to review and select it to open the Review Moderation Screen.

You can see the moderation Status (awaiting Moderation/ Moderated/ Released) under the STATUS column.

On the moderation screen you will see a summary of self and reviewers scores, along with the comments for each question.

SELF and SUPERVISOR comments are identified, whereas other Reviewers comments are not. You can edit or delete any questions to remove unnecessary bias or repetition. Remember that the goal is to make the Review helpful, without it being hurtful. The extent to which you moderate reviews will depend on the comments, on the minister, and the wider relationship and contact in which the comments are given.

Making your way down each page, click the NEXT button at the bottom of each page. When you complete the last page (ENVISIONING), you will be able to click the SAVE button.

At the top right of the page there is another SAVE button, and a REVIEWERS button where you can view a list of the Reviewers.

Once you have moderated the reviewer comments:

> Click SAVE to save your changes
>
> Click PUBLISH (Once published, no further changes will be possible)
>
> Click CONFIRM

The Review Report now shows as MODERATED in the list view, awaiting release.

Releasing Review Reports

When a Review Report is released, it becomes available to both the MIN and PGS at the same time.

Once a Review Report has been released, it no longer appears in the MODERATE REVIEWS tab as it has moved to the EVALUATION SUMMARIES tab.

Automatic Release of Reviews by MD

If your PGS is using the SCHEDULE APPOINTMENTS features, then under normal circumstances, a REVIEW will be automatically released 2 days prior to a scheduled Evaluation appointment. If the need arises to release a Review early, MS can manually release a Review.

Manually Release a Review

To manually release a Moderated Review Report, use the "..." at the far right of the row and select RELEASE MANUALLY.

EVALUATION SUMMARIES TAB

Select the EVALUATION SUMMARIES tab from the Left side menu to bring up a list of moderated Review Reports for the current year (You can change the display year using the dropdown menu at the top right of the screen).

This screen serves as a dashboard for managing your Evaluation Conversations, displaying:

> **the most recent Ministry Reports**, (normally Summer/ Autumn/ Winter),
> **Summary version of the Competency Review Report**
> **Detailed version of the Competency Review Report**
> **the Evaluation Summary** (if PGS has uploaded it)
> **the Evaluation Completion date**
> **a summary of the Review status** (Annual/ 3 months/ 6 weeks)
> **the Release Mode of the Competency Review Report** (Manual or System release).
>
> These are explained in more detail below.

View Ministry Report PDFs within the Evaluation Summaries Tab

Select the Relevant Ministry Report to view it in PDF

You will notice that the available ministry reports have a letter on them as below (all MINs).

S   SUMMER
A   AUTUMN
W   WINTER

or, for Interns (P1/P2/P3) who started mid-year, this will be
S   SPRING
S   SUMMER
A   AUTUMN

NOTE: A blank Evaluation Summary form for use in Evaluation Conversations is available for download from the top left of the screen. The list shows only Ministry Reports that have been approved by MS. If the desired Ministry Report is not visible in the list, it either hasn't been submitted, or it hasn't been approved by MS. This is especially important information for Internship Ministry Progression (P1/2/3) as explained below:

Executive Competency Review Report

Hover over the PDF icons to see its title.

Select the Executive Competency Report.

NOTE: The Executive Competency Report contains only the summary graphs, and the comments and approvals pages, designed as a succinct Ministry Progression Report to share with Executive Committees. These additional comments and approvals pages are visible to MS/PGS/UMS/PGS, but they are not available to the Intern or their Supervisor.

Summary Competency Review Report

Hover over the PDF icons to see its title.

Select the Summary Competency Report.

NOTE: The Summary Competency Report is still a compact summary of Reviewer Feedback, but it also contains a summary of the scores received from reviewers (no comments). For interns, the summary report contains additional comments and approvals pages. These additional comments and approvals pages are visible to MS/PGS/ UMS/PGS, but they are not available to the Intern or their Supervisor.

Detailed Competency Review Report

Hover over the PDF icons to see its title.

Select the Detailed Competency Report.

NOTE: The Detail Competency Report contains both scores and comments from the Review Report. It is also designed as a ready-made report for MS/PGS/UMS to use in an interview/ discussion setting with the MIN, to explore insights from Reviewer scores and comments. See the. Administrators' Handbook for best practice guidance on conducting Evaluation Conversations.

Combined Competency Review Report

Hover over the PDF icons to see its title.

Select the Combined Competency Report.

PROGRESSIONS TAB

The Progressions tab provides at-a-glance summaries of all Ministry Progression - from Pathways to Licensed to Pastor to Retired.

PROGRESSION - PATHWAYS to Licensed

The mini-dashboard consists of a grey header showing the NAME of the MIN, a circle denoting their progression status, The type of Pathway they are on, and their Start/ Plan season. If a red asterisk is present beside the time elapsed, this indicates that the MIN has taken special leave, which should be deducted from the time elapsed when assessing years of experience. Clicking on the asterisk will open a popup window summarising the most recent Ministry Assignment and any special leave.

The grey header can be expanded (accordion style) to reveal a summary of the current progression process. (See under MS for full notes on how and when each section is updated).

Each of the necessary steps due for completion are shown using a colour status (grey, red, yellow, green). The goal is to complete all steps, turning them all green. To complete a step, simply click on the status to be taken directly to the relevant screen to complete the step.

The RESULT for those on Pathways is automatically updated when UMS updates the status to either PROGRESS, REPEAT, or DISCONTINUE. When a P1 graduates from the final stage of their internship, they progress to LICENSED Minister and their name is moved to the next tab LICENSED tab.

When a P2 or P3 completes the final stage of their pathway, this concludes the practical component of their Pathway, and once they also complete the Theological component, then they are graduated by UMS to LICENSED Minister and their name is moved to the (next) LICENSED tab.

PROGRESSION - LICENSED to Ord/Com Pastor

The mini-dashboard consists of a grey header showing the NAME of the MIN, a circle denoting their progression status, and the time elapsed since their progression to the current stage. If a red asterisk is present beside the time elapsed, this indicates that the MIN has taken special leave, which should be deducted from the time elapsed when assessing years of experience. Clicking on the asterisk will open a popup window summarising the most recent Ministry Assignment and any special leave.

The grey header can be expanded (accordion style) to reveal a summary of the current progression process. (See under MS for full notes on how and when each section is updated).

Each of the necessary steps due for completion are shown using a colour status (grey, red, yellow, green). The goal is to complete all steps, turning them all green. To complete a step, simply click on the status to be taken directly to the relevant screen to complete the step.

The RESULT for those in LICENSED Ministry is manually updated (usually by MS) once all steps are completed and a result has been determined. When a LICENSED MIN is approved for Ordinationi/ Commissioning, the status is set to "Plan Ord/Com service. Once the Ordination/ Commissioning service has occurred, the status can be updated to progress the MIN to ORDAINED/ COMMISSIONED Pastor and their name is moved to the (next) ORDAINED/ COMMISSIONED tab.

When a P2 or P3 completes the final stage of their pathway, this concludes the practical component of their Pathway, and once they also complete the Theological component, then they are graduated by UMS to LICENSED Minister and their name is moved to the LICENSED tab.

PROGRESSION - ORD/COM to Retired

When a MIN retires, MS can use the mini dashboard to plan for the Retirement Service and set a date for this to take place.

If the retirement is an honourable retirement. After the service date has passed, the MIN will be moved from the ORD/COM Pastor tab to the

RETIRED> HONOURABLY RETIRED tab. Those in this category continue to have access to MD and various notifications.

ADMIN REPORTS TAB

For more on the Admin Reports tab, see under PGS.

MODERATE REPORTS TAB

This tab opens a list view of all MINs within the Conference and their Ministry Reports. Current tallies at the top of the screen display the status for each season, including Draft/ Referred back, Received and Accepted.

DNOTES - confidential MS notes

On the CONFERENCE tab, to the left side of each name there is a DNOTE button which opens a hovering popup window for recording notes specific to each MIN in the form of a popup window. This space is ideal for adding coaching comments while reading through the various pages of a Ministry Report (to copy and paste into the COMMENTS section of the report),, or to add discussion points that can easily be referred to when planning a visit with a MIN. DNOTES are also available from the USERS CATALOGUE screen. The window can be resized, minimised, and moved around the screen as desired.

NOTE: DNotes are not available to other user types (MSA, PGS etc) but if multiple MS are assigned at a Conference, then DNotes will be visible to other MS users from the same Conference.,

Sort lists according to columns by clicking any <u>underlined</u> COLUMN TITLE Each report has a symbol next to it in the corresponding season/ term

A Pencil means the report is in DRAFT mode, ie. has not yet been siubmitted. Reports in draft mode are visible to supervisors/ MS/ PGS/ UMS (and MSA if an MSA has been appointed).

A Blue Triangle means the report has been SUBMITTED.

A Green Triangle with Black outline means the report has been verified by MSA.

A Yellow Reverse Triangle means that the report has been referred back to the user for additional information.

Green Dot means that the report has been moderated by MS and is approved.

A Yellow border in seasons 1/5/9 means that Part 4A of the Ministry Report has approved by MS. A Yellow border in Seasons 3/7/11 means that Part 4A of the Ministry Report has approved by MS and Intern has progressed to the next stage in ministry.

An Orange border in seasons 1/5/9 means that Part 4A of the Ministry Report has approved by PGS. An Orange border in Seasons 3/7/11 means that Part 4A of the Ministry Report has approved by PGS and Intern has progressed to the next stage in ministry.

A Green border in seasons 1/5/9 means that Part 4A of the Ministry Report has approved by UMS. A Green border in Seasons 3/7/11 means that Part 4A of the Ministry Report has approved by UMS and Intern has completed the practical supervision component of their Pathway/ internship. For P1 interns this means they graduate to the next stage of their ministry. For P2/P3, they cannot progress until the theological component of their ministry has also been completed..

NOTE: Hover over the designation P1/P2/P3 beside any intern to see their Supervisor.

P1/2/3 MINISTRY PROGRESSION FROM MINISTRY REPORT SCREEN

MS - Processing an Internship Plan (P1/P2/P3)

(Ministry Pathways, Seasons 1/5/9)

Once MS has processed the Internship Plan, MD will notify PGS and UMS. To process the Internship Plan as MS:

Select MINISTRY REPORTS> INTERN REPORTS

Navigate to the desired P1/P2/P3 Ministry Report using the sort Filter at the top of the page

Open the Report to Part 4A of the relevant PLAN season (Season 1, 5 or 9). It should be the most recent report and will be editable.

Review the plan and if approved, click APPROVE.

This will show under the PLAN APPROVALS at the top left of the Ministry Report as "MS: processed." This notification is visible to Intern/ Supervisor/ PGS, UMS and UPGS.
Use the ADMINISTRATOR COMMENTS tab to add comments that will only ever be visible to Administrators.

If you wish to amend plan, work with MS to make changes to the plan, and remember to notify the Intern/Supervisor of the changes.

MS - Processing Ministry Progression (P1/P2/P3).

Select MINISTRY REPORTS from the left side menu

Navigate to the relevant Conference, and Intern, and select the relevant season

For those who started at the beginning of the year this will be Winter/T3

For those who started mid-c, this will be Summer/T1

Open PART 4A

Click MINISTRY PROGRESSION APPROVAL button, top right

Select the correct circle: Progress/ Repeat/ Discontinue (based on the decision of the Executive Committee)

Add your MS comments using ADMINISTRATOR COMMENTS, then click SUBMIT

This will show under the APPROVALS section at the top left of Part 4A of the Ministry Report as "MS: processed" which is visible to Intern/ Supervisor/ PGS, UMS and UPGS. It will also update the coloured borders in the Ministry Reports List View.

 (NOTES: An alternative place to process Ministry Progression is under the PROGRESSIONS TAB
For P2 and P3, both a Practical and Theological components need to be approved by UMS before MS can graduate them to Licensed Ministry)

Add coaching comments

Select MODERATE REPORTS to see the list of Ministry Reports

Select the icon corresponding the USER and SEASON that you wish to moderate

Open the report and review it

Provide comments and encouragement in the COMMENTS tab.

Remember to use encouragement liberally and constructive feedback gently and sparingly.

Approve/ Refer back

On page 1A of the report, APPROVE or REFER BACK

If referring back, be clear in the comments as to why, and what you are asking for, and the plan to follow this up.

Review/ Edit/ Approve lnternship Ministry Activity Plan Review/ Edit/

Approve lnternship Progress

LOCATIONS TAB

The locations tab is where MS can add/ edit/ delete locations, assign/ reassign ministry leaders to a location, and adjust the roles of each MIN at any location.

Add Location

Open LOCATIONS tab

Select +ADD LOCATION

Enter LOCATION NAME

Select Location Type from Dropdown
(Church, School, Aged Care, Custom etc.)

Leave ACTIVE check box selected if Location is active

Edit or Deactivate Location

Open LOCATIONS tab

Select the LOCATION from the list to reveal staff assigned to the location

Click EDIT button at the top right

Edit LOCATION NAME, TYPE or STATUS

Click SAVE

Assign Location to user (or user to location)

NOTE: Until a location is assigned to a user, the Ministry Report features will

not be available.

Open LOCATIONS tab

Select the LOCATION from the list to reveal staff assigned to the location

Search for and select USER NAME in the search bar "Add existing ministers"

Click " +" to add user to location

Adjust Role of Users at a location

The Roles (SNR/MIN) can be adjusted at each location

Open LOCATIONS tab

Select the LOCATION from the list to reveal staff assigned to the location

This will bring up a list of Ministry Leaders serving at that location

Click the 3 dots "…" to the right of any Ministry Leader

Assign Role using the check boxes.

NOTE: Only one SNR can be appointed at each location. Attempting to assign a Second will result in an error message. To avoid this, when appointing a new SNR, remove the SNR or change the SNR role to MIN role before appointing a MIN to SNR.

Notifications Button

Notifications allow administrators to see and send email/ Portal notifications to any/all/a subgroup of their team.

Send a Notification

Click the Notifications bell at the top right of your screen to open the notifications window

Click SEND NOTIFICATION at the top right of the notifications window to bring up the SEND NOTIFICATION popup window

Refine the recipient list by LOCATIONS, users (MINISTERS)

To send a notification to all those with Overdue Ministry Reports, select the Check Box "Select All Overdue Ministry Reports?"

Type your message, remembering to write with brevity!

To send an email with your notification, select the **SEND EMAIL?** Box

Click SEND

Role: PGS (Conference President and General Secretary)

Creating your own Ministry Reports

(See under MIN for general instructions)

PGS may opt in to give a CUSTOM seasonal Ministry Report. This will need to be set up by MS, but will not be visible to MS. For more on Ministry Reports, see under MIN role.

EVALUATION SUMMARIES TAB

Select the EVALUATION SUMMARIES tab on the left side menu to bring up a list of users for whom moderated Competency Review Reports exist (MS has moderated their Review). This screen contains pdf copies of their recent Ministry Reports, a pdf copy of their Moderated Competency report, a scanned copy of your Evaluation Conversation (added by you) and some date and status columns. Essentially this screen is where you will log the process of meeting with each of your team members. (Refer to the MD Administrator's Handbook for guidance on conducting these meetings).

This screen serves as a dashboard for managing your Evaluation Conversations, displaying:

the most recent Ministry Reports, (normally Summer/ Autumn/ Winter),
Summary version of the Competency Review Report
Detailed version of the Competency Review Report
the Evaluation Summary (if PGS has uploaded it)
the Evaluation Completion date
a summary of the Review status (Annual/ 3 months/ 6 weeks)
the Release Mode of the Competency Review Report (Manual or System release).

These are explained in more detail below.

View Ministry Report PDFs within the Evaluation Summaries Tab

To open any of the pdf files simply click on the icon. To print any file, open it then save it to your local computer. From thereto will be able to open and print it. Please remember that any printed Competency Reports should be immediately shredded after use. They are always available within the Portal if required.

Select the Relevant Ministry Report to view it in PDF

You will notice that the available ministry reports have a letter on them as below (all MINs).
S   SUMMER
A   AUTUMN
W   WINTER

or, for Interns (P1/P2/P3) who started mid-year, this will be

S	SPRING
S	SUMMER
A	AUTUMN

NOTE: A blank Evaluation Summary form for use in Evaluation Conversations is available for download from the top of the screen.

The list shows only Ministry Reports that have been approved by MS. If the desired Ministry Report is not visible in the list, it either hasn't been submitted, or it hasn't been approved by MS. This is especially important information for Internship Ministry Progression (P1/P2/P3) as explained below:

Summary Competency Review Report

Hover over the PDF icons to see its title.

Select either the Summary Competency Report.

NOTES: The Summary Review Report a compact summary of Reviewer Feedback.

Summary Reports related to Internship (P1/2/3) also serve as a Ministry Progression Report to share with the Conference/Union Executive Committees. They include key data and comments from the submission season Ministry Report (Winter Ministry Report for Interns who commenced in Summer). For this reason, once a Review Report has been completed, Summary Reports will appear greyed out/ unavailable until the Ministry Report for the submission season has also been received.

The summary reports available to MS/PGS/UMS contain additional comments and approvals pages that are not visible to the Intern or Supervisor.

Detail Competency Review Report

Hover over the PDF icons to see its title.

Select either the Detailed Competency Report.

NOTE: The Detail Competency Report is also designed as a ready-made report for MS/PGS/UMS to use in an interview/ discussion setting with the MIN, to explore insights from Reviewer scores and comments. See the. Administrators' Handbook for best practice guidance on conducting Evaluation Conversations.

Schedule Appointments

Select the EVALUATION SUMMARIES> SCHEDULE APPOINTMENT to bring up the calendar view. You can navigate through the calendar using the TODAY/ WEEK/ MONTH tabs at the top right of the screen.

Time slots can be scheduled in 15 minute increments between 8am and 6pm. To indicate your availability for any time slot, select the time slot. We have found it helpful to schedule a number of 90 (for internship and Licensed Ministers for whom Ministry Progression is also part of the conversation) and 75 minute slots (for everyone else).

Click YES to confirm or NO to cancel.

Upload Evaluation Summaries

During the Evaluation Conversation, PGS is required to make notes of the key points and agreements, before scanning and uploading a copy to the Portal, thereby making it available to MIN /MS and PGS. This part of the process is completed manually on paper to eliminate screens and to preserve the face-to-face nature of the Evaluation Conversation. It also makes the process of all present signing the document simpler. An EVALUATION SUMMARY is available for download and printing within the portal.

PROGRESSIONS TAB

This tag shows the various stages of Ministry Progression for the entire team. Tabs include PATHWAYS, LICENSED, ORDAINED/ COMMISSIONED, and RETIRED. This tab is designed to give at-a-gland summaries of where each member of the team is at in their ministry progression journey, and provides mini-dashboards for when those on Pathways or Licensed ministers are being evaluated for Ministry Progression to the next stage.

While it is expected that the MS team in each Conference will drive the progression of each MIN, full visibility is provided to PGS and UMS who can also collaborate/ update the progression of any MIN.

PROGRESSION - PATHWAYS to Licensed

The mini-dashboard consists of a grey header showing the NAME of the MIN, a circle denoting their progression status, The type of Pathway they are on, and their Start/ Plan season. If a red asterisk is present beside the time elapsed, this indicates that the MIN has taken special leave, which should be deducted from the time elapsed when assessing years of experience. Clicking on the asterisk will open a popup window summarising the most recent Ministry Assignment and any special leave.

The grey header can be expanded (accordion style) to reveal a summary of the current progression process. (See under MS for full notes on how and when each section is updated).

Each of the necessary steps due for completion are shown using a colour status (grey, red, yellow, green). The goal is to complete all steps, turning them all green. To complete a step, simply click on the status to be taken directly to the relevant screen to complete the step.

The RESULT for those on Pathways is automatically updated when UMS updates the status to either PROGRESS, REPEAT, or DISCONTINUE. When a P1 graduates from the final stage of their internship, they progress to LICENSED Minister and their name is moved to the next tab LICENSED tab.

When a P2 or P3 completes the final stage of their pathway, this concludes the practical component of their Pathway, and once they also complete the Theological component, then they are graduated by UMS to LICENSED Minister and their name is moved to the (next) LICENSED tab.

PROGRESSION - LICENSED to Ord/Com Pastor

Joe Bloggs	●	Time since Progression: 0 years 3 months	∧

Winter 2022

NAME	JOE BLOGGS	ORD/COM PROFILE
		Upload Ord/Com Profile

RESULT	REVIEW SETUP	MODERATION STATUS	INTERVIEW STATUS
Pending result	S 0/1	Report Not Moderated	Not scheduled
Write your notes here..	CURRENT MR	COACHING	PROGRESSION
	Remind/View Report	No Report Yet	No Report Yet

The mini-dashboard consists of a grey header showing the NAME of the MIN, a circle denoting their progression status, and the time elapsed since their progression to the current stage. If a red asterisk is present beside the time elapsed, this indicates that the MIN has taken special leave, which should be deducted from the time elapsed when assessing years of experience. Clicking on the asterisk will open a popup window summarising the most recent Ministry Assignment and any special leave.

The grey header can be expanded (accordion style) to reveal a summary of the current progression process. (See under MS for full notes on how and when each section is updated).

Each of the necessary steps due for completion are shown using a colour status (grey, red, yellow, green). The goal is to complete all steps, turning them all green. To complete a step, simply click on the status to be taken directly to the relevant screen to complete the step.

The RESULT for those in LICENSED Ministry is manually updated (usually by MS) once all steps are completed and a result has been determined. When a LICENSED MIN is approved for Ordinationi/ Commissioning, the status is set to "Plan Ord/Com service. Once the Ordination/ Commissioning service has occurred, the status can be updated to progress the MIN to ORDAINED/ COMMISSIONED Pastor and their name is moved to the (next) ORDAINED/ COMMISSIONED tab.

When a P2 or P3 completes the final stage of their pathway, this concludes the practical component of their Pathway, and once they also complete the Theological component, then they are graduated by UMS to LICENSED Minister and their name is moved to the LICENSED tab.

PROGRESSION - ORD/COM to Retired

When a MIN retires, MS can use the mini dashboard to plan for the Retirement Service and set a date for this to take place.

If the retirement is an honourable retirement. After the service date has passed, the MIN will be moved from the ORD/COM Pastor tab to the RETIRED> HONOURABLY RETIRED tab. Those in this category continue to have access to MD and various notifications.

MINISTRY PERSONNEL TAB:

This tag shows all personnel within the CONFERENCE, and within MD (all users within Australia and New Zealand)

The CONFERENCE list shows all Current users in Conference (excluding those that have been HIDDEN).
The ALL list shows all users in the Portal (system-wide, AUC and NZPUC).
The HIDDEN list shows all users that MS has hidden. Hidden users do not appear in Personnel or Ministry Report list screens.

Using Sort Functions on lists

Sort lists according to columns by clicking any <u>underlined</u> COLUMN TITLE

Edit User's current ministry dates

Open USERS CATALOGUE>ALL PERSONNEL tab

Select CURRENT (or HIDDEN) tab Click "..." at far right of Row

Click Edit

Add End Date
(this date ends their access to your Conference, but not from MD)

View User Profile and Preferences

Select USERS CATALOGUE>ALL PERSONNEL tab

Select from CURRENT/ ALL/ HIDDEN tabs at top of page

Locate USER either by SEARCH BAR "Search by name" or using sort functions Click " ... " at far right to reveal menu

Select PROFILE or PREFERENCES to view

USING THE FILTER FEATURE

At the top left of the ALL PERSONNEL>ALL screen (default view), there is a blue FILTERS button at the top left of the screen. Clicking this button will open a range of different fields that can be used to refine a search of the PROFILE and PREFERENCES of all users within MD (MD users within the AUC and NZPUC). This feature replaced the previous call book system.

Simply make selections from the available fields, sliders and checkboxes, then click SEARCH.

Additional fields can be added before clicking SEARCH again.

Use the RESET FILTER button to start a new search.

Each search will display a list of users that match the search criteria. View any user's profile/ preferences using the "..." button at the far right of the row containing the user's name.

MINISTRY REPORTS TAB

This tab opens a list view of all MINs within the Conference and their Ministry Reports. Current tallies at the top of the screen display the status for each season, including Draft/ Referred back, Received and Accepted.

Sort lists according to columns by clicking any underlined COLUMN TITLE Each report has a symbol next to it in the corresponding season/ term

A Pencil means the report is in DRAFT mode, ie. has not yet been siubmitted. Reports in draft mode are visible to supervisors/ MS/ PGS/ UMS (and MSA if an MSA has been appointed).

A Blue Triangle means the report has been SUBMITTED.

A Green Triangle with Black outline means the report has been verified by MSA.

A Yellow Reverse Triangle means that the report has been referred back to the user for additional information.

Green Dot means that the report has been moderated by MS and is approved.

A Yellow border in seasons 1/5/9 means that Part 4A of the Ministry Report has approved by MS. A Yellow border in Seasons 3/7/11 means that Part 4A of the Ministry Report has approved by MS and Intern has progressed to the next stage in ministry.

An Orange border in seasons 1/5/9 means that Part 4A of the Ministry Report has approved by PGS. An Orange border in Seasons 3/7/11 means that Part 4A of the Ministry Report has approved by PGS and Intern has progressed to the next stage in ministry.

A Green border in seasons 1/5/9 means that Part 4A of the Ministry Report has approved by UMS. A Green border in Seasons 3/7/11 means that Part 4A of the Ministry Report has approved by UMS and Intern has completed the practical supervision component of their Pathway/ internship. For P1 interns this means they graduate to the next stage of their ministry. For P2/P3, they cannot progress until the theological component of their ministry has also been completed..

View and comment on Ministry Reports

Providing affirming comments on your team's ministry reports can make an enormous difference to the moral and strength of your team. In addition, you can stay up to speed with any or all of your team members who will appreciate your personal interest in their ministry.

Select MODERATE REPORTS to see the list of Ministry Reports

Select the icon corresponding the USER and SEASON that you wish to moderate

Open the report and review it

Provide comments and encouragement in the COMMENTS tab.

Remember to use encouragement liberally and constructive feedback gently and sparingly.

MINISTRY PROGRESSION - INTERNSHIP

For detailed information on Ministry Progression and Internship (P1/P2/P3), please refer to the Ministry Progression Manual.

Internship Plans (Seasons 1/5/9)

While P1 interns only have 2 stages, and thus submit plans in Seasons 1 and 5, those on P2 and P3 have 3 stages and submit plans in Seasons 1/5/9.

Internship Plans (Pathways P1/P2/P3) are created by both Intern and Supervisor working together, and are logged in Part 4A of the Intern's Ministry Report, from the Supervisor's portal.

Once the Intern has completed their report to the best of their knowledge, they can notify their Supervisor from Part 4A. Once the Supervisor has checked the plan and added their comments, they can SUBMIT the report on the Intern's behalf.

After this, MS works with the Intern and Supervisor to ensure that the reports have been completed satisfactorily. This is especially important in Season 1/5/9 (Internship Plan Seasons) and Seasons 4/7/11 (Ministry Progression Seasons).

●	When MS has processed the plan it will show with a yellow border in the Ministry Reports list view.
●	Once you, PGS have processed it, it will show with an Amber border in the Ministry Reports List view.
●	Once UMS has processed it, it will show with a green border in the Ministry Reports list view.

PGS - Processing an Internship Plan (P1/P2/P3)

(Ministry Pathways, Seasons 1/5/9)

Once PGS has processed the Internship Plan, MD will notify the Union MS and UPGS. To do this:

> Select MINISTRY REPORTS> INTERN REPORTS
>
> Navigate to the desired P1/P2/P3 Ministry Report
>
> Open the Report to Part 4A of the relevant PLAN season (Season 1, 5 or 9). It should be the most recent report and will be editable.
>
> Review the plan and if approved, click APPROVE.
>
> This will show under the PLAN APPROVALS at the top left of the Ministry Report as "PGS: processed." This notification is visible to Intern/ Supervisor/ MS/ PGS, UMS and UPGS.
> Use the ADMINISTRATOR COMMENTS tab to add comments that will only ever be visible to Administrators.

If you wish to amend plan, work with MS to make changes to the plan, and remember to notify the Intern/Supervisor of the changes.

Processing Ministry Progression (Internship Pathways P1/P2/P3).

Select MINISTRY REPORTS from the left side menu

Navigate to the relevant Conference, and Intern, and select the relevant season
> For those who started at the beginning of the year this will be Winter/T3
>
> For those who started mid-c, this will be Summer/T1

Open PART 4A

Click MINISTRY PROGRESSION APPROVAL button, top right

Select the correct circle: Progress/ Repeat/ Discontinue (based on the decision of the Executive Committee)

Enter CONFERENCE EXECUTIVE COMMITTEE ACTION NO. and DATE

If you haven't already done so under ADMINISTRATOR COMMENTS, add
comment and click SUBMIT

This will show under the APPROVALS section at the top left of Part 4A of the Ministry Report as "PGS: processed" which is visible to Intern/ Supervisor/ MS/ PGS, UMS and UPGS. It will also update the coloured borders in the Ministry Reports List View.

(NOTES: An alternative place to process Ministry Progression is under the PROGRESSIONS TAB
For P2 and P3, both a Practical and Theological components need to be approved by UMS before MS can graduate them to Licensed Ministry)

Using Review Reports for Evaluation Conversations

(Ministry Pathways, Seasons 3/7/11)

It is important for PGS to process the Progression plans for each intern. Once PGS has processed the Intern's Progression, MD will notify the Union MS and UPGS.

In order for MS to process the intern's progression, it is vital that each candidate complete their REVIEW REPORT by the end of the relevant season (usually August), and submit their S3/7/11 Ministry Report. Once MS has processed it, MD will notify PGS who can process it using the following steps:

Select EVALUATION SUMMARIES

Navigate to the relevant candidate for Ministry Progression.

You will be able to review the most recent Ministry Reports and Competency Review Reports for the candidate. In the case of P1/P2/ P3, Part 4A of the Report will also play a key role in informing the successful completion of the Stage Internship plan.

Review the Ministry Progress to date before you meet with the candidate for their Evaluation Conversation, during which you will also discuss what is required for ministry progression.

During the Evaluation Conversation, complete a paper Evaluation Summary, including a determination about ministry progression.

Upload a copy of the Evaluation Summary

Following the Evaluation Conversation, scan and upload a copy of the Evaluation summary. This provides accountability and security for all concerned by documenting what was discussed in the Evaluation Conversation.

Select EVALUATION SUMMARIES from the left side menu Navigate to the desired candidate for ministry progression
Use the "... " at the far right of the row to select UPLOAD EVALUATION SUMMARY

Select the FILE to be uploaded, and select the REVIEW PERIOD (Annual/ 3 months/ 6 weeks)

The STATUS column will automatically be updated to show the Review period.

Processing Ministry Progression (Internship Pathways P1/P2/P3).

Select MINISTRY REPORTS from the left side menu

Navigate to the relevant Intern, and select the relevant season

For those who started at the beginning of the year this will be Winter/T3

For those who started mid-c, this will be Summer/T1

Open PART 4A

Click MINISTRY PROGRESSION APPROVAL button, top right

Select the correct circle: Progress/ Repeat/ Terminate (based on the decision of the Executive Committee)

Enter COMMITTEE ACTION NO. and DATE

If you haven't already done so under ADMINISTRATOR COMMENTS, add comment and click SUBMIT

This will show under the APPROVALS section at the top left of Part 4A of the Ministry Report as "PGS: processed" which is visible to Intern/ Supervisor/ MS/ PGS, UMS and UPGS. It will also update the coloured borders in the Ministry Reports List View.

(NOTE: An alternative place to process Ministry Progression is under the PROGRESSIONS TAB)

ADMIN REPORTS TAB

Admin Reports allow MS/PGS to quickly gain a snapshot of the available data that has been submitted by your team. Naturally, the usefulness of the Admin Report is directly proportional to the accuracy and completeness of the data available. With time and consistent reporting by your team, Admin Reports will become an essential analysis tool for your Administration.

To access Admin Reports, first select ADMIN REPORTS from the left side menu, then use the tabs across the top of the page to gain insights as below:

SERMONS

This tab gives a snapshot of the reported sermons preached across the Conference within a nominated time period.

Select the SERMONS tab at the top of screen

Select LOCATIONS, enter START and END dates for the Report

Click GENERATE REPORT

A report will be displayed on screen

COMPETENCIES/ CMF's

This tab gives a snapshot of the average scores for Competencies/Core Ministry Functions (CMF's) across the team. Understanding the strengths and challenge areas within a team is especially helpful in planning for ministerial team training.

Select the COMPETENCIES/ CMF tab at the top of screen

Select LOCATION type

Select or deselect the MINISTERS to be included in the report

Enter START and END dates for the Report

Click GENERATE REPORT

A report will be sent to your email address within a few minutes (the delay is due to the large number of calculations involved in this process).

ATTENDANCE

This report is based on the self reported stats on page 1A of the Ministry Report and requires good data (a full set of Ministry Reports with Part 1A completed) to be useful.

Select the ATTENDANCE tab at the top of screen

Select LOCATION type

Select or deselect the LOCATIONS to be included in the report

Enter START and END dates

Click GENERATE REPORT

A report will appear on screen

PROFILE STATISTICS

This feature allows you to generate a simple report on how many in your team have updated their Profile and Preferences.

Select the PROFILE STATISTICS tab at the top of screen

Enter the LOCATION TYPE
(ALL/ CHURCH / SCHOOL/ AGED CARE/ CUSTOM etc.)

Click the GENERATE REPORT button to show the report on screen

Take a screen shot if a printable copy is needed

Print Function to be added in future

GRANT PRIVILEGE TAB

This feature allows PGS to grant privilege to MS and MSA to schedule and conduct Evaluation appointments on their behalf. This can be useful when there is a large team and there is a need to spread the Administrative load.

Select GRANT PRIVILEGE from the left side menu to display a list of those who have been granted privilege

Select +ADD to grant privilege to grant privilege to additional users

Select the name/s from the drop down list

Click GRANT button to grant privilege.
New names will now appear in the list

JOBS POSTINGS TAB

This tab allows you to see all jobs posted by UPGS with you as a recipient, along with any jobs that you/ other PGS within your Conference may have posted with you as a recipient.

Posting a new job

NOTE: PGS can post jobs that will be visible only to their Conference team. To post jobs to a wider audience please contact your Union General Secretary (UPGS) who can do this for you if approved.

Select JOBS POSTINGS> MY JOBS

Select +ADD JOB to post a new job to your team

Select LOCATIONS, MINISTERS

Add MESSAGE, and EXPIRY DATE

Check the box to send an email notification as well as a portal notification

Click POST

Editing a posted job

Select JOBS POSTINGS> MY JOBS (jobs posted by you)
NOTE: You can only edit jobs that you have posted

To the right of the job you will see 3 icons

Use the time icon to send a reminder

Use the Trash icon to delete a job

Use the Pencil to edit a job

Click the (MORE...) link To see more info on any job

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

DOCUMENTS TAB>CONFERENCE - PGS view

PGS has the ability to upload and tag documents specific to the Conference team. This assists the team to easily locate documents at any time, using key search terms. Folders can also be added for streamlined storage and searching. (For general information about the Documents tab, see under MIN).

> Navigate to the Conference Documents tab by selecting DOCUMENTS> CONFERENCE

Add folders to the CONFERENCE DOCUMENTS tab

> Click ADD FOLDER (Folders are visible to all users within your Conference)
>
> Add the folder NAME
>
> If the folder is to be a nested folder, select the NESTED FOLDER it will be nested under
>
> Click SUBMIT

Add document to the CONFERENCE DOCUMENTS tab

> Click ADD DOCUMENT
>
> Select the PDF FILE to be uploaded
>
> Select a thumbnail IMAGE to be displayed to the left of the file
>
> Select NESTED FOLDER (if no nested folder is selected, the file will appear in the general CONFERENCE DOCUMENTS list.
>
> Select the group who will be able to access the document (ALL/ CHURCH, SCHOOL/ AGED CARE).
>
> Add SEARCHABLE KEYWORDS to enable users to locate the file easily
>
> ### To include an email notification to the Conference team:
>
> > Select the SEND EMAIL checkbox.
> >
> > Click UPLOAD
> >
> > Selected users will receive a notification that a new document has been uploaded.
>
> ### Edit or Delete Files or Folders
>
> > Select the EDIT or TRASH icons to the right of the resource
> >
> > DELETE, or EDIT it
> >
> > Click SAVE

User: UMS (Union Ministerial Secretary)

AUXANO TAB

See as per MIN above.

UNION TAB

Under this tab you can see a list of the staff registered as Union Employees who have access to the MD Portal. The are categorised into Administrators (UPGS, UMS) and staff (MINs). Contact MD Support to make a MIN an administrator.

Add other Union Staff as MINs

UMS is able to invite Union staff as MINs to the MD Portal, for the purpose of providing access to Auxano Plans, and completing Profile and Preferences information that is available to staffing committees. MINs who are part of the Union staff list have access to the Auxano Library, can contribute resources, see Job Postings and PORTAL documents under the Documents tab.

Go to Union tab

Then click "Invite Minister button"

Invite Minister

CONFERENCES TAB

Under this tab you can see a list of Conferences and the MINs within each Conference.

USERS CATALOGUE TAB

PERSONNEL SUBTAB

This subtag shows all personnel within the CONFERENCE, and within MD (all users within Australia and New Zealand)

The CONFERENCE list shows all Current users in Conference (excluding those that have been HIDDEN).
The ALL list shows all users in the Portal (system-wide, AUC and NZPUC).
The HIDDEN list shows all users that MS has hidden. Hidden users do not appear in Personnel or Ministry Report list screens.

Using Sort Functions on lists

Sort lists according to columns by clicking any underlined COLUMN TITLE

Edit User's current ministry dates

Open USERS CATALOGUE>ALL PERSONNEL tab

Select CURRENT (or HIDDEN) tab Click "..." at far right of Row

Click Edit

Add End Date
(this date ends their access to your Conference, but not from MD)

View User Profile and Preferences

Select USERS CATALOGUE>ALL PERSONNEL tab

Select from CURRENT/ ALL/ HIDDEN tabs at top of page

Locate USER either by SEARCH BAR "Search by name" or using sort functions Click " ... " at far right to reveal menu

Select PROFILE or PREFERENCES to view

USING THE FILTER FEATURE

At the top left of the ALL PERSONNEL>ALL screen (default view), there is a blue FILTERS button at the top left of the screen. Clicking this button will open a range of different fields that can be used to refine a search of the PROFILE and PREFERENCES of all users within MD (MD users within the AUC and NZPUC). This feature replaced the previous call book system.

Simply make selections from the available fields, sliders and checkboxes, then click SEARCH.

Additional fields can be added before clicking SEARCH again.

Use the RESET FILTER button to start a new search.

Each search will display a list of users that match the search criteria. View any user's profile/ preferences using the "..." button at the far right of the row containing the user's name.

Hide User

Often it is helpful to hide a team member from view. This can be helpful for dummy identities used for demonstration, for Personal Assistants who are not part of the pastoral team, and for Retired Ministers who may still be part of your coaching team and/or for whom you still want to grant access to the basic portal features.

Use "..." to unhide. Underlined Column headings are sortable.

Add P1/ Internship Pathway

Open USER CATALOG UE>P1 INTERNS tab

Click INVITE P1 INTERN

Add FIRST and LAST NAME

Add START DATE (usually 01/01/YYYY is sufficient)

Leave END DATE empty

Add EMAIL

Select SUPERVISOR from Dropdown

Click INVITE

Add an existing user as P1/ Intern

This action can only be completed by MD Support. Please email support@md.adventist.org.au

Add P2/ Concurrent Study Pathway

First Add user as a P1/INTERN as above

Then add them as a P2 CSP as below

> Open USER CATALOGUE> P2 CSP tab (Concurrent Study Pathway)
>
> Click + ADD P2 CSP Button
>
> Type name of MIN into search bar
>
> Select NAME from P1 INTERN dropdown
>
> Click SUBMIT

Add P3/ Individualised Pathway

First Add user as a P1/INTERN as above

Then add them as a P2 CSP as below

> Open USER CATALOGUE> P3 IND tab (Individualised Pathway)
>
> Click + ADD P3 IND Button
>
> Select NAME from P1 INTERN dropdown (type name into search bar)
>
> Click SUBMIT

EVALUATION SUMMARIES TAB

Select the EVALUATION SUMMARIES tab from the Left side menu to bring up a list of moderated Review Reports for the current year (You can change the display year using the dropdown menu at the top right of the screen).

This screen serves as a dashboard for managing your Evaluation Conversations, displaying:

> the most recent **Ministry Reports**, (normally Summer/ Autumn/ Winter),
> **Summary Review Report** (for Interns this includes data from Ministry Report)
> **Detailed Review Report**
> the **Evaluation Summary** (if PGS has uploaded it)
> the **Evaluation Completion date**
> a summary of the **Review status** (Annual/ 3 months/ 6 weeks)
> the **Release Mode of the Competency Review Report** (Manual or System release).

These are explained in more detail below.

View Ministry Report PDFs within the Evaluation Summaries Tab

Select the Relevant Ministry Report to view it in PDF

You will notice that the available ministry reports have a letter on them as below (all MINs).

> S SUMMER
> A AUTUMN
> W WINTER

or, for Interns (P1/P2/P3) who started mid-year, this will be

> S SPRING
> S SUMMER
> A AUTUMN

NOTE: A blank Evaluation Summary form for use in Evaluation Conversations is available for download from the top left of the screen. The list shows only Ministry Reports that have been approved by MS. If the desired Ministry Report is not visible in the list, it either hasn't been submitted, or it hasn't been approved by MS. This is especially important information for Internship Ministry Progression (P1/P2/P3) as explained below:

Executive Competency Review Report

Hover over the PDF icons to see its title.

Select the Executive Competency Report.

NOTE: The Executive Competency Report contains only the summary graphs, and the comments and approvals pages, designed as a succinct Ministry Progression Report to share with Executive Committees. These additional comments and approvals pages are visible to MS/PGS/UMS/PGS, but they are not available to the Intern or their Supervisor.

Summary Competency Review Report

Hover over the PDF icons to see its title.

Select the Summary Competency Report.

NOTE: The Summary Competency Report is still a compact summary of Reviewer Feedback, but it also contains a summary of the scores received from reviewers (no comments). For interns, the summary report contains additional comments and approvals pages. These additional comments and approvals pages are visible to MS/PGS/ UMS/PGS, but they are not available to the Intern or their Supervisor.

Detail Competency Review Report

Hover over the PDF icons to see its title.

Select the Detailed Competency Report.

NOTE: The Detail Competency Report contains both scores and comments from the Review Report. It is also designed as a ready-made report for MS/PGS/UMS to use in an interview/ discussion setting with the MIN, to explore insights from Reviewer scores and comments. See the. Administrators' Handbook for best practice guidance on conducting Evaluation Conversations.

Combined Competency Review Report

Hover over the PDF icons to see its title.

Select the Combined Competency Report.

MODERATE REVIEWS TAB

Select the MODERATE REVIEWS tab from the Left side menu to bring up a list of those Interns (P1/2/3) who have completed reviews in the current year (You can change the display year using the dropdown menu at the top right of the screen).

Moderate a Competency Review

Search for or scroll to the name/ report you wish to review and select it to open the Review Moderation Screen.

You can see the moderation Status (awaiting Moderation/ Moderated/ Released) under the STATUS column.

On the moderation screen you will see a summary of self and reviewers scores, along with the comments for each question.

SELF and SUPERVISOR comments are identified, whereas other Reviewers comments are not. You can edit or delete any questions to remove unnecessary bias or repetition. Remember that the goal is to make the

Review helpful, without it being hurtful. The extent to which you moderate reviews will depend on the comments, on the minister, and the wider relationship and contact in which the comments are given.

Making your way down each page, click the NEXT button at the bottom of each page. When you complete the last page (ENVISIONING), you will be able to click the SAVE button.

At the top right of the page there is another SAVE button, and a REVIEWERS button where you can view a list of the Reviewers.

Once you have moderated the reviewer comments:

Click SAVE to save your changes

Click PUBLISH (Once published, no further changes will be possible)

Click CONFIRM

The Review Report now shows as MODERATED in the list view, awaiting release.

Releasing Review Reports

When a Review Report is released, it becomes available to both the MIN and PGS at the same time.

Once a Review Report has been released, it no longer appears in the MODERATE REVIEWS tab as it has moved to the EVALUATION SUMMARIES tab.

Automatic Release of Reviews by MD

If your PGS is using the SCHEDULE APPOINTMENTS features, then under normal circumstances, a REVIEW will be automatically released 2 days prior to a scheduled Evaluation appointment. If the need arises to release a Review early, MS can manually release a Review.

Manually Release a Review

To manually release a Moderated Review Report, use the "..." at the far right of the row and select RELEASE MANUALLY.

PROGRESSIONS TAB

The Progressions tab provides at-a-glance summaries of all Ministry Progression - from Pathways to Licensed to Pastor to Retired.

PROGRESSION - PATHWAYS to Licensed

The mini-dashboard consists of a grey header showing the NAME of the MIN, a circle denoting their progression status, The type of Pathway they

Sample Intern	●	P1	☀	∨

START YEAR	PLAN SEASON	REVIEW SETUP	MODERATION STATUS	INTERVIEW STATUS
-	☀	Request Review Report	No Report Yet	Not scheduled

RESULT		CURRENT MR	COACHING	PROGRESSION
Pending		Remind/View Report	No Report Yet	No Report Yet

Write your notes here..

are on, and their Start/ Plan season. If a red asterisk is present beside the time elapsed, this indicates that the MIN has taken special leave, which should be deducted from the time elapsed when assessing years of experience. Clicking on the asterisk will open a popup window summarising the most recent Ministry Assignment and any special leave.

The grey header can be expanded (accordion style) to reveal a summary of the current progression process. (See under MS for full notes on how and when each section is updated).

Each of the necessary steps due for completion are shown using a colour status (grey, red, yellow, green). The goal is to complete all steps, turning them all green. To complete a step, simply click on the status to be taken directly to the relevant screen to complete the step.

The RESULT for those on Pathways is automatically updated when UMS updates the status to either PROGRESS, REPEAT, or DISCONTINUE. When a P1 graduates from the final stage of their internship, they progress to LICENSED Minister and their name is moved to the next tab LICENSED tab.

When a P2 or P3 completes the final stage of their pathway, this concludes the practical component of their Pathway, and once they also complete the Theological component, then they are graduated by UMS to LICENSED Minister and their name is moved to the (next) LICENSED tab.

PROGRESSION - LICENSED to Ord/Com Pastor

Joe Bloggs	●	Time since Progression: 0 years 3 months	∧

Winter 2022

NAME	JOE BLOGGS	ORD/COM PROFILE
		Upload Ord/Com Profile

RESULT		REVIEW SETUP	MODERATION STATUS	INTERVIEW STATUS
Pending result		S 0/1	Report Not Moderated	Not scheduled

		CURRENT MR	COACHING	PROGRESSION
Write your notes here..		Remind/View Report	No Report Yet	No Report Yet

The mini-dashboard consists of a grey header showing the NAME of the MIN, a circle denoting their progression status, and the time elapsed since their progression to the current stage. If a red asterisk is present beside the time elapsed, this indicates that the MIN has taken special leave, which should be deducted from the time elapsed when assessing years of experience. Clicking on the asterisk will open a popup window summarising the most recent Ministry Assignment and any special leave.

The grey header can be expanded (accordion style) to reveal a summary of the current progression process. (See under MS for full notes on how and when each section is updated).

Each of the necessary steps due for completion are shown using a colour status (grey, red, yellow, green). The goal is to complete all steps, turning them all green. To complete a step, simply click on the status to be taken directly to the relevant screen to complete the step.

The RESULT for those in LICENSED Ministry is manually updated (usually by MS) once all steps are completed and a result has been determined. When a LICENSED MIN is approved for Ordinationi/ Commissioning, the status is set to "Plan Ord/Com service. Once the Ordination/ Commissioning service has occurred, the status can be updated to progress the MIN to ORDAINED/ COMMISSIONED Pastor and their name is moved to the (next) ORDAINED/ COMMISSIONED tab.

When a P2 or P3 completes the final stage of their pathway, this concludes the practical component of their Pathway, and once they also complete the Theological component, then they are graduated by UMS to LICENSED Minister and their name is moved to the LICENSED tab.

PROGRESSION - ORD/COM to Retired

When a MIN retires, MS can use the mini dashboard to plan for the Retirement Service and set a date for this to take place.

If the retirement is an honourable retirement. After the service date has passed, the MIN will be moved from the ORD/COM Pastor tab to the RETIRED> HONOURABLY RETIRED tab. Those in this category continue to have access to MD and various notifications.

MINISTRY REPORTS TAB

This tab opens a list view of all MINs within the Conference and their Ministry Reports. Current tallies at the top of the screen display the status for each season, including Draft/ Referred back, Received and Accepted.

Sort lists according to columns by clicking any <u>underlined</u> COLUMN TITLE Each report has a symbol next to it in the corresponding season/ term

A Pencil means the report is in DRAFT mode, ie. has not yet been

siubmitted. Reports in draft mode are visible to supervisors/ MS/ PGS/ UMS (and MSA if an MSA has been appointed).

A Blue Triangle means the report has been SUBMITTED.

▶ A Green Triangle with Black outline means the report has been verified by MSA.

◀ A Yellow Reverse Triangle means that the report has been referred back to the user for additional information.

● Green Dot means that the report has been moderated by MS and is approved.

● A Yellow border in seasons 1/5/9 means that Part 4A of the Ministry Report has approved by MS. A Yellow border in Seasons 3/7/11 means that Part 4A of the Ministry Report has approved by MS and Intern has progressed to the next stage in ministry.

● An Orange border in seasons 1/5/9 means that Part 4A of the Ministry Report has approved by PGS. An Orange border in Seasons 3/7/11 means that Part 4A of the Ministry Report has approved by PGS and Intern has progressed to the next stage in ministry.

● A Green border in seasons 1/5/9 means that Part 4A of the Ministry Report has approved by UMS. A Green border in Seasons 3/7/11 means that Part 4A of the Ministry Report has approved by UMS and Intern has completed the practical supervision component of their Pathway/ internship. For P1 interns this means they graduate to the next stage of their ministry. For P2/P3, they cannot progress until the theological component of their ministry has also been completed..

NOTE: For interns you can hover over the designation P1/P2/P3 to see the name of their supervisor.

P1/2/3 MINISTRY PROGRESSION - MINISTRY REPORT SCREEN

For detailed information on Ministry Progression and Internship (P1/P2/P3), please refer to the Ministry Progression Manual.

Internship Plans (Seasons 1/5/9)

While P1 interns only have 2 stages, and thus submit plans in Seasons 1 and 5, those on P2 and P3 have 3 stages and submit plans in Seasons 1/5/9.

Internship Plans (Pathways P1/P2/P3) are created by both Intern and Supervisor working together, and are logged in Part 4A of the Intern's Ministry Report, from the Supervisor's portal.

Once the Intern has completed their report to the best of their knowledge, they can notify their Supervisor from Part 4A. Once the Supervisor has checked the plan and added their comments, they can SUBMIT the report on the Intern's behalf.

After this, MS works with the Intern and Supervisor to ensure that the reports have been completed satisfactorily. This is especially important in Season 1/5/9 (Internship Plan Seasons) and Seasons 4/7/11 (Ministry Progression Seasons).

When MS has approved the plan it will show with a yellow border in the Ministry Reports list view.

Once you, PGS have approved it, it will show with an Amber border in the Ministry Reports List view.

Once UMS has approved it, it will show with a green border in the Ministry Reports list view.

UMS - Processing an Internship Plan (P1/P2/P3)

(Ministry Pathways, Seasons 1/5/9)

Once PGS has processed the Internship Plan, MD will notify the Union MS and UPGS. To process the Internship Plan as UMS:

Select MINISTRY REPORTS> INTERN REPORTS

Navigate to the desired P1/P2/P3 Ministry Report using the sort Filter at the top of the page

Open the Report to Part 4A of the relevant PLAN season (Season 1, 5 or 9). It should be the most recent report and will be editable.

Review the plan and if approved, click APPROVE.

This will show under the PLAN APPROVALS at the top left of the Ministry Report as "UMS: processed." This notification is visible to Intern/ Supervisor/ MS/ PGS and UPGS.
Use the ADMINISTRATOR COMMENTS tab to add comments that will only ever be visible to Administrators.

If you wish to amend plan, work with MS to make changes to the plan, and remember to notify the Intern/Supervisor of the changes.

UMS - Processing Ministry Progression (P1/P2/P3).

Select MINISTRY REPORTS from the left side menu

Navigate to the relevant Conference, and Intern, and select the relevant season

For those who started at the beginning of the year this will be Winter/T3

For those who started mid-c, this will be Summer/T1

Open PART 4A

Click MINISTRY PROGRESSION APPROVAL button, top right

Select the correct circle: Progress/ Repeat/ Discontinue (based on the decision of the Executive Committee)

Enter UNION EXECUTIVE COMMITTEE ACTION NO. and DATE

If you haven't already done so under ADMINISTRATOR COMMENTS, add comment and click SUBMIT

This will show under the APPROVALS section at the top left of Part 4A of the Ministry Report as "UMS: processed" which is visible to Intern/ Supervisor/ MS/ PGS and UPGS. It will also update the coloured borders in the Ministry Reports List View.

Once you as UMS have processed Part 4A the Intern will also be processed and:

- if approved MD will graduate the intern to the next stage of their ministry

- if repeated MD will revise their internship plan to provide for an additional 4 seasons

- If discontinued, MD will discontinue the intern

  (NOTES: An alternative place to process Ministry Progression is under the PROGRESSIONS TAB
  For P2 and P3, both a Practical and Theological components need to be approved by UMS before MS can graduate them to Licensed Ministry)

Using Review Reports for Evaluation Conversations

(Ministry Pathways, Seasons 3/7/11)

It is important for UMS to process the Progression for each intern. Once PGS has processed the Intern's Progression, MD will notify UMS and UPGS. Only when UMS has sign off on the practical requirements for P1, or both the practical and theological components of a Pathway 2 or 3, can the intern graduate to licensed ministry.

In order for MS to process the intern's progression, it is vital that each candidate complete their REVIEW REPORT by the end of the relevant season (usually August), and submit their S3/7/11 Ministry Report. Once MS has processed it, MD will notify PGS who can process it using the following steps:

Select EVALUATION SUMMARIES

Navigate to the relevant candidate for Ministry Progression.

You will be able to review the most recent Ministry Reports and Competency Review Reports for the candidate. In the case of P1/P2/P3, Part 4A of the Report will also play a key role in informing the successful completion of the Stage Internship plan.

Review the Ministry Progress to date before you meet with the candidate for their Evaluation Conversation, during which you will also discuss what is required for ministry progression.

During the Evaluation Conversation, PGS will complete a paper Evaluation Summary, including a determination about ministry progression.

ADMIN REPORTS TAB

For more on the Admin Reports tab, see under PGS.

Notifications Button

Notifications allow administrators to see and send email/ Portal notifications to any/all/a subgroup of their team.

Send a Notification

Click the Notifications bell at the top right of your screen to open the notifications window

Click SEND NOTIFICATION at the top right of the notifications window to bring up the SEND NOTIFICATION popup window

Refine the recipient list by LOCATIONS, users (MINISTERS)

To send a notification to all those with Overdue Ministry Reports, select the Check Box "Select All Overdue Ministry Reports?"

Type your message, remembering to write with brevity!

To send an email with your notification, select the SEND EMAIL? Box

Click SEND

Role: UPGS (Union President and General Secretary)

Using the Personnel Filter Feature

to search and view Profile and Preferences - See under PGS.

Jobs Postings Tab

Post a new job

> NOTE: UPGS can post jobs to all or any combination of Conferences, and to leaders at any or all location types.

> Select JOBS POSTINGS> MY JOBS

> Select +ADD JOB to post a new job

> Select CONFERENCES, LOCATIONS, MINISTERS

> Add a MESSAGE, and EXPIRY DATE

> Check the box to send an email notification as well as a portal notification

> Click POST

Edit a posted job

> Select JOBS POSTINGS to see a list of ALL JOBS, MY JOBS, and ARCHIVED JOBS

> To edit a job, click the MY JOBS tab

> To the right of the job you will see 3 icons Use the time icon to send a reminder

> Use the Trash icon to delete a job

> Use the Pencil to edit a job

Archive a posted job

> Select JOBS POSTINGS to see a list of ALL JOBS, MY JOBS, and ARCHIVED JOBS

> To archive a job, click the ARCHIVE Icon to the right of the job
> The job will be moved to ARCHIVED JOBS

Copy, Unarchive or Delete a posted job

> Select JOBS POSTINGS> ARCHIVED JOBS
> To the right of the job you will see 2 icons

> Use the (MORE) link to view, highlight and copy the text to paste into a new job

> Use the undo icon to unarchive the job and return it to POSTED JOBS

> Use the Trash icon to delete a job permanently

Notifications Button

The Notifications Button allows PGS to see and send email/ Portal notifications to any/all/a subgroup of the Union.

Send a Notification (soon to add this feature to UPGS)

Click the Notifications bell at the top right of your screen to open the notifications window

Click SEND NOTIFICATION at the top right of the notifications window to bring up the SEND NOTIFICATION popup window

Refine the recipient list by CONFERENCE

Refine the recipient list by LOCATIONS

Select the intended recipients by using the MINISTERS list

Type your message, remembering to write with brevity!

To send an email with your notification, select the SEND EMAIL? Box

Click SEND

Role: DMS

DMS is able to invite Division staff as MINs to the MD Portal, for the purpose of providing access to Auxano Plans, and completing Profile and Preferences information that is available to staffing committees. MINs who are part of the Division staff list have access to the Auxano Library, can contribute resources, see Job Postings and PORTAL documents under the Documents tab.

DIVISION TAB

Under this tab you can see a list of the staff registered as Division Employees who have access to the MD Portal. The are categorised into Administrators (DMS) and staff (MINs). Contact MD Support to make a MIN an administrator.

Add other Division Staff as MINs

UMS is able to invite Division staff as MINs to the MD Portal, for the purpose of providing access to Auxano Library and Plans, and completing Profile and Preferences information that is available to staffing committees. MINs who are part of the Union staff list have access to the Auxano Library, can contribute resources, see Job Postings and PORTAL documents under the Documents tab.

Go to Division tab

Then click "Invite Minister button"

Invite Minister

User: RLC (Resource Library Curator)

RLC manages the library and moderates suggested resources as they come in. Moderation is overseen by AUCMinisterial.

RESOURCES LIBRARY tab

Select RESOURCE LIBRARY from the left side menu to bring up the RLC Library view, showing a number of tags across the top of the screen. This view is similar to what other users see, with the addition of EDIT and DELETE buttons beside each resource.

Add Resource

Before adding a resource, it is wise to check first that the resource is not already in the Auxano Library. Users are reminded to do this when using the CONTRIBUTE RESOURCE tag, but sometimes an existing resource is suggested.

Click the ADD RESOURCE button at the top left of screen.

Select RESOURCE TYPE from the Dropdown menu. Your selection will automatically adjust the remaining fields.

Add TITLE, AUTHOR, PUBLISHER, and other fields as required for the selected resource type.

Select the COMPETENCIES that the resource relates to.

NOTE: When adding MINISTRY FOUNDATIONS TOPICS, for the link in Part 4A of the Ministry Report to work, the name of the Foundation must match the Ministry Foundation Title as shown in Part 4A. To be sure that the links are working correctly, test them each time a new Foundation Topic is added.

Add RESOURCE DESCRIPTION.

The simplest way for most resources is to use a copy of the resource description located elsewhere on the internet.

Ensure that the ACTIVE selection box is ticked, unless the resource is to be activated at a later time (Resources can be deactivated using this box).

In the WHERE TO FIND IT field, enter the ISBN for books. For other resources (seminars, Articles, Courses, Foundations, podcasts etc) add the link (http://) where users to locate it easily. Leave this blank for peer mentors unless the mentor has a web address.

Add COMPETENCY TAGS. These are Sub-tags that RLC has added previously, and help to refine the search for resources when the user is using the filters rather than keywords to search for resources.

Add TAGS/ KEYWORDS FOR REFINED SEARCHES

This helps your users locate the resource using the keyword search bar.

Add a thumbnail image

First save a thumbnail image to your computer (these are readily available from bookseller websites). Drag and drop the file onto the button (or select using the button)=. MD will automatically resize the image and its resolution to keep the site running at optimum speed, Click the BROWSE FILE button and select the image from your computer.

Click SAVE

Edit Resource

Navigate to the resource you wish to edit using the filters or keyword search bar.

Click the EDIT button beside the resource

Change the fields you wish to edit (see above for more information on entering data into the fields).

Click UPDATE

Moderate SUGGESTED RESOURCES

Users suggest resources using the CONTRIBUTE RESOURCE tab located in their portal. Suggested Resources appear in the RLC Screen under RESOURCE LIBRARY>SUGGESTED RESOURCES.

Beside each suggested resource, use the EDIT button to check/ adjust the user's suggestions. It's very common for users to select the wrong competencies and subtags, use a few of their own words for resource descriptions, add bookseller websites in the ISBN field, leave fields blank, and neglect to upload a thumbnail image.

Once corrected/ completed, click the UPDATE button at the top right of the screen.

APPROVE/ DECLINE Resources

Approve a moderated resource using the APPROVE button to the right of the resource. This will add the resource to the library for other users to utilise, and will notify the user that the suggested resource has been accepted.

DECLINE a resource by using the DECLINE button to the right of the resource.

A popup window will appear asking to give a reason for declining the resource. (eg. when a suggested resource already exists in the library, or when the resource is not helpful for competency development). Enter the reason and click SUBMIT.

REVIEWS

Various logs and reports are available under the tabs across the top of the screen.
REVIEWS - shows a list of Reviews and star ratings, filtered by date.
FLAGS - If a resource has been flagged for your attention, this can be reviewed/ removed as necessary by clicking on the flag to see the comments of the Reviewer who flagged the resource.

Click the 3 dots "..." to the right of the review
Select CLEAR FLAG to c l ear the moderation flag
Select EDIT REVIEW to make a comment to the Reviewer
or
Select DELETE to remove the Review.

ACTIVITY LOG

The ACTIVITY LOG provides a summary of the following data, each of which can be expanded by clicking VIEW ALL> to bring up additional column filters:
ADDED/ REMOVED FROM AUXANO PLAN
STATUS CHANGED
RESOURCE RATING
RESOURCE REVIEWED

UTILISATION STATS

This tab shows the utilisation of each resource. Use the column filters to sort data according to AUXANO PLAN (how many times the resource has been added to Auxano Plans) and DATE/TIME.

User: MD Support

The Superuser role is an important role within MD. The. Superuser needs to abide by the strictest ethical standards to ensure that the boundaries and access levels established within MD are maintained in real world interactions. If the Superuser is also part of real-world committees that could potentially benefit from information available only to the Superuser, great care must be exercised so as not to act or advise with a conflict of interests.

PROFILE TAB

Access the PROFILE Avatar at the top right of screen to show the Profile menu

Edit Profile

As per Edit Profile for MIN

Edit Splash Screen

> The is the first screen that all users see when they sign in to MD each time. EDIT SPLASH SCREEN allows you to edit the settings and text displayed on the splash screen. Usually this is updated once each month with a new inspirational quote and a colour change.

> > Select the BACKGROUND COLOUR

> > Select the FONT COLOUR

> > Add the message CONTENT including http code

> > Click SAVE

Masking Feature

> The masking feature is useful for troubleshooting and training with an individual who is having issues with their portal. It's use is strictly for the purposes of assisting users within the purposes and intent of MD. To act as a user within MD:

> > Select the MD SUPPORT Avatar

> > Select MASKING

> > Type part of the name of the desired user in the search bar

> > Click Enter to reveal a list of users matching the search

> > Navigate to the desired user

> > Click the 3 dots "…" to the right of the user

> > Select ACT AS

> > The screen will then change to the splash screen and you are now acting as that user

Settings

This feature allows you to suspend all system notifications if necessary. This would normally apply only in extreme circumstances, eg. A time of National crisis etc when Ministry Development and Reporting takes a back seat to other emergencies.

>Select the MD SUPPORT Avatar
>
>Select NOTIFICATIONS
>
>Select the SUSPEND NOTIFICATIONS? Switch to ON to suspend all notifications
>
>Select it again to the OFF position to recommence notifications

Sending Notifications

MD Support can send notifications to all system users, filtered by Location type.

>Click the NOTIFICATION BELL at the top right of screen
>
>This brings up a popup where you can filter the recipients by LOCATION, select/ deselect users using the MINISTERS dropdown, and enter a MESSAGE.
>
>Click the SEND EMAIL? box to also send an email notification.
>
>Click SEND

USERS CATALOGUE TAB

The USERS CATALOGUE is an accordion menu tab, which when expanded, displays a number of additional tabs, as below:

	Access to
PERSONNEL	Conference Team and All MD Users
P1 INTERNS	Those on Ministry Pathway 1 (Interns)
P2 CSP	Those on Ministry Pathway 2 (Concurrent Study)
P3 IND	Those on Ministry Pathway 3 (Individualised)
PRINCIPALS	SDA School Principals within your Conference

These are further explained below:

PERSONNEL SUBTAB

This subtag shows all personnel within MD (all users within Australia and New Zealand)

The ALL ACCOUNTS list shows all Current users in MD (excluding those that have been DISABLED).
The ALL list shows all users in the Portal (system-wide, AUC and NZPUC).
The DISABLED list shows all users that have been disabled by Superadmin.
DISABLED users do not appear in any Personnel or Ministry Report list screens.

Using Sort Functions on lists

Sort lists according to columns by clicking any <u>underlined</u> COLUMN TITLE

Edit User's current ministry dates

Open USERS CATALOGUE>ALL PERSONNEL tab

Select CURRENT (or HIDDEN) tab Click "..." at far right of Row

Click Edit

Add End Date
(this date ends their access to your Conference, but not from MD)

View User Profile and Preferences

Select USERS CATALOGUE>ALL PERSONNEL tab

Select from CURRENT/ ALL/ HIDDEN tabs at top of page

Locate USER either by SEARCH BAR "Search by name" or using sort

functions Click " ... " at far right to reveal menu

Select PROFILE or PREFERENCES to view

Change Supervisor

To assign a new supervisor to any intern

Select USERS CATALOGUE>ALL PERSONNEL tab

Locate USER either by SEARCH BAR "Search by name" or using sort

functions Click " ... " at far right to reveal menu

Select CHANGE SUPERVISOR to bring up a list of available

supervisors

Select new Supervisor

Click SAVE

(If for any reason the desired Supervisor is not listed, please confirm

that they are already assigned as SNR of at least one location within

your Conference).

Delete User

Use this feature to permanently delete a user from MS, including all

of their data (WARNING: this feature should rarely be used. It is

better to have an MS simply REMOVE a user from their Conference rather than have superadmin DELETE the user entirely.

Profile Reminder

Use this feature to remind users to complete their Profile and Preferences.

Select USERS CATALOGUE>ALL PERSONNEL tab

Select from CURRENT/ ALL/ HIDDEN tabs at top of page

Locate USER either by SEARCH BAR "Search by name" or using sort functions Click " ... " at far right to reveal menu

Select PROFILE REMINDER to send an email to the user reminding them to complete their PROFILE and PREFERENCES

P1 INTERNS TAB

P1 Interns, Regular Pathway (2 Stages of supervised Ministry) refers to those who have completed recognised formal theological training and are now employed in pastoral ministry.

The P1 INTERNS tab displays a list of current P1 Interns, showing their Conference, Location, Supervisor, Plan Status and Progression Report Status. Hover over the blue links in the status column to see more detail. The list can be sorted using the underlined column headings, and filtered using the SEARCH INTERNS bar at the top right of screen.

Add a P1 INTERN (user NOT an existing MD user)

Select USERS CATALOGUE>P1 INTERN from the left side menu

Click the INVITE MINISTER button at the top right of the screen

Add FIRST NAME, LAST NAME of the new intern

Add EMAIL ADDRESS

Click INVITE
The invitee will receive an email invitation to sign up to MD

Add a P1 INTERN (existing MD user)

Select USERS CATALOGUE>P1 INTERN from the left side menu

Navigate to the name of the desired user in the SEARCH EXISTING ASSOCIATE MINISTER at the top right of the screen.

Add FIRST NAME, LAST NAME and EMAIL ADDRESS of the new intern

Click the "+" button to assign the user as a P1 Intern. This will send the user a notification of their new status as a P1 Intern.

P2 CSP TAB

P2 Concurrent-study Pathway (3 Stages of supervised Ministry) refers to those who are employed in pastoral ministry, and are completing recognised theological training concurrently.

Add a P2 CSP

First, add the user as a P1 Intern using one of the processes outlined above, then:

Select USERS CATALOGUE>P2 on the left side menu

Click the +ADD P2 CSP button at the top right of the screen Select the P1 intern from the dropdown list

Click SUBMIT to confirm and send the user a notification of their new status as a P2 CSP.

P3 IND TAB

P3 Individualised Pathway (3 Stages of supervised Ministry) refers to those who are employed in pastoral ministry, who are on a 10.15 plan and are completing individualised theological training.

Add a P3 IND

First, add the user as a P1 Intern using one of the processes outlined above, then:

Select USERS CATALOGUE>P3 IND on the left side menu

Click the +ADD P3 IND button at the top right of the screen Select the P1 intern from the dropdown list

Click SUBMIT to confirm and send the user a notification of their new status as a P3 IND.

PRINCIPALS TAB

Principals refer to the School Principals of each school location. T his enables MS/ MSA to send a PDF copy of a chaplain's ministry report to the relevant school Principal upon verifying/ approving a Ministry Report.

Add PRINCIPAL

Select USERS CATALOGUE> PRINCIPALS from the left side menu

Click the +ADD PRINCIPAL button at the top right of the screen

Add FIRST NAME, LAST NAME, and EMAIL

Select their school from the dropdown list displaying existing school locations (if the school has not yet been entered, this needs to be done first).

Click SUBMIT

Edit User Details

Use the 3 dots "..." at the far right of any row to edit the details (Name, email etc) for any user.

UNIONS TAB

Select the UNIONS tab from the left side menu to bring up a list of Unions, showing the number of Conferences (users) and Administrators within each, then:

Create a new Union

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

Enter the NAME and DESCRIPTION of the new Union

Click ADD

The new Union will now appear in the UNIONS list

Edit Union Details

Click the "..." at the far right of any Union

Select EDIT

Edit UNION NAME and DESCRIPTION

Click SAVE

ADD New Conference

Select the desired UNION from the list of Unions to open the list of Conferences with the Union

Click the "+ ADD NEW CONFERENCE" at the top right of the screen Select CONFERENCE NAME

Add CONFERENCE DESCRIPTION

Add CONFERENCE PICTURE by clicking the BROWSE FILE button (usually this is simplest to add the State or National flower/ bird).

Click ADD

EDIT Conference

Click the pencil icon at the far right of the row

Select Edit

Adjust CONFERENCE DESCRIPTION, UNION, and THUMBNAIL IMAGE

Click UPDATE

Assign or edit Union Administrators - Union (UMS/ UPGS)

Select the desired Union from the list to bring up a list of Conferences, and the number of Ministry Leaders (MINISTERS) and ADMINISTRATORS within each.

Select the ADMINISTRATORS tab at the top of the list to display the Union Administrators.

Create a new Union Administrator (user not in MD)

Click the INVITE ADMINISTRATOR button at the top right of your screen

Enter FIRST, LAST, START DATE

Select ROLE (UMS/UPGS)

Enter their new email address

Click INVITE

The user will receive a notification and an email inviting them to MD and advising them of their role.

Create a new Administrator (existing MD user)

Search for their name using the ADD EXISTING MINISTER

Search bar Click" +" to add them as an Administrator of the selected Union

To edit or remove the role of an existing Union Administrator

Search for their name using the ADD EXISTING MINISTER Search bar

Click" +" to add them as an Administrator of the selected Union

CONFERENCES TAB

Select the CONFERENCES tab from the left side menu. This will display a list of Conferences, showing the number of Ministers (users) and Administrators within each. Then:

Assign Roles within a Conference (MIN/MSA/MS/PGS)

Select the desired Conference from the list to bring up a list of all users (Administrators and Ministry Leaders) within the selected Conference

Use the " ... " at the far right of each user row to select ASSIGN ROLE Assign desired user role (MIN/MS/PGS/MSA) and click SAVE

The user will be notified within the portal and by email of the change in role.

REVIEW TEMPLATES TAB

Review Templates drive the REVIEW process (part of the REAP cycle). Templates are set within each LOCATION TYPE, and can be set to apply to Reviews globally or can be made specific to the Reviews within a particular Conference.

NOTES: When updating Review templates it is best do this at year end in Australia/ New Zealand (early in the summer season) when it is unlikely that users are conducting reviews. It can also be helpful to avoid deleting the superseded version as it may still be in use. MD selects the highest version of each template for use in the Review Process.

Add a New Review TEMPLATE

Select REVIEW TEMPLATES to bring up a list of existing Review Templates

Click the +ADD TEMPLATE button at the top right of screen to bring up a blank template, with Template settings visible across the top of the screen.

Enter Template NAME (eg. SQC Chaplain V1 Jan 2021). The template name is only visible to MD Support.

Select LOCATION TYPE (Church, School, Aged Care, Custom) from the dropdown menu.

Select the CONFERENCE from the dropdown list. NOTE: If you leave this dropdown on the default option (" Choose.."), the template will be available globally. (Check this with IRFA N) If a template has been assigned to a particular Conference, Reviews generated within that Conference will refer to the Conference template, not the global template.

Add the VERSION NUMBER (eg. 1.0, 1.1, 2.0 etc)

Select the type of Template from the TYPE dropdown menu (Normal, Pathways).

Add the questions that you wish to ask for each competency area. To add more questions, use the +ADD button at the bottom of each page. To remove questions, use the X to the right of each question.

Assign CMF to each Question

Beside each question is a CMF button. This allows you to assign a Core Ministry Function (CMF) to each question, allowing MD to also give an indication of likely CMF strengths/ challenges on the Review Report. For example, a question in the communication competency may ask about the user's ability to speak in a way that is easy to understand. This question can be assigned to the LARGE CMF, thereby adding to an indication of the user's effectiveness in preaching/ teaching.
The questions are organised according to the Competencies which form a menu at the left of the screen.

Make your way through each of the competencies, assigning a CMF to each question

To save your progress at any time to return later, use the SAVE button at the top right

To activate a review for use in the REVIEW process, click the PUBLISH button at the top right.

ENTITIES TAB

The entities tab allows a one-way import from the Entity database. This feature was used to pre-populate global Union, Conference data as well as user profile data already available in the Entity system.

ALL REVIEWS TAB

This tab enables MD support to troubleshoot any issues that users are experiencing with creating a Review report. Selecting this tab will bring up a list of all Conferences, along with a summary of the number of users and administrators within each Conference.

To see the status of Reviews within a Conference for any year:

Select CONFERENCE

Use the YEAR dropdown at the top right of the screen to select the year

This brings up a list view of all users who have commenced a Review, showing the MINISTER, LOCATION, ROLE, Overall STATUS, SELF Review Status, SUPERVISOR Review Status, INVITED Reviewers status and the number of invited Reviewers who have COMPLETED their reviews.

Select any user from the list to see the details of their Review in real time

From here you can use the buttons to ADD REVIEWERS, VIEW, REMIND, DELETE, or copy the LINK to any review invitation in the event that it has been lost. (Note that MS also has this feature, so it is best to encourage MS to facilitate this where possible).

MINISTRY REPORT SUMMARY

This tab enables MD support to view all Ministry Reports, including those still in DRAFT mode. This is allows MD support to assist users with education and troubleshooting their issues.

Selecting this tab will bring up a list of all Conferences, along with a summary of the number of users and administrators within each Conference.

To see the status of Reviews within a Conference for any year:

Select CONFERENCE

Use the YEAR dropdown at the top right of the screen to select the year

This brings up a list view of all users within the Conference. At the top of the screen there is a tally showing DRAFT/ REFERRED, ACCEPTED. RECEIVED, and below this are (mostly) sortable columns showing NAME,

PATHWAY, STAGE, LOCATIONS, PLAN SEASON, SUMMER/T1, AUTUMN/ T2, WINTER/T3, SPRING/T4.

NOTE: For interns you can hover over the designation P1/P2/P3 to see the name of their supervisor.

Select the icon for any Ministry Report to view it.

NOTE: MD support is not permitted to EDIT, VERIFY, APPROVE or COMMENT on Reports. These functions are reserved only for those authorised to do so.

JOBS POSTINGS TAB

The Jobs Postings tab allows MD Support to notify users of positions avail able. Within the JOBS POSTINGS tab there are additional tabs across the top of the screen. For each job, the SENDER (POSTER), RECEIVER, POSTED ON date, and CONTENT are displayed.

JOBS POSTINGS TAB

This tab allows you to see all jobs posted by UPGS with you as a recipient, along with any jobs that you/ other PGS within your Conference may have posted with you as a recipient.

ALL JOBS

This tab displays all currently advertised jobs in the system. MD Support can ARCHIVE any job using the ARCHIVE icon tat the right of each job. This will move the job from circulation to the ARCHIVE tab where it can be stored for future reference or deleted.

MY JOBS

This tab shows all jobs posted by MD Support. Using the icons to the right of each job, MD Support can send a REMINDER, DELETE or EDIT each job. Remember to ARCHIVE a job you will need to do this from the ALL JOBS screen. Others who post jobs (UPGS) will also be able to use this feature for any jobs that they have created.

ARCHIVED JOBS

From this tab MD Support can UNARCHIVE or DELETE any job listed.

Posting a new job

NOTE: PGS can post jobs that will be visible only to their Conference team. To post jobs to a wider audience please contact your Union General Secretary (UPGS) who can do this for you if approved.

Select JOBS POSTINGS> MY JOBS

Select +ADD JOB to post a new job to your team

Select LOCATIONS, MINISTERS

Add MESSAGE, and EXPIRY DATE

Check the box to send an email notification as well as a portal notification

Click POST

Editing a posted job

Select JOBS POSTINGS> MY JOBS (jobs posted by you)
NOTE: You can only edit jobs that you have posted

To the right of the job you will see 3 icons

Use the time icon to send a reminder

Use the Trash icon to delete a job

Use the Pencil to edit a job

Users can click see more information on any job by clicking (MORE) tab

Users can click live email link or use phone number to make further enquiry.

DOCUMENTS TAB

The PORTAL documents tab allows MD Support to add documents that are avail able globally.
Navigate to the Conference Documents tab by selecting DOCUMENTS. This will open by default to the global PORTAL documents.

PORTAL, DIVISION & UNION DOCUMENTS TABS

Add folders

Select the correct tab from the top of the screen (PORTAL/ DIVISION & UNOIN, CONFERENCE)

Click ADD FOLDER (Folders are visible to all users within your Conference) Add the folder NAME

If the folder is to be a nested folder, select the NESTED FOLDER it will be under

Click SUBMIT

Add documents

Select the correct tab from the top of the screen (PORTAL/ DIVISION & UNOIN, CONFERENCE)

Click ADD DOCUMENT

Add the NAME of the document as you want it to appear Se l ect the PD F FILE to be uploaded

Select a thumbnail IMAGE to be displayed to the l eft of the file

Select NESTED FOLDER (if no nested folder is selected, the file will appear as an un-nested file in the DOCUMENTS list.

Select the group who will be able to access the document (ALL/ CHURCH, SCHOOL/ AGED CARE).

Add SEARCHABLE KEYWORDS to enable users to locate the file easily To include an email notification, select the SEND EMAIL checkbox.

Click UPLOAD

Selected users will receive a notification that a new document has been uploaded.

CONFERENCE DOCUMENTS TAB

A CONFERENCE Documents SUBTAB under the Documents tab allows PGS can add/ store Files and Documents that are relevant to their Conference for ease of reference. Folders can also be added for streamlined storage and searching. Navigate to the Conference Documents tab by selecting DOCUMENTS> CONFERENCE

Add folders to the CONFERENCE DOCUMENTS Tab

Click ADD FOLDER (Folders are visible to all users within your Conference)

Add the folder NAME

If the folder is to be a nested folder, select the NESTED FOLDER it will be under

Select CONFERENCE from the dropdown menu Click SUBMIT

Add document to the CONFERENCE DOCUMENTS tab

Click ADD DOCUMENT

Add the NAME of the document as you want it to appear Select the PDF FILE to be uploaded

Select a thumbnail IMAGE to be displayed to the left of the file

Select NESTED FOLDER (if no nested folder is selected, the file will appear in the general CONFERENCE DOCUMENTS list.

Select CONFERENCE from the dropdown menu

Select the group who will be able to access the document (ALL/ CHURCH , SCHOOL/ AGED CARE/ CUSTOM/ ADMINISTRATORS).

Add SEARCHABLE KEYWORDS to enable users to locate the file easily To include an email notification, select the SEND EMAIL checkbox.

Click UPLOAD

Selected users will receive a notification that a new document has been uploaded.

Adding special document to the CONFERENCE DOCUMENTS tab

The following documents have special requirements in order to function correctly within MD:

BLANK EVALUATION SUMMARY - when uploading a new version of the Blank Evaluation summary, ensure that the filename begins with the words "EVALUATION SUMMARY".

Glossary

DMS	Division Ministerial Secretary
DPGS	Division President or General Secretary
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 tern '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 https://md.adventist.org.au
MIN	A ministry Leader. Usually an Associate minister. SNR
MINISTRY PATHWAY	Includes P1 Interns, and those on P1 C
MINISTRY PROGRESSON	Relates to the progression through the stages of Ministry Pathways, Licensed Ministry, Ordination/ Commissioning, and Retirement.
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. (Concurrent Study Pathway)
P3 IND	A Ministry leader who has is completing a 10.15 plan including theological training, and is now serving a 3 stage internship. (Individualised Pathway)
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 |

END of Document