

Candidate Quick Start Guide

To insure receipt of the EM360 setup email, add team@coetichr.com to your contact list. If you believe a setup email was sent to you but you did not receive it, check your junk mail/spam folder.

Logging in for the first time:

- ⦿ Watch the EM360 Getting Started Video at gbhem.org/em360 or by clicking the link on the “Effective Ministry 360 (EM360) — Candidacy” step in UMCARES.
- ⦿ Read through this Quick Start Guide.
- ⦿ Visit <https://effectiveministry360.coetichr.com/>
- ⦿ Click on “Candidates — Get Started” under “Are you Registered?”
- ⦿ Enter your UMCARES login and click “Send me password setup instructions” button.
- ⦿ Click the link in your email to access your EM360 dashboard and create an account. Use the “Welcome to your Effective Ministry 360 Dashboard” email to create your password.
- ⦿ Read through the EM360 Guides & Resources section.

Accessing the user guide and other helpful resources:

- ⦿ The EM360 Guides & Resources section has detailed instructions for using the EM360 dashboard and resources for completing the EM360 process.
 - To Access the Guides and Resources section
 1. Log in to your EM360 dashboard
 2. Click on “Guides and Resources” in the top left corner
- ⦿ Help Desk Information
 - GBHEM’s Candidacy Office supports EM360. The contact info link is at the bottom of your dashboard.

Adding your pastor, S/PPRC members and other contributors:

- ⦿ For candidates who are members of a local church:
 - Primary Clergy Respondent — Add your local church pastor who will serve as your primary clergy respondent. This person’s responses will be identified on the final report.
 - Staff/Pastor-Parish Relations Committee Members and/or Church Members — Invite at least three S/PPRC members from the church that will support your candidacy or invite at least one S/PPRC member and ask the S/PPRC to help you determine other church members that could provide a helpful response to the survey. This category must contain a minimum of three respondents, and should include

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- four to six names. The survey will aggregate these responses once a minimum of three people have completed the survey.
- ⊙ For candidates who are beginning candidacy from a setting outside the local church (such as a campus ministry):
 - Check with your District Committee on Ordained Ministry representative about who should fulfill the roles of the primary clergy respondent and the Staff/Pastor-Parish Relations Committee members.
 - ⊙ Personal Reference Group — Select a minimum of three people who know you well. These respondents need to meet the following requirements:
 - At least one peer must be your most recent employer, a teacher or a professor. If you have attended college or seminary in the last five years, provide the name of a professor or academic dean.
 - Additional clergy may be included: an associate pastor, campus or youth minister or a deacon.
 - Personal references may **not** include a parent, spouse or dating partner, or other close relative.

FAQ

- ⊙ **How do I update my S/PPRC members' or other contributors' information?**
 - Incorrect Contributor's Email Address. Delete the record entirely. Then create a new user with corrected name/email address.
 - Misspellings. Edit the contributor's user record.
- ⊙ **I cannot generate my feedback report. What happened?**
 - All feedback must be received before generating the feedback report. Three responses per S/PPRC and reference group are required to be considered complete.
- ⊙ **How long does the survey take?**
 - The EM360 survey takes between 45-60 minutes for the candidate and primary references and about 20 minutes for the S/PPRC members to complete.
- ⊙ **Where do I upload my EM360 Feedback Report?**
 - The EM360 feedback report will upload into your Candidacy Track in UMCARES during the "Effective Ministry 360 (EM360) — Candidacy" step. Your annual conference may ask you to send a copy to your ministerial assessment specialist.

Learn more at www.gbhem.org/em360

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