



Effective Ministry 360

Dashboard Navigation Guide



HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

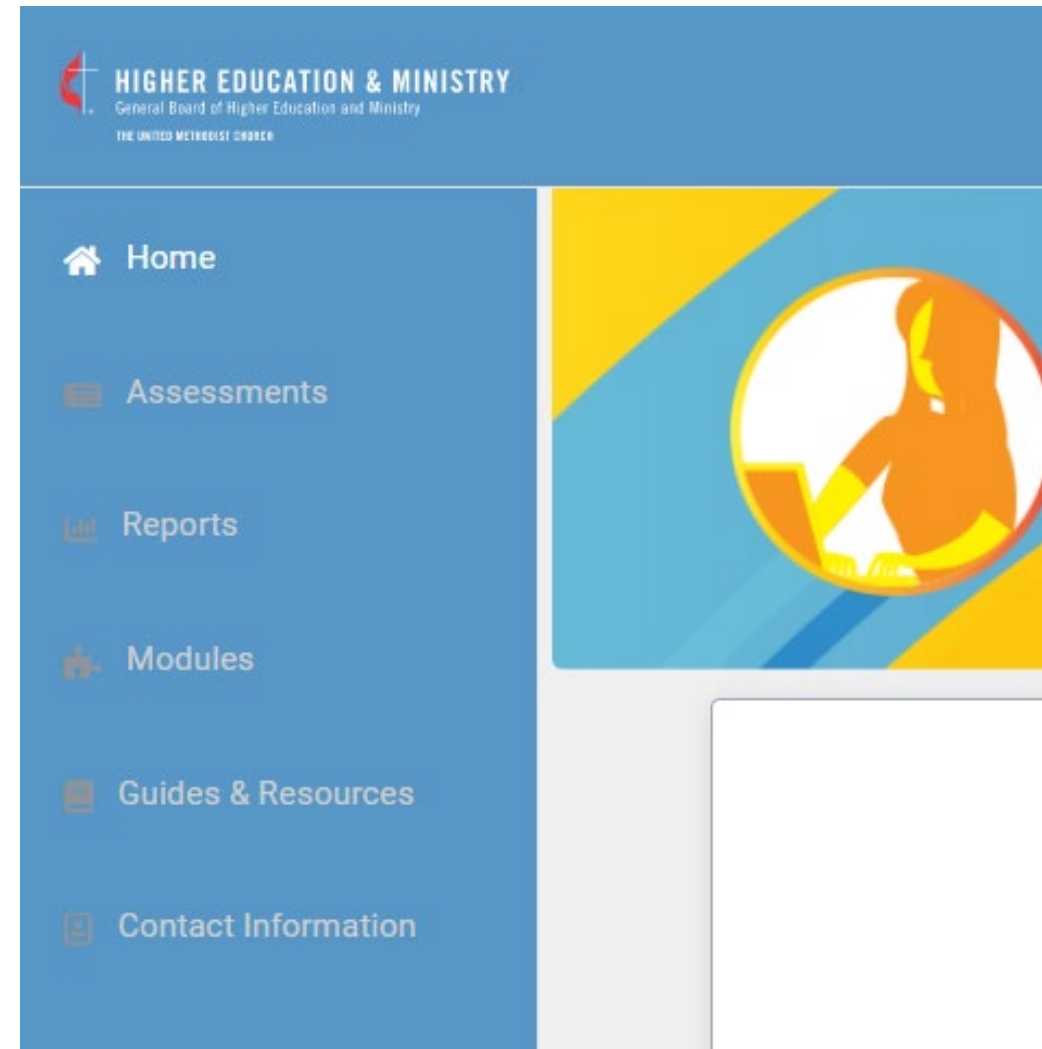
Home Page: Sections

The **Home Page** is made up of five main areas: the navigation menu, account settings, welcome message, quick links, and frequently asked questions.



Home Page: Navigation Menu

The **Navigation Menu** will be available to you on all screens as you engage with the EM360 platform. This is the main menu that will allow you to switch between tasks.



Home Page: Account Settings

Your **Account Settings** can be accessed by clicking on your name in the top right corner of the screen. From there you will be able to change your personal information and update your password.

Account Settings

First Name

Sarah

Last Name

Ibarra-Scurr

Email

em360fake+91120191@gmail.com

Password Requirements:

- At least 8 characters
- Contain at least one uppercase letter
- Contain at least one lowercase letter
- Contain at least one number
- Contain at least one special character

New Password

Leave blank if you do not want to change

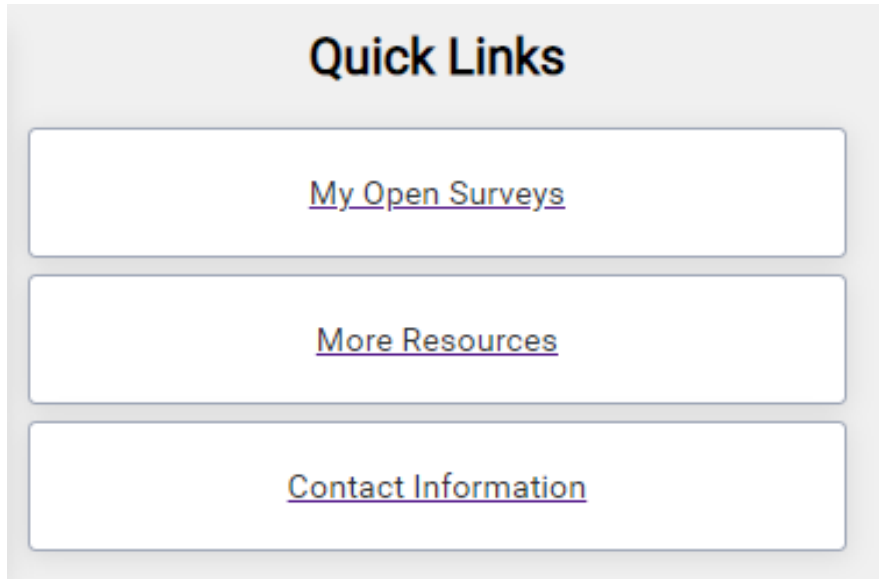
New Password Confirmation

Current Password

Update



Home Page: Quick Links

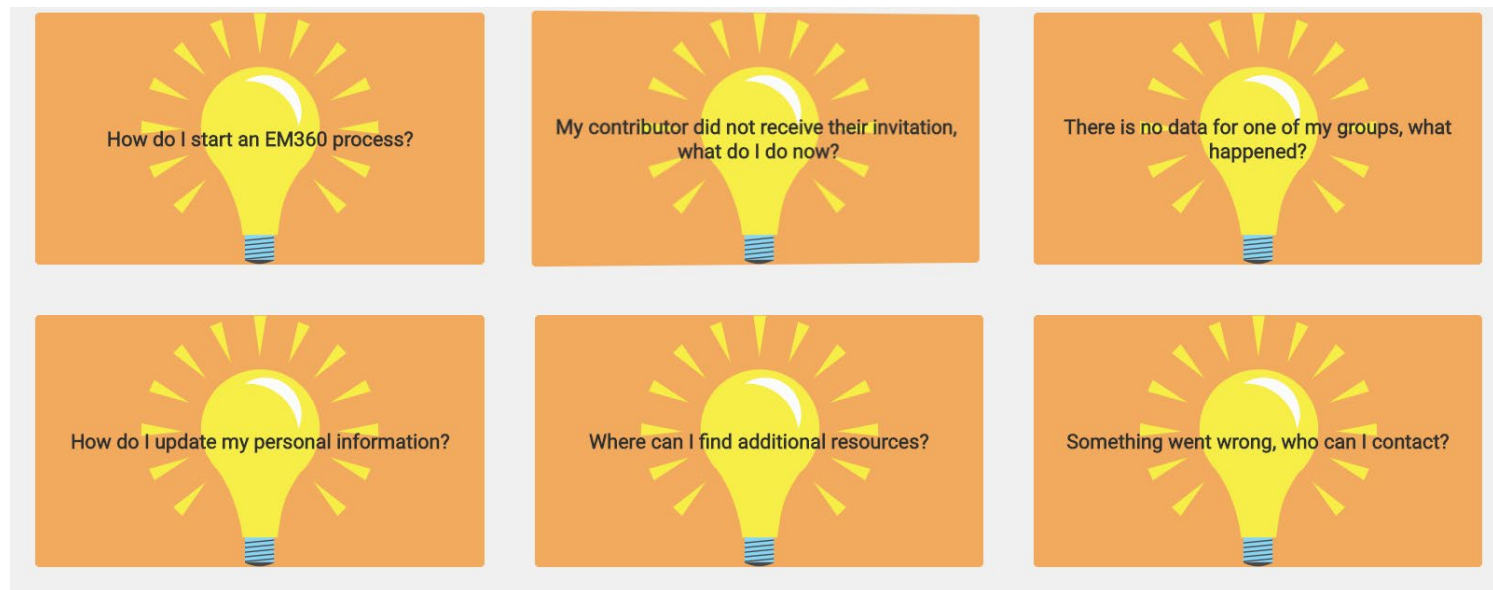


The **Quick Links** section of the home page will help you quickly navigate to the most common areas of the EM360 platform. You can easily return to your current EM360 process by clicking on **My Open Surveys**.



Home Page: FAQs

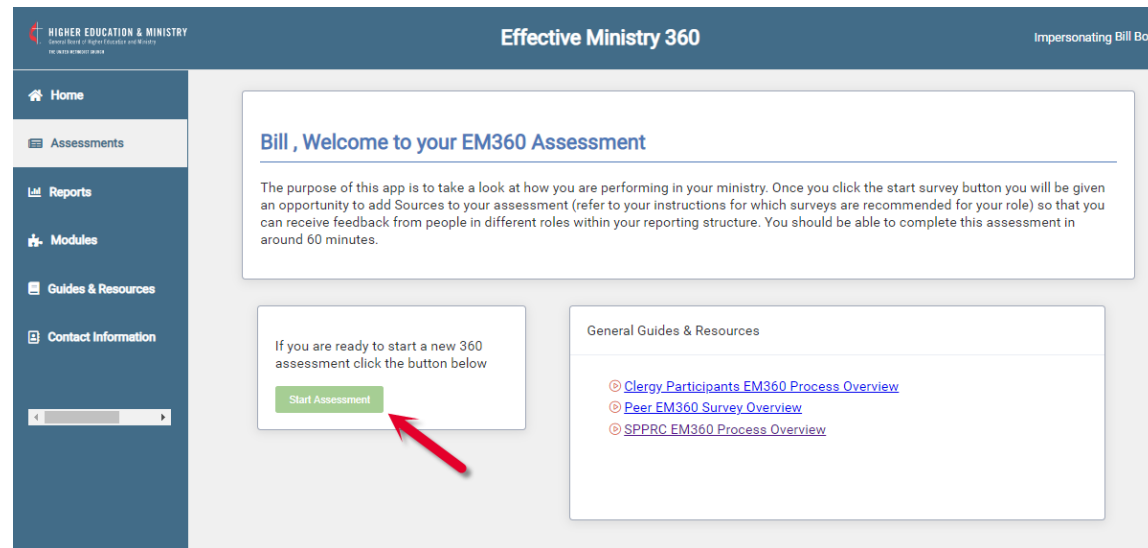
The Frequently Asked Questions tiles at the bottom of the home page will list the most common questions received by the Clergy Excellence Office. Simply place your cursor over the question to reveal the answer.



Assessments: First Time

The first time you visit the assessments tab, you will see a welcome message, available guides and resources, and a **Start Assessment** button. After you have read through the guides and resources and are ready to begin, you will click on the **Start Assessment** button to setup your participants.

You can find more detailed instructions on adding participants at www.BOMLibrary.org/effective-ministry-360.



Assessments: With a Process

My Assessments: This is where you can view your open assessments, edit participants, send reminders, etc.

My Assessments

Clergy Effectiveness

The Clergy Effectiveness module is a formation process to support clergy and those they serve in meeting their mission and ministry goals. Clergy and those they serve set mission and ministry goals for the upcoming year, determine how those goals will be met, and develop a process for tracking and meeting those goals.

[View](#)

District Superintendent

Designed to foster conversation between a District Superintendent, the Superintendency Committee, and the Bishop. The District Superintendent module helps you leverage your strengths, identify areas for further development, and fosters collaboration among the Conference Leadership.

[View](#)

Candidate

An important part of your candidacy application process, the Candidacy Module enables you and your dCOM to identify what gifts, strengths, areas for development, and attributes you demonstrate as you begin the application process for certified candidacy. The EM360 for the candidacy process is started in UMCARES as part of the candidacy track.


[View](#)



Assessments: With a Process


Open Surveys: These are surveys that are waiting for your feedback. Your self-assessment will be listed here until you have completed it. If you are invited to provide feedback for another participant, that survey will also be shown here.

Open Surveys

 Ibarra-Scurr, Sarah - *Candidate*


Participating as myself

Take Survey

 Ibarra-Scurr, Sarah - *District Superintendent*

Participating as myself

Take Survey

 Ibarra-Scurr, Sarah - *Clergy Effectiveness*

Participating as myself

Take Survey



Assessments: With a Process

Past Assessments: Once you have completed an EM360 process and generated your report, your assessment will move here. You can always access any assessment completed in the EM360 in this section.

Past Assessments

Clergy Effectiveness

Date Started: 09/11/2019

[View](#)



My Reports

You can view current and past reports from all modules in the **Reports** tab. You can also download copies of feedback reports.

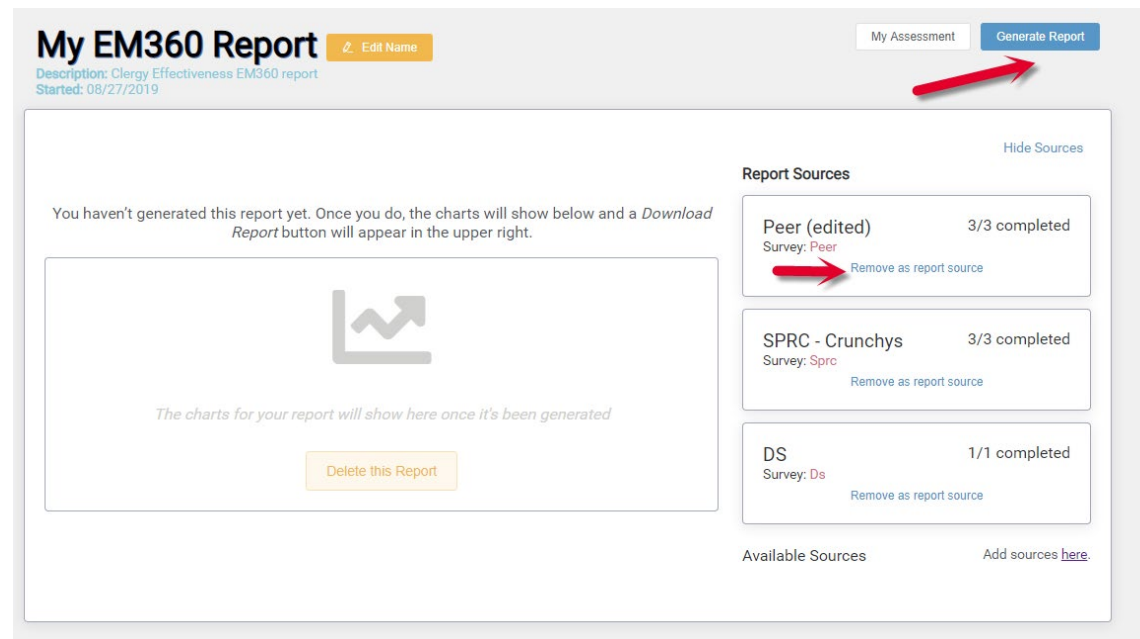


The screenshot displays the 'Effective Ministry 360' interface. The top navigation bar includes the 'HIGHER EDUCATION & MINISTRY' logo, the title 'Effective Ministry 360', and a user profile 'Impersonating Vivian Brown'. A left sidebar contains navigation links: Home, Assessments, Reports (highlighted), Modules, Guides & Resources, and Contact Information. The main content area, titled 'My Reports', lists two reports:

Report Title	Created	View	Download
Clergy Effectiveness Feedback Report (generated)	09/09/2019	View	Download
Clergy Effectiveness My feedback report	09/09/2019	View	Download



My Reports: Standard vs. Custom



Once you have enough feedback, you will be able to generate a report. By default all groups with enough feedback to generate data will be included in your report.

To customize your report feedback groups can be removed by clicking on “Remove as report source”. Once all the appropriate groups are included you can click on **Generate Report**.



Modules

From the modules tab, you can view other EM360 products available. With the consent of your annual conference, you can choose to engage with other modules available as appropriate.

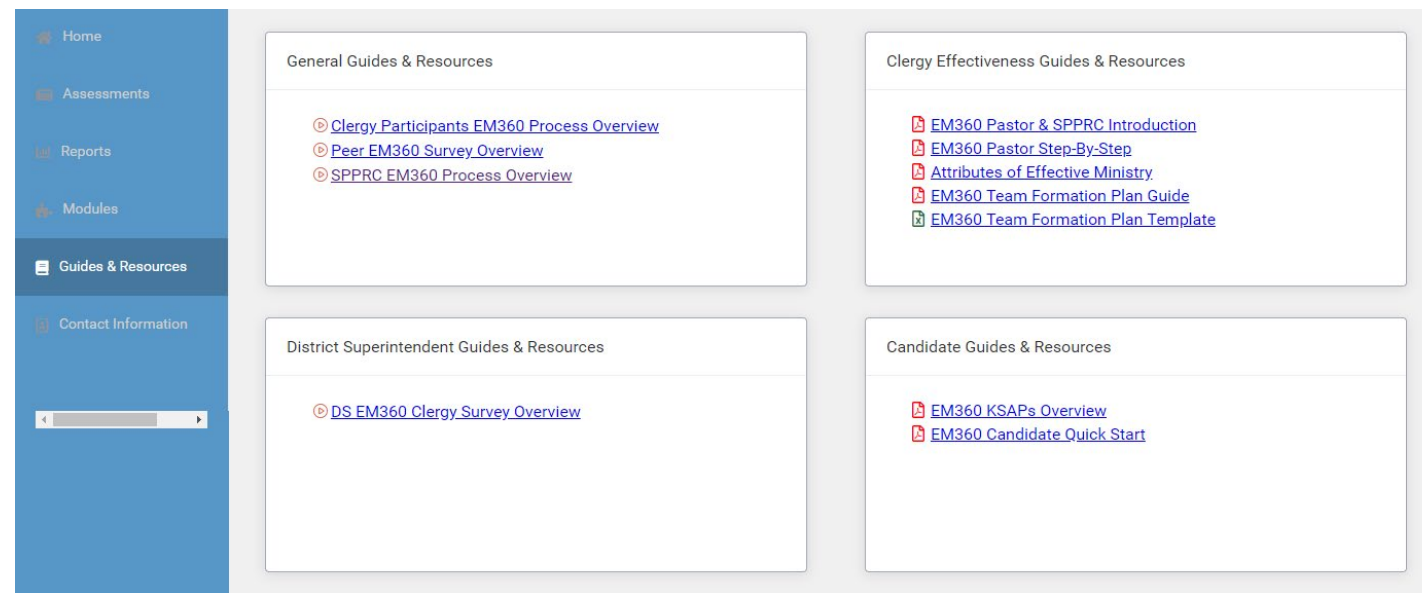
The screenshot displays the EM360 Modules interface. On the left is a blue sidebar with navigation links: Home, Assessments, Reports, Modules (highlighted), Guides & Resources, and Contact Information. The main content area is titled "Select an assessment" and features three white cards, each with a green "Start" button.

- District Superintendent**: Designed to foster conversation between a District Superintendent, the Superintendency Committee, and the Bishop. The District Superintendent module helps you leverage your strengths, identify areas for further development, and fosters collaboration among the Conference Leadership.
- Clergy Effectiveness**: The Clergy Effectiveness module is a formation process to support clergy and those they serve in meeting their mission and ministry goals. Clergy and those they serve set mission and ministry goals for the upcoming year, determine how those goals will be met, and develop a process for tracking and meeting those goals.
- Candidate**: An important part of your candidacy application process, the Candidacy Module enables you and your dCOM to identify what gifts, strengths, areas for development, and attributes you demonstrate as you begin the application process for certified candidacy. The EM360 for the candidacy process is started in UMCARES as part of the candidacy track.



Guides and Resources

The Guides and Resources section will have the most commonly used resources used with the EM360. It also includes links to more resources that are available on www.GBHEM.org/EM360 and www.BOMLibrary.org/effective-minity-360.



Contact Information

Contact Information

Austin's Conference

Name: Sarah Ibarra-Scurr

Email: EM360@gbhem.org

Austin's District

Name: Sarah Ibarra-Scurr

Email: EM360@gbhem.org

General Board of Higher Education and Ministry

Name: Sarah Ibarra-Scurr

Email: EM360@gbhem.org

[More Info](#)

The **Contact Information** section will list all your available contacts. It can include your contact for your annual conference, district, and will always list your contact at GBHEM.





Questions?

Contact Us:
EM360@gbhem.org

Find more information at:
www.GBHEM.org/EM360



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