



## Candidate Quick Start Guide

**Note:** To insure receipt of the EM360 setup email, add [team@coetichr.com](mailto:team@coetichr.com) to your contact list. If you believe a setup email has been sent to you but you did not receive it, be sure to check your Junk Mail/Spam folder.

### Logging in for the first time:

- Watch the EM360 Getting Started Video at <https://www.gbhem.org/clergy/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 the “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 General Guides & Resources Section
- Click on the **Assessments** tab
- Click **Start New Assessment**

### Accessing the user guide and other helpful resources:

- The EM360 Guides & Resources section of the dashboard has all the guides (including detailed instructions for using the EM360 dashboard) and resources for completing the EM360 process
  - To Access the Guides and Resources section follow these steps:
    - Login to your EM360 dashboard
    - Click on the Guides and Resources section in the navigation menu
    - Click on the documents to download and view
- Help Desk Information
  - GBHEM’s Candidacy Office provides support for 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 the pastor of your local church who will serve as your primary clergy respondent. This person’s responses will be identifiable on the final report
  - Staff/Pastor-Parish 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 which other church members could provide a helpful response to the survey. This category must contain a minimum of three respondents but should include 4-6 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 Committee Members.



- Personal Reference Group - Select a minimum of three people who know you well. This group of 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, please provide the name of a professor or academic dean who knows your work well.
  - Additional clergy may be included here, such as: an associate pastor, campus or youth minister, or a deacon familiar with your work.
  - Personal references may not include a parent, spouse or dating partner, or other close relatives.
- Add your contributors through your EM360 dashboard under the References tab
- Click Add Group to add a participant block
- Choose the appropriate survey type from the drop-down menu
- Name your group
- Click Create
- Enter the first and last name and email address of your contributors
- Click Submit to add the contributor to the group Repeat this process until all members of a group have been added
- Once all contributors are added in the group click on the Send Invitation button to send their surveys To add additional contributor groups, click on Add Group and repeat the steps above

### FAQ

- **How do I update my S/PPRC members' or other contributors' information?**
  - If you incorrectly enter a contributor's information, click edit, enter in the corrected email and click update.
- **How long does the survey take?**
  - The EM360 survey takes on average between 45-60 minutes for the candidate and primary references to complete. It should take about 20 minutes for the S/PPRC members to complete.
- **Where do I upload my EM360 Feedback Report?**
  - The EM360 feedback report will need to be uploaded into your Candidacy Track in UMCARES. This can be done on the "Effective Ministry 360 (EM360) – Candidacy" step. Your annual conference may also instruct you to send a copy to your ministerial assessment specialist.