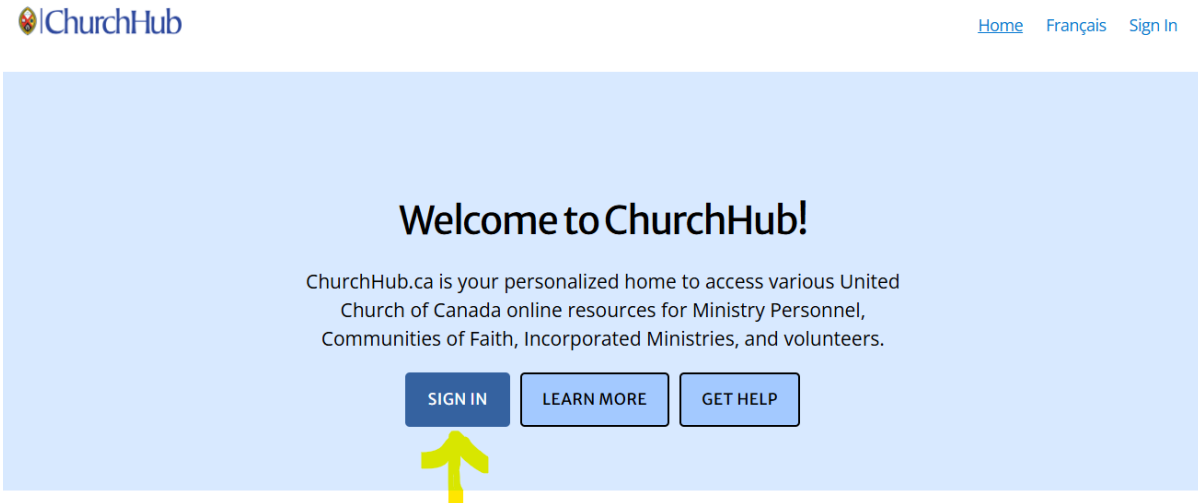


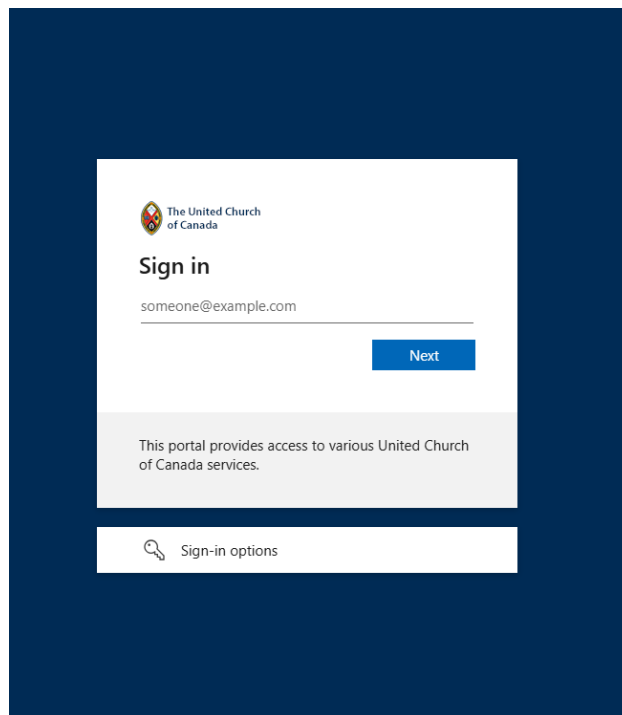
## How to submit your Annual Declaration in ChurchHub

This year, we are required to attest to having read through the **Ethical Standards and Standards of Practice**, as well as the **Creating Safe and Respectful Environments Policy** and the **Operating Procedures Document** that goes along with it. Then, when we submit, we are effectively committing to living in alignment with the ethical standards and upholding the commitments of our CSRE policy.

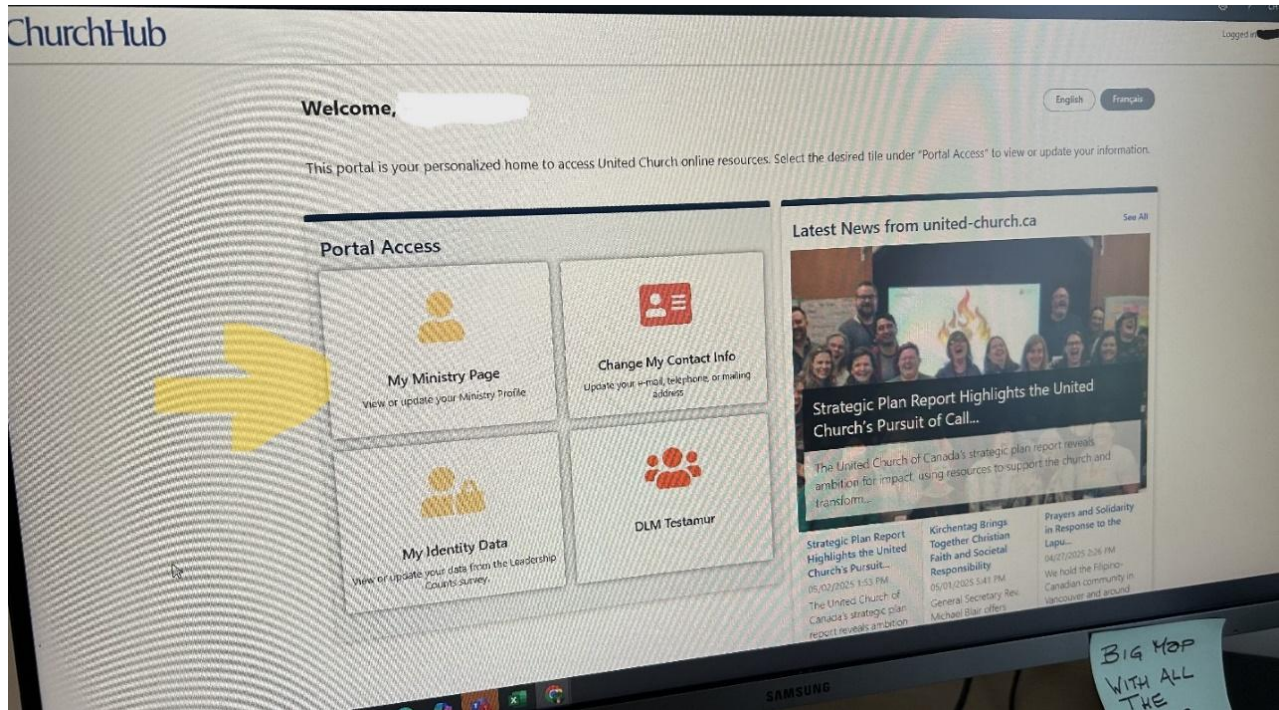
1. Log into your personal ChurchHub account (*remember that Chrome or Edge are preferred browsers for ChurchHub; Safari is not optimal*);
  - a. Go to [www.Churchhub.ca](http://www.Churchhub.ca) and click on the “Sign In” button



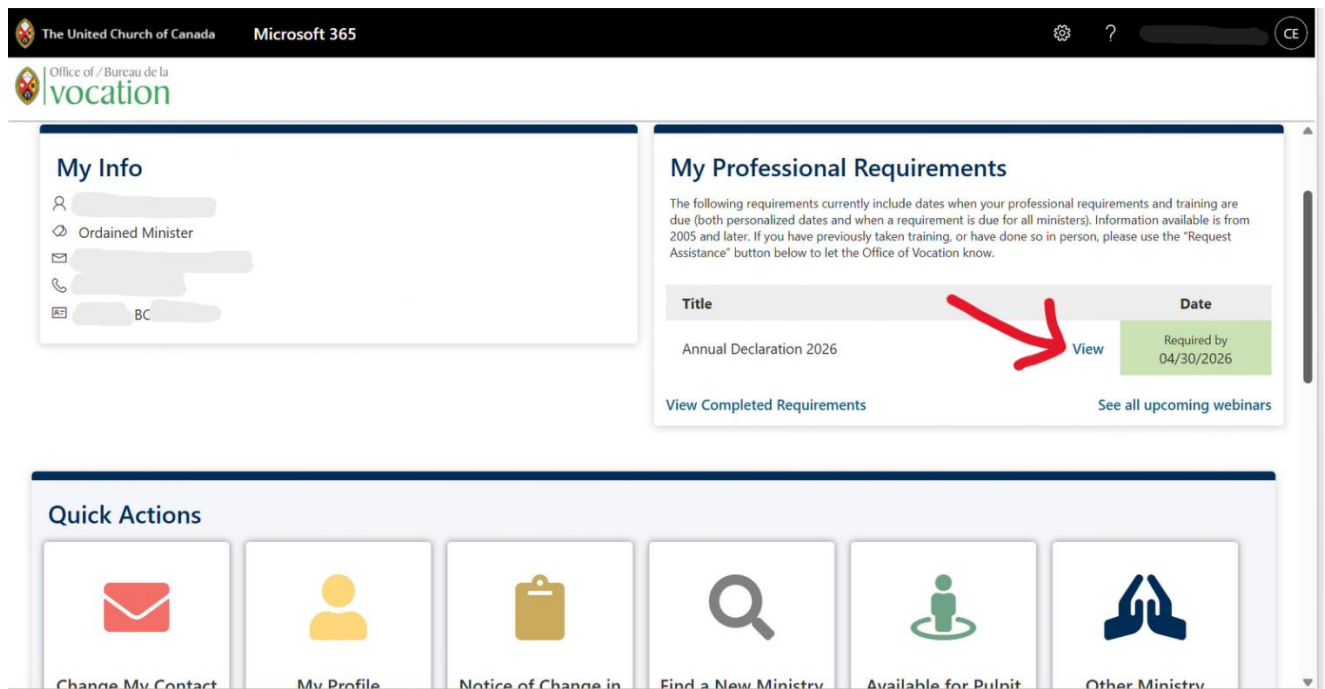
- b. Enter your login username (email address) and click “Next”. You will be sent a verification code to the email you used to sign in. Check your email and retrieve the verification code – enter the verification code in ChurchHub.



- Click on the “My Ministry Page” tile.



- Look to the right for the “My Professional Requirements” box and then click the “View” link to the right of “Annual Declaration”.



4. You will need to click on the link **and read each of the PDFs** (1, 2 & 3).

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

Name

Email

Date of Birth (DD/MM/YYYY)

Pension ID No.

Date of Last Police Record Check (MM/DD/YYYY)

I have 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:

I have opened the three links below and have reviewed each of these documents:

1. [Creating Safe and Respectful Environments Policy \(PDF\)](#)
2. [Creating Safe and Respectful Environments Operating Procedures \(PDF\)](#)
3. [Ethical Standards and Standards of Practice \(PDF\)](#)

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 1.7.2 of The Manual (Responsibility to Inform). Providing false or misleading information may result in discipline, loss of position, or loss of employment.

By my indication, I declare that since my last Police Record Check in my possession and available to be reviewed upon request that:

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.

**Submit Declaration**

5. To input the date of your last Police Record Check, once you have opened and read each of the PDFs, click on the calendar icon to the right of “Select a date”. To move to a previous year, click on the “up” arrow until you reach the year of your last Police Record Check. Then click on the applicable month of your last Police Record Check and finally click on the date (ensure the calendar has brought up the correct month and year).

The United Church of Canada Microsoft 365

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

Name

Email

Date of Birth (DD/MM/YYYY)

Pension ID No.

Date of Last Police Record Check (MM/DD/YYYY)

I have 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:

I have opened the three links below and have reviewed each of these documents:

1. [Creating Safe and Respectful Environments Policy \(PDF\)](#)
2. [Creating Safe and Respectful Environments Operating Procedures \(PDF\)](#)
3. [Ethical Standards and Standards of Practice \(PDF\)](#)

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 1.7.2 of The Manual (Responsibility to Inform). Providing false or misleading information may result in discipline, loss of position, or loss of employment.

By my indication, I declare that since my last Police Record Check in my possession and available to be reviewed upon request that:

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.

**Submit Declaration**

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Submit a ticket to HelpDesk

6. If you have not had any criminal charges or convictions, check the 3 boxes (in red below) and then click on the dark blue “Submit Declaration” at the bottom. This will complete the submission of your Annual Declaration.

\*\* If you HAVE had a criminal charge or conviction, click on the appropriate box (to the left of the yellow star below) and enter the information into the comment box. Then click on “Submit Declaration” at the bottom.

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Name   I have 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)

Email   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:

Date of Birth (DD/MM/YYYY)

Pension ID No.   I have opened the three links below and have reviewed each of these documents:

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

1. Creating Safe and Respectful Environments Policy [PDF]  
2. Creating Safe and Respectful Environments Operating Procedures [PDF]  
3. Ethical Standards and Standards of Practice [PDF]

By my indication, I declare that since my last Police Record Check in my possession and available to be reviewed upon request that:

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.

**Submit Declaration**

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