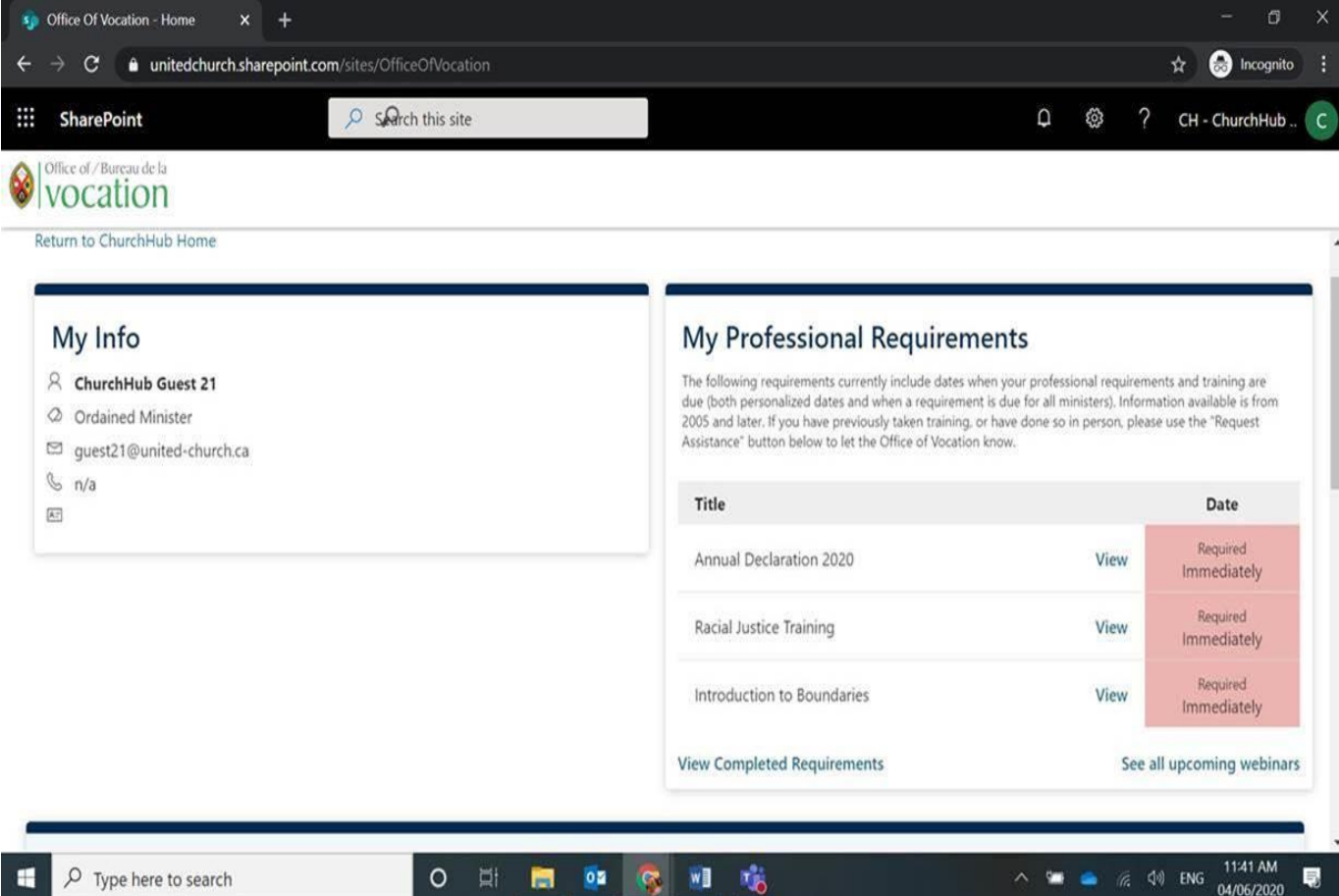


[A note from the OV](#)

It is time for the **Annual Declaration** in respect to criminal charges. The Annual Declaration is the new way to keep up to date with your standing and in submission of criminal records.

I realize the Hub is still intimidating to some and annoying for many others—understandable. However, this really should take fewer than 5 minutes as long as you have access to the Hub already.

There are screenshots below to see what to expect



The screenshot shows a web browser window displaying a SharePoint site. The browser's address bar shows the URL `unitedchurch.sharepoint.com/sites/OfficeOVocation`. The page header includes the SharePoint logo and a search bar. Below the header, there is a navigation bar with the text "Office of / Bureau de la vocation" and a link "Return to ChurchHub Home".

The main content area is divided into two columns. The left column is titled "My Info" and contains the following information:

- ChurchHub Guest 21
- Ordained Minister
- guest21@united-church.ca
- n/a

The right column is titled "My Professional Requirements" and contains a table with the following data:

Title		Date
Annual Declaration 2020	View	Required Immediately
Racial Justice Training	View	Required Immediately
Introduction to Boundaries	View	Required Immediately

Below the table, there are two links: "View Completed Requirements" and "See all upcoming webinars".

Simply log onto your ChurchHub profile and you should see the above under Professional Requirements. Click on Annual Declaration (view) and you will reach this screen:

Annual Declaration in Respect to Criminal Charges and/or Criminal Record

Published 5/28/2019

Name: ChurchHub Guest 21

Email: guest21@united-church.ca

Date of Birth (DD/MM/YYYY):

Pension ID No.:

Date of last Police Record Check (MM/DD/YYYY):

I have had no criminal charges or convictions under the Criminal Code of Canada up to and including the date of this declaration, for which a pardon has not been issued or granted under the Criminal Records Act (Canada)

I have the following criminal charge(s) or conviction(s) to declare under the Criminal Code of Canada, for which a pardon has not been issued or granted

By submitting this form I hereby declare that the information provided on this form is accurate as of the date of submission. This requirement to file a form annually does not in any way override or replace the requirement for reporting included in section J.7.2 of The Manual (Responsibility to Inform). Providing false or misleading information may result in discipline, loss of position, or loss of employment.

To complete this form, please be aware you are required to enter the date that your last police records check was completed. The system will not generate or retrieve this date for you.

Instructions

If this is your first time opening this form, you may see a message asking you for permission to use this form. Please click the **Allow** button.

Please complete the form and click the **Submit Declaration** button to submit the form when finished. You will then need to navigation to another page using the link at the top of the page.

You may know exactly when the date of your last Police Records Check was. If you don't, you may be able to contact your Regional Office who have it on file from previous years. If you have not done one recently, you may need to get another (Note that during Covid-19 physical distancing restrictions, RCMP and police stations are currently closed to the public for services such as obtaining a PRC). In this case please email me kmedland@united-church.ca and let me know so I can follow up with you.

You might see that your specific profile says you are out of compliance with mandatory training too – this could be because you haven't actually done it OR you have taken it in person and the data from your certificate hasn't been manually entered into your ChurchHub profile. Here are how these fields are populated: If you take online within last year, the United in Learning folks will fill these fields in within a week or so of taking the course. If you have taken it in person, it needs to be manually entered on your behalf by pulling information from your certificate in your electronic file. Again the Regional Office should have a record of this.

If you notice that your ChurchHub profile does NOT have data populated in your mandatory training fields (Professional Requirements) but you have taken them, then send an email with the course and when you took it. The system will prompt you to email this information through your ChurchHub profile.

If you haven't taken the courses, or it has been 5 or more years since taking a Boundaries course then enroll in one of the refreshers on United in Learning. <https://www.united-in-learning.com/index.php/webinars>

I hope this helps. The deadline for doing your Annual Declaration (EVEN IF YOU ARE RETIRED) is **June 30th**. If you have not done this declaration it may jeopardize your standing and ability to make changes in pastoral relationships. I am happy to assist and see if we can all get up to date.

Thanks for taking this time.

Rev Dr Karen Medland

Office of Vocation Minister for Northern Spirit, Prairie to Pine, and Living Skies Regions