

ACU MinistryLink Tips and Instructions

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General Tips for Using MinistryLink

Below are a number of tips to hopefully make it easier and more enjoyable for you to use MinistryLink.

- **Back Button** – Use the Back button within MinistryLink instead of the one in your browser (Internet Explorer, Mozilla Firefox, Safari, etc.). Look for a round blue button with a white arrow that says “Back” beside it (usually near the top of the screen).
- **Accessibility Mode** – If you are visually impaired, make sure you are in Accessibility Mode. To activate Accessibility Mode, click on the round icon with the stick-figure of a person in the top right corner of the screen. If the icon is red, you are in Accessibility Mode. If it is blue, you are not in Accessibility Mode.

If you are NOT visually impaired, make sure you are NOT in **Accessibility Mode**. To make sure you are not in Accessibility Mode, look for the round icon with the stick-figure of a person in the top right corner of your screen. If the icon is red, you are in Accessibility Mode. If it is blue, you are not in Accessibility Mode.

- **Navigating** – The MinistryLink program has a good memory, which can make it difficult to navigate if you do not know how much it remembers. For instance, if you are in the “Password/Preferences” tab within the “Account” section, then the next time you click “Account” on the top menu bar, it will automatically take you to the “Password/Preferences” tab. If you would rather be on a different tab, simply click on the tab you want.
- **Search Features** – MinistryLink’s good memory also affects the search features. For instance, if you enter a set of search criteria, MinistryLink will remember what criteria you used. If you want to start the search over, click the “Clear” button at the bottom of the search options.
- **Help** – To use the Help feature, click on the round question-mark icon in the top right corner of your screen. A box will appear with help topics relating to the page you are currently on. You may have to allow pop-ups from MinistryLink.
- **OCR and Non-OCR Jobs** – When using the Help feature, you may see references to OCR or non-OCR jobs. OCR stands for “on-campus recruiting” which is a service MinistryLink does not provide. All MinistryLink jobs and postings are non-OCR.
- **Submit and Save Buttons** – When filling out a form to post a job, update your profile, upload your resume, etc., be sure to click the “Submit” or “Save Changes” button at the top or bottom of your screen.
- **Symplicity** – MinistryLink is provided by a company called Symplicity. If you see a reference to Symplicity, the statement will probably also apply to MinistryLink.

Technical Support

If you encounter problems or questions while using MinistryLink, please use the technical support options below. As much as possible, please use the tools we have provided. Using the resources below will provide you with the quickest help since you will not need to wait for someone from the ACU Church Relations team to respond to your email or phone call.

- **Help Feature** – Many questions or issues you encounter can be answered by the Help feature that is built into the MinistryLink program. To access information related to the features on any given page, simply click the round question-mark icon in the top right corner of your screen.
- **Hints** – Many pages contain hints that will automatically appear in a green box near the top of your screen.
- **Instructions Such as Welcome Email** – We have written brief instructions for some foundational MinistryLink functions, and have included them here and in your welcome email. There is also an Announcements section on your MinistryLink home page, and we may post hints there at times.
- **Office of Church Relations** – If you have additional questions that are not answered by the above resources, you may contact the ACU Office of Church Relations.

Basic Features and Instructions for Churches

How to post ministry job openings

1. Log in to your account.
2. Click “Jobs” on the top menu bar.
3. Click the “Add New” button on the next screen.
4. Enter your job information and click “Submit”.

How to view resumes that ministers have posted

1. Log in to your account and click “Ministers Looking” in the top menu bar.
2. A list should appear with resumes that ministers have uploaded.
 - a. To email a minister, click on his or her last name.
 - b. To view the resume, click on the icon that looks like a piece of paper in the “Resume” column.
3. There are basic search features in the main “Minister Resumes” tab. You can access additional search capabilities in the “Advanced Resume Search” tab.
4. The “Advanced Resume Search” tab enables you to search by more criteria, including some criteria that are more appropriate for ministry needs. For instance, the Advanced Resume Search feature allows you to search by a minister’s Ministry Focus (preaching, youth, worship, etc.), Education Level, Graduation Date, and more. In addition, you can use the Full Text Search feature to search for any word(s) that appear in the text of a minister’s resume.

How to add or change information on your profile

1. Log in to your account and click “Profile” on the top menu bar.
2. Enter information in the form on any or all of the tabs (Who We Are, Key Statistics, Company Culture, and Logo). Many of the questions on each form are not very applicable to churches and ministry contexts. Unfortunately, this is one of the few forms we cannot edit to make them more applicable. On questions that do not apply or make sense for your church, simply leave them blank; ministers will only see the questions for which you do type in an answer.
3. Click the “Save Changes” button near the top of the window.

Basic Features and Instructions for Ministers

How to post a resume that churches can view

1. Log in to your account and click “Documents” in the top menu bar.
2. Click the “Add New” button near the bottom of your screen.
3. Follow the instructions and prompts on the screen to upload and name a file. Click “Submit”.
4. You may also use the Resume Builder to create a resume specific to MinistryLink.

***NOTE:** Churches will NOT be able to see that you are looking for a ministry job unless you upload a resume.

How to ensure you and your resume are visible to churches

1. Make sure you have uploaded your resume or created one through the Resume Builder (see above).
2. Make sure you have the correct privacy settings by doing the following:
 - a. Click “Profile” on the top menu bar.
 - b. Click the “Privacy” tab.
 - c. Under the text “Allow Churches to View Resume” select the “Yes” option.
 - d. Click the “Save Changes” button.

How to browse job openings

1. Log in to your account and click “Jobs” in the top menu bar. A list of jobs will appear on the bottom half of your screen.
2. Click on the job title for more information about the job. Click on the employer name for more information about the church.
3. You can also use the search features to locate specific jobs or types of jobs.

How to see churches that have MinistryLink accounts but have not posted jobs

1. Click on “Churches” in the top menu bar. A list of churches will appear on the bottom half of your screen.
2. Click on the name of the church for additional information about the church. Click on the website to view the church’s website.
3. There may be more than one page of churches. Use the “Next” and “Previous” links (off to the right, above the list of churches) to see the rest of the list.

Frequently Asked Questions

Why can I not log in to my account?

- Ensure your account has been processed and activated. When this happens, you will receive an email with your password and instructions for using MinistryLink. Until you get this email, you will be unable to log in.
- If you are copying and pasting the password, make sure you are not accidentally copying a space before or after the password. MinistryLink would read the space as an extra letter and thus would not recognize the password.
- If you are typing your password, be sure to type it exactly.
- Make sure every letter in your password and username is in the correct case (capital or lowercase).
- For your username, be sure to enter your entire email address, including everything after the @ symbol.

Can I use MinistryLink without others knowing I am looking for a job/minister?

Ministers can browse church profiles and job postings while remaining invisible. To do this, simply set up an account and do not upload a resume. Churches will not be able to see you in the system until you upload a resume.

Churches cannot use MinistryLink anonymously. Once you set up an account, ministers will be able to see any information you have provided about the church (this information comes from the form you completed while registering for a MinistryLink account). If you create a job posting, ministers will also be able to view your posting.

Can I use MinistryLink if I am not an ACU student or alumnus?

Absolutely! MinistryLink is a service available to all ministers and Churches of Christ. If you are a church looking for a minister and want to limit your search to ACU students and alumni, you may be interested in using ACU CareerLink (www.acu.edu/careerlink). You are welcome to have an account in both MinistryLink and CareerLink.

How can I see churches that are looking for ministers?

There are two places where you can find this information. To see churches that have posted a job opening with more complete information, click “Jobs” on the top menu bar. To see churches that have MinistryLink accounts but have not posted a job listing, click “Churches” on the top menu bar. In most cases, this will allow you to see a church’s contact information but little else. See page 5 for more detailed instructions.