

# INDEX

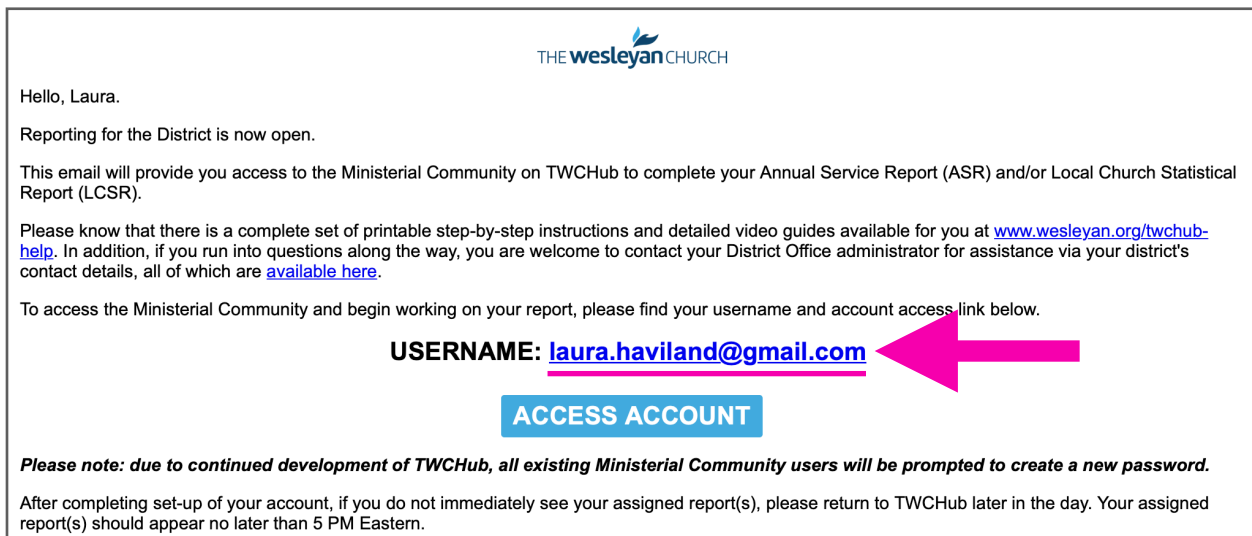
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# NOTES

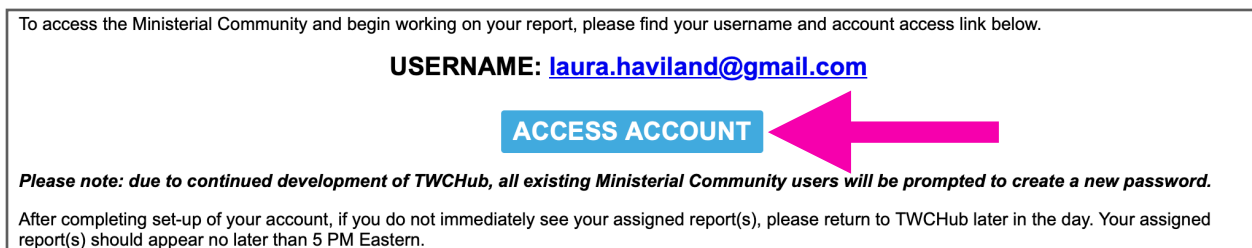
Video walk-through guides of information contained in this document are available at [www.wesleyan.org/twchub-help](http://www.wesleyan.org/twchub-help).

# 1. First-Time Password Setup

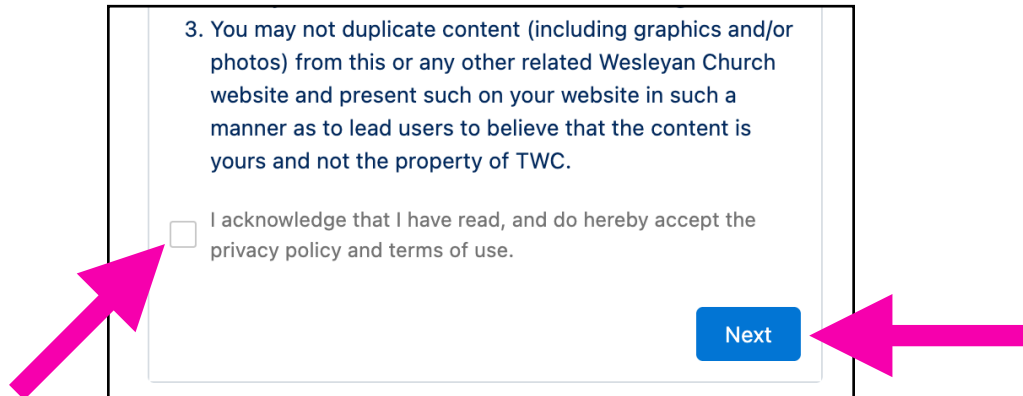
1. Account activation details are sent on the opening day of your district's reporting season.
2. Search your email inbox for the account activation message from [districtreports@wesleyan.org](mailto:districtreports@wesleyan.org) titled, "**Welcome to TWCHub - Pastor Database and Home of 2021 ASR/LCSR Reporting.**" If you do not immediately see it, be sure to check your spam or junk folder.
3. Note your username (typically the email address associated with your Wesleyan Church profile). You may wish to save or print this email for future reference.



4. Click **ACCESS ACCOUNT**.



5. Due to the addition to donor services to TWC Hub, a browser window will open and prompt you to review the Privacy Policy & Terms of Use. Please take time to review this policy and when you are ready, check the acknowledgement box at the bottom of the page and click next.



3. You may not duplicate content (including graphics and/or photos) from this or any other related Wesleyan Church website and present such on your website in such a manner as to lead users to believe that the content is yours and not the property of TWC.

☐ I acknowledge that I have read, and do hereby accept the privacy policy and terms of use.

Next

6. If you already have an account with Donor Services, you may not be prompted to approve the privacy policy or create a new password. For everyone else, create and confirm a new password. All passwords must be eight characters long and include both letters and numbers.



THE wesleyan CHURCH

### Change Your Password

Enter a new password for username@willbehere.com. **Your username**

Make sure to include at least:

- ☐ 8 characters
- ☐ 1 letter
- ☐ 1 number

\* New Password **Create password here**

\* Confirm New Password

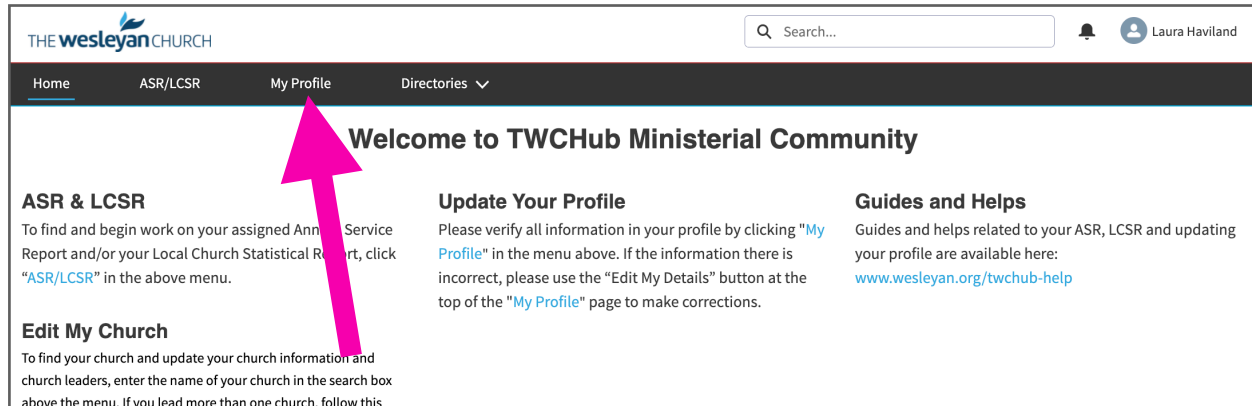
Change Password

Password was last changed on 3/9/2022, 3:32 PM.

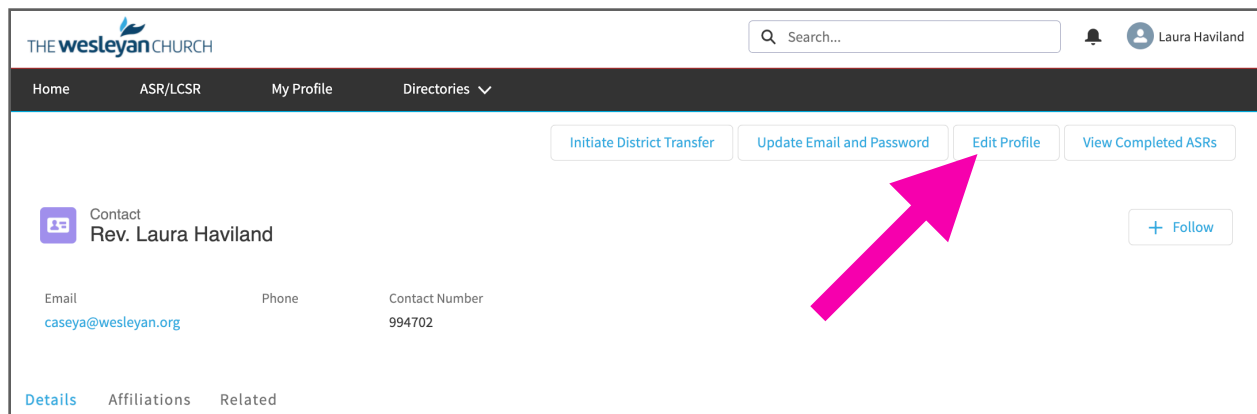
7. Please keep a record of your username and newly created password for future reference!

## 2. Verify & Update Your Profile Information

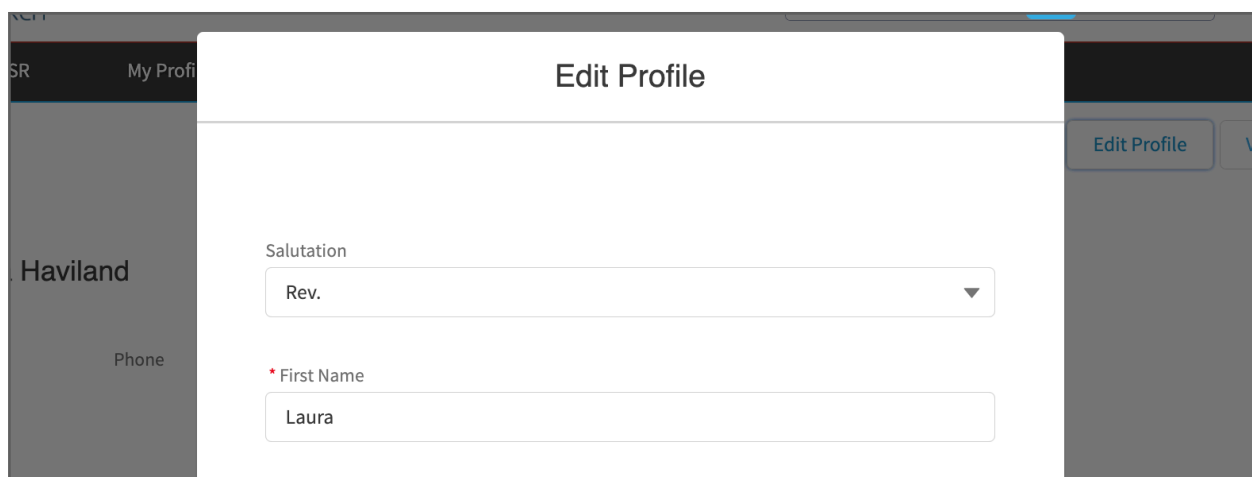
1. From any page on TWCHub, click the “My Profile” tab.



2. On the “My Profile” page you can view and verify your personal profile with The Wesleyan Church. If there are changes required, click the “Edit Profile” button on the right hand side of the page.

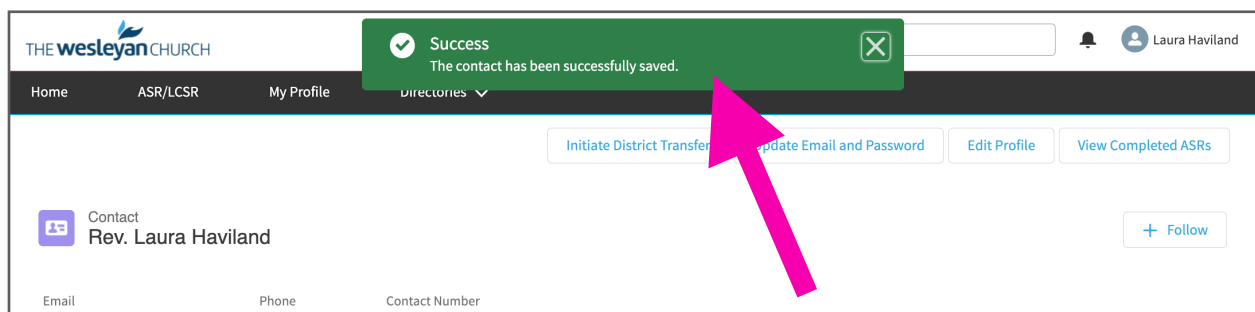


3. A pop-up window labeled “Edit Profile” will appear. Update your information in the provided fields. Required fields are marked with an asterisk.



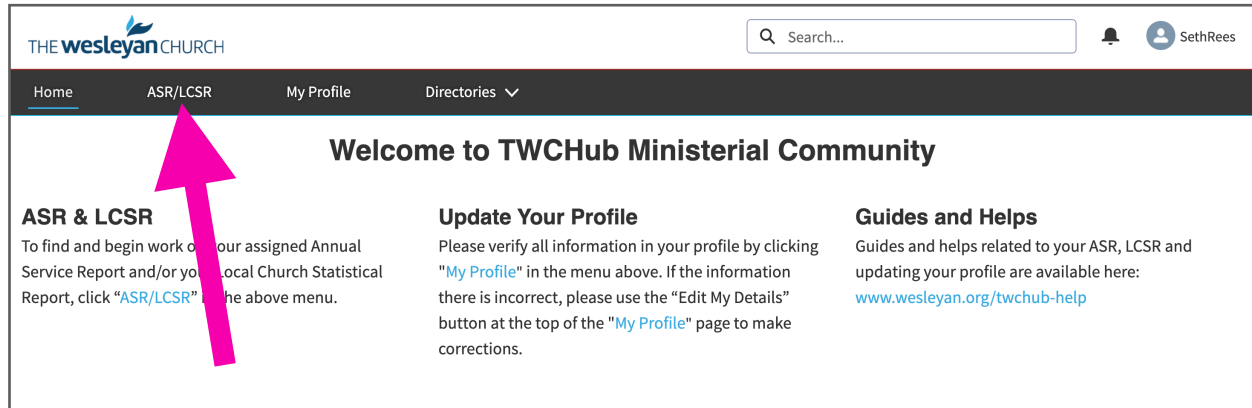
- To save your updated information, scroll to the bottom of the Edit Profile page and click the “Save ” button.

- A green message will appear at the top of the page letting you know that your information has been saved. Your updated information will take a moment to appear on your profile page. Please wait a few moments, then refresh the page (Windows: Control+R, Mac: Command+R) to see your updated information.

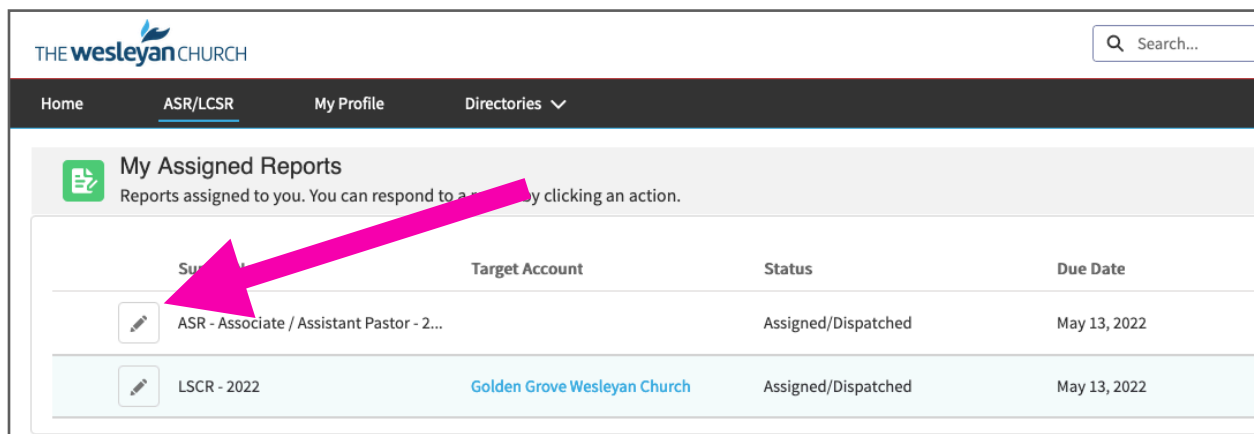
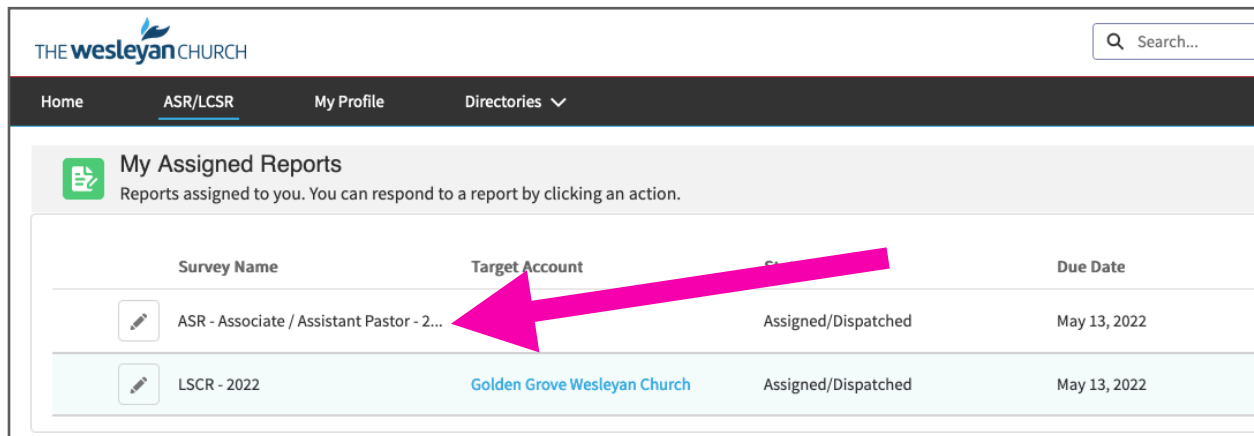


### 3. Completing Your Annual Service Report (ASR)

1. To navigate to your Annual Service Report (ASR), click the ASR/LCSR tab.



2. Your assigned ASR will be listed. If you do not see your ASR, please wait until 5 P.M. local time of the day your district reporting opens and revisit the ASR/LCSR page.
3. To begin work on your ASR, click the pencil icon to the left of the report.



4. You will see is a page welcoming you to your ASR. Click “Continue Report” to continue working through your ASR. Required fields are marked with an asterisk. The report language can be changed to Spanish using the language drop-down.

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Home ASR/LCSR My Profile Directories

My Assigned Surveys  
Surveys assigned to you. You can respond to a survey by clicking an action.

### Test ASR - Pastor - 2021

Welcome to the Annual Service Report.

If you have any questions while completing the survey, please reach out to your District Administrator.

English

**Continue Report**

#### Labors

\* Have you sought faithfully by your personal dealings and your public ministry to lead:

Sinners to a saving knowledge of Jesus Christ?

Lead believers into entire sanctification?

**Continue Report**

5. Next, you will come to a screen asking if you have updated your profile information. If you have updated your information, choose “Yes,” and click “Next” to continue to your report.

### ASR - Associate / Assistant Pastor - 2022

English

Progress

\* Please take a moment to verify and update your profile information before you respond to other questions in the survey. You can do so in the ["My Profile"](#) section of the Ministerial Community homepage.

Have you updated your contact information?

**Profile is updated**

**Save** **Next**

6. If you have not updated your information, choose “No,” and click “Next”. You will be directed to a screen with a resource video showing you how to update your information. On this screen there is also an “Update My Profile” button that will open your profile in a new tab on your browser so that you can make changes (This will not close the tab you are currently working in). Once you have updated your information, you can close the tab and continue filling out your ASR report.

**ASR - Associate / Assistant Pastor - 2022**

English

Progress

\* Please take a moment to verify and update your profile information before you respond to other questions in the survey. You can do so in the ["My Profile"](#) section of the Ministerial Community homepage.

Have you updated your contact information?

Yes No

Profile is not updated

Save Next

**ASR - Associate / Assistant Pastor - 2022**

English

Progress

**Verify & update your profile information**

You may verify all information in your profile by clicking the ["Update my profile"](#) button below. If the information there is incorrect, please use the ["Edit Profile"](#) button at the top of the page to make corrections. If you have further questions please see the video below or contact your District Administrator.

Update My Profile

2 - Verify and Update Profile Information

Watch later

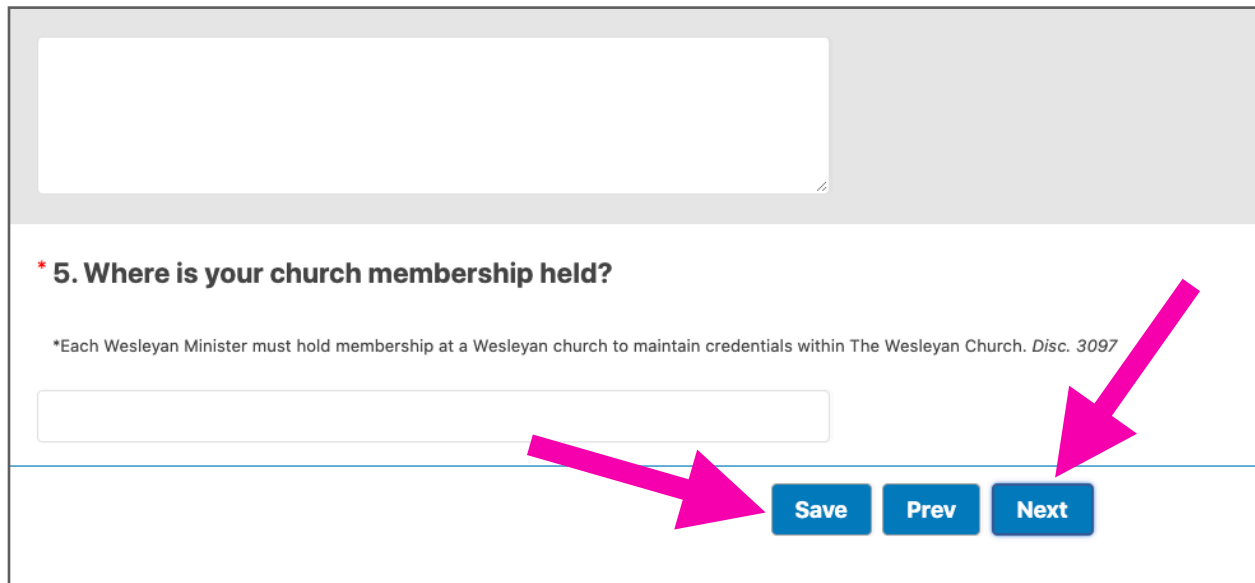
Verify & Update our Profile Information

Watch on YouTube

Save Prev Next

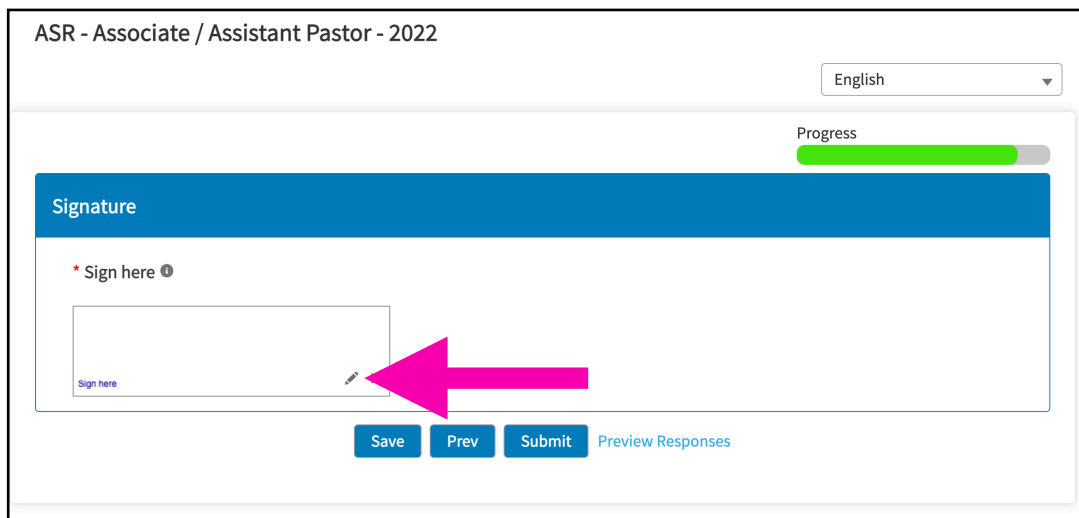


7. You may save your ASR at any time and return to work on it later using the “Save” button at the bottom of each page of the ASR. In addition, moving to the next page of the ASR using the “Next” button will save your progress.



The screenshot shows a web form titled "5. Where is your church membership held?". Below the title is a note: "\*Each Wesleyan Minister must hold membership at a Wesleyan church to maintain credentials within The Wesleyan Church. Disc. 3097". There is a text input field for the answer. At the bottom of the form are three blue buttons: "Save", "Prev", and "Next". Two pink arrows point to the "Save" and "Next" buttons respectively.

8. On the final page, you will be asked to sign your report. You can sign using your mouse or click the pencil icon and type your name.



The screenshot shows the final page of the ASR form, titled "ASR - Associate / Assistant Pastor - 2022". In the top right corner, there is a language dropdown menu set to "English". Below this is a "Progress" bar with a green indicator. The main section is titled "Signature" and contains a text input field with the placeholder "Sign here". A small pencil icon is visible next to the input field. Below the input field are four buttons: "Save", "Prev", "Submit", and "Preview Responses". A pink arrow points to the pencil icon.

9. Before submitting your ASR, you can preview your entire report by clicking “Preview Responses”.

ASR - Associate / Assistant Pastor - 2022

English

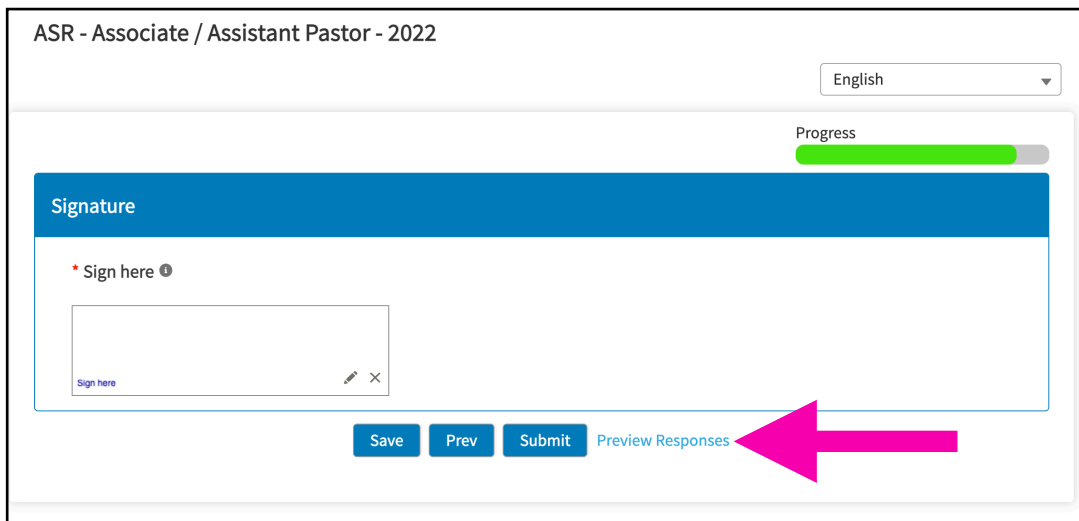
Progress

Signature

\* Sign here ⓘ

Sign here

Save Prev Submit [Preview Responses](#)



What ideas or suggestions do you have for the district leadership to consider?

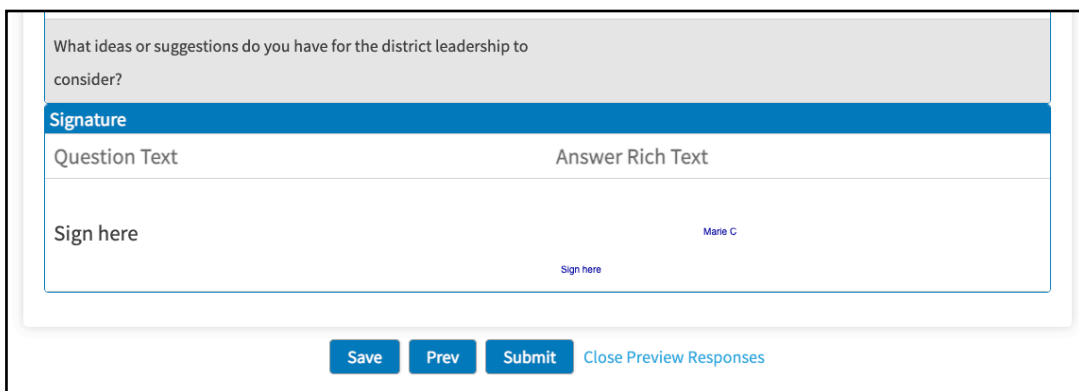
Signature

Question Text Answer Rich Text

Sign here Marie C

Sign here

Save Prev Submit [Close Preview Responses](#)



10. Click “Submit” to complete your report. **Please note:** When your report has been submitted, you will be unable to make further edits without contacting your district administrator for assistance.

What ideas or suggestions do you have for the district leadership to consider?

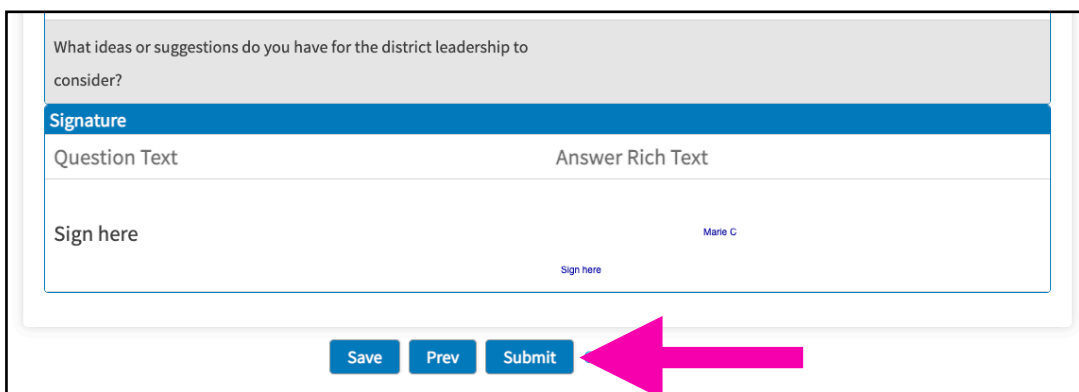
Signature

Question Text Answer Rich Text

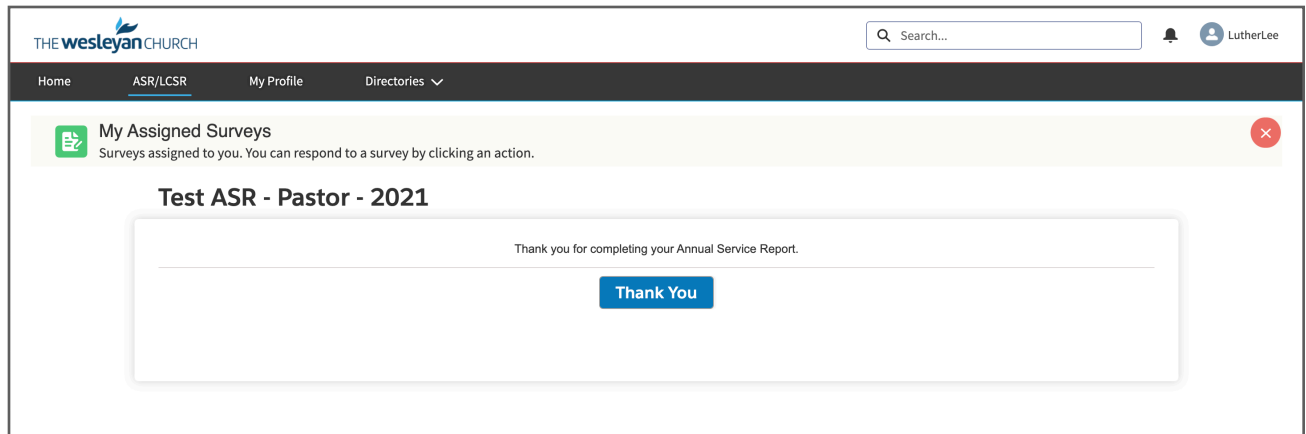
Sign here Marie C

Sign here

Save Prev Submit

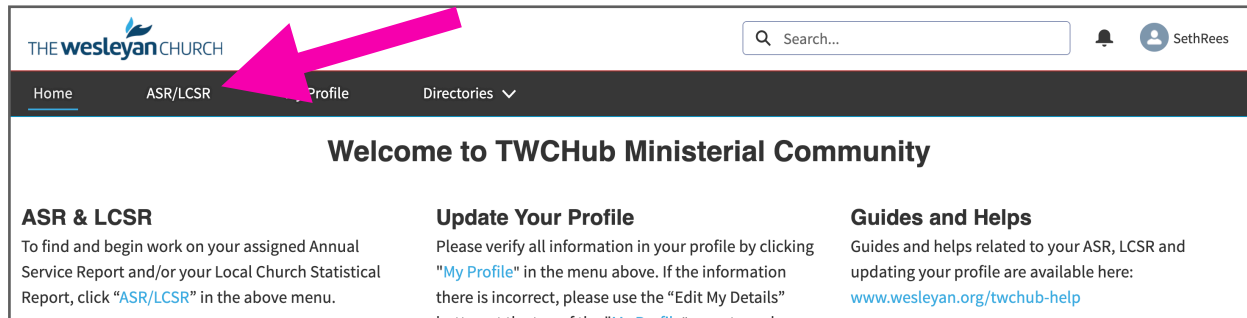


11. A successful submission will be given a “Thank You” message. Clicking the “Thank You” button will return you to the TWCHub Ministerial Community home page.

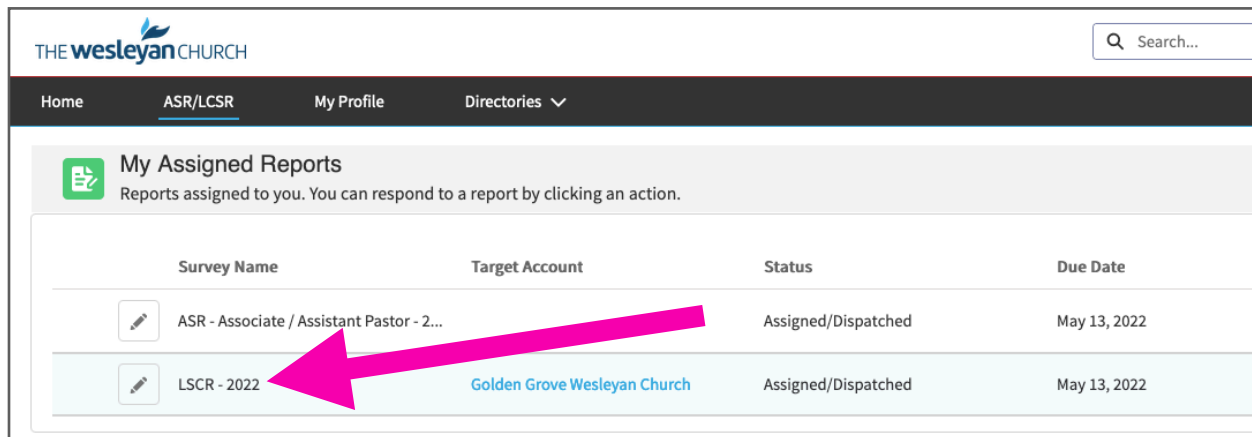


## 4. Completing Your Local Church Statistical Report (LCSR)

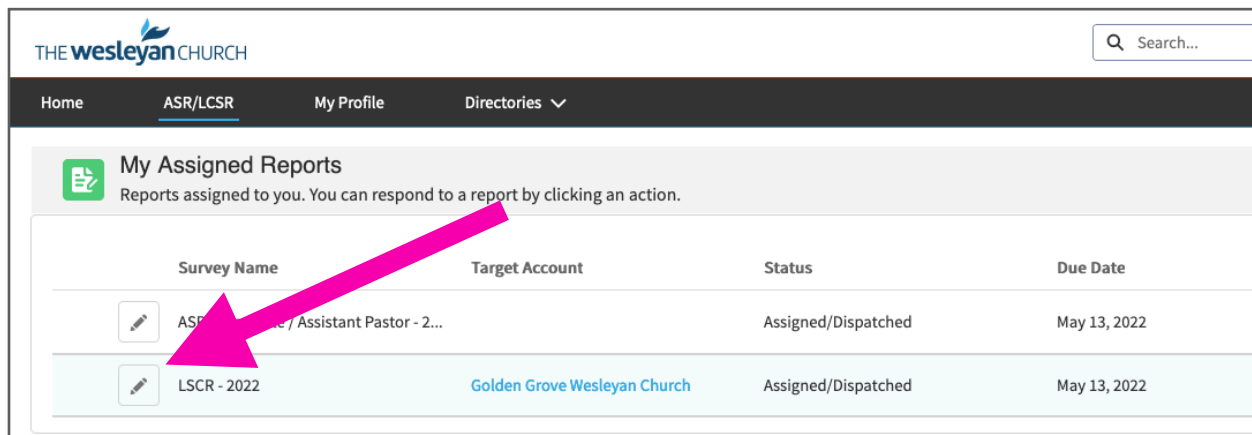
1. If you are assigned an LCSR, you will find it in the ASR/LCSR tab.



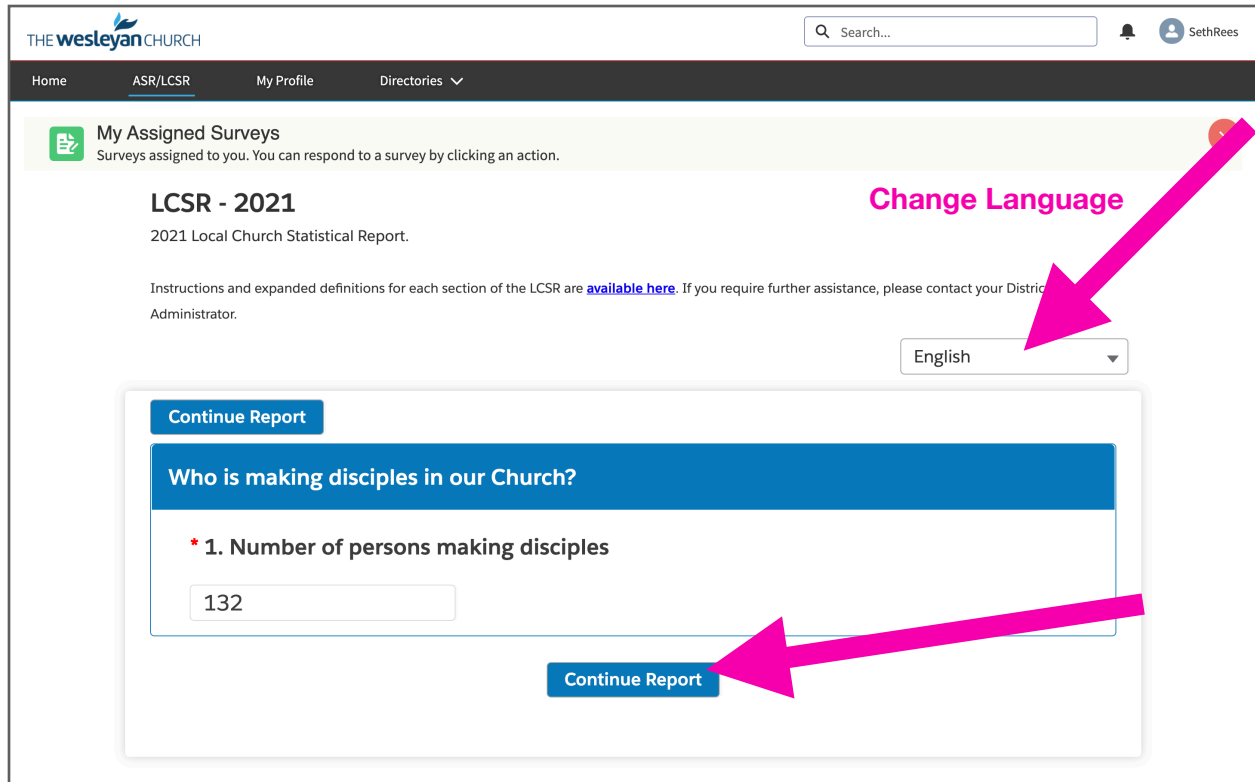
2. Your assigned LCSR will be listed. If you do not see your LCSR, please wait until 5 P.M. local time of the day your district reporting opens and revisit the ASR/LCSR page.



3. To begin work on your LCSR, click the pencil icon to the left of the report.

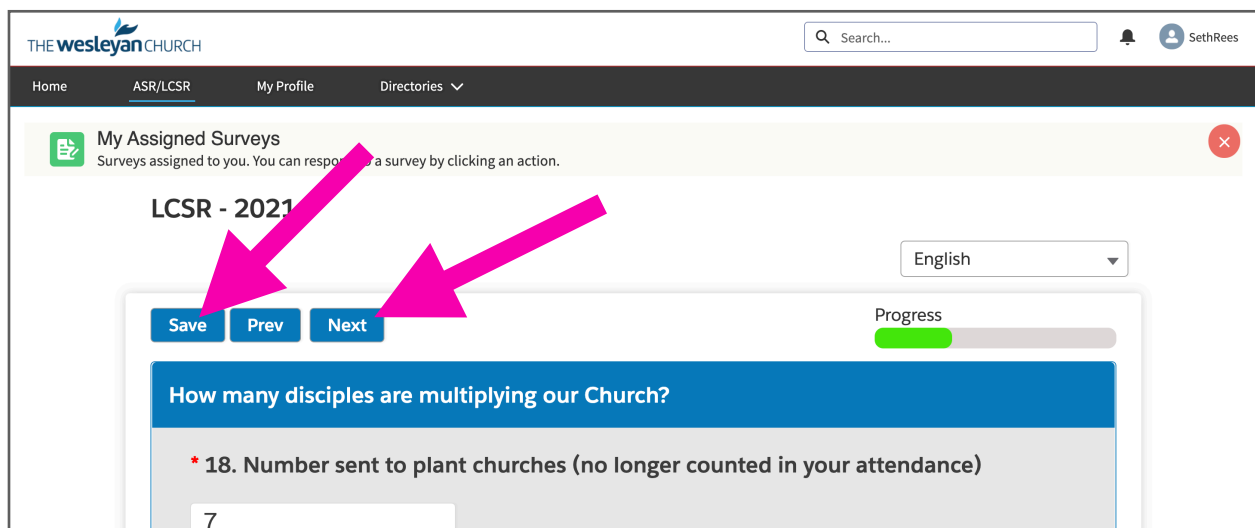


4. The first question of your LCSR will be visible. Click “Continue Report” to continue working through your LCSR. Required fields are marked with an asterisk. The report language can be changed to Spanish using the language drop-down.



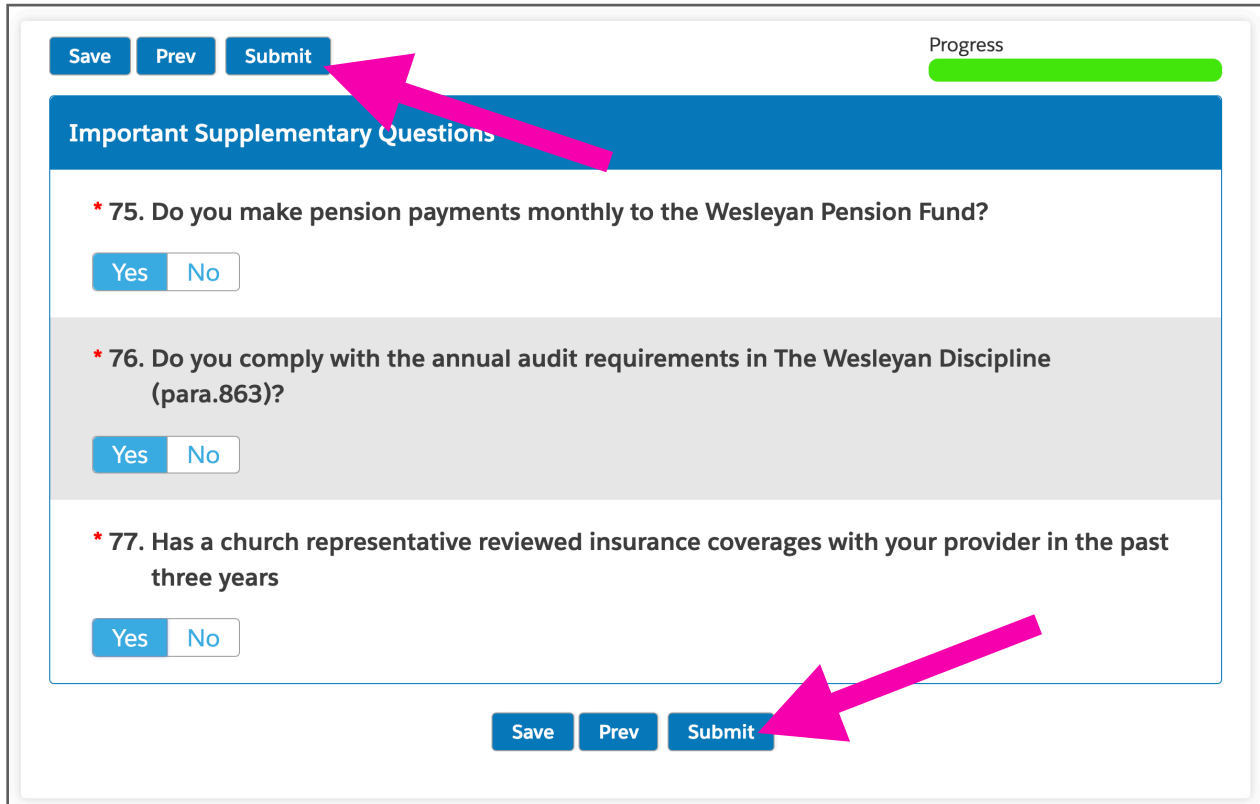
The screenshot shows the 'My Assigned Surveys' section for 'LCSR - 2021'. The survey title is '2021 Local Church Statistical Report'. Below the title, there is a language dropdown menu set to 'English'. A pink arrow points to this dropdown with the text 'Change Language'. Below the language menu, there is a 'Continue Report' button. The main question displayed is 'Who is making disciples in our Church?'. Below this question, there is a required field marked with an asterisk: '\* 1. Number of persons making disciples'. The input field contains the number '132'. At the bottom of the question box, there is another 'Continue Report' button, which is pointed to by a second pink arrow.

5. You may save your LCSR at any time and return to work on it later using the “Save” button at the top and bottom of each page of the LCSR. In addition, moving to the next page of the LCSR using the “Next” button will save your progress.



The screenshot shows the 'My Assigned Surveys' section for 'LCSR - 2021'. The survey title is '2021 Local Church Statistical Report'. Below the title, there is a language dropdown menu set to 'English'. Below the language menu, there are three buttons: 'Save', 'Prev', and 'Next'. A pink arrow points to the 'Save' button, and another pink arrow points to the 'Next' button. To the right of these buttons is a 'Progress' bar, which is partially filled with green. The main question displayed is 'How many disciples are multiplying our Church?'. Below this question, there is a required field marked with an asterisk: '\* 18. Number sent to plant churches (no longer counted in your attendance)'. The input field contains the number '7'.

6. On the final page, click “Submit” to complete your report. **Please note:** When your report has been submitted, you will be unable to make further edits without contacting your district administrator for assistance.

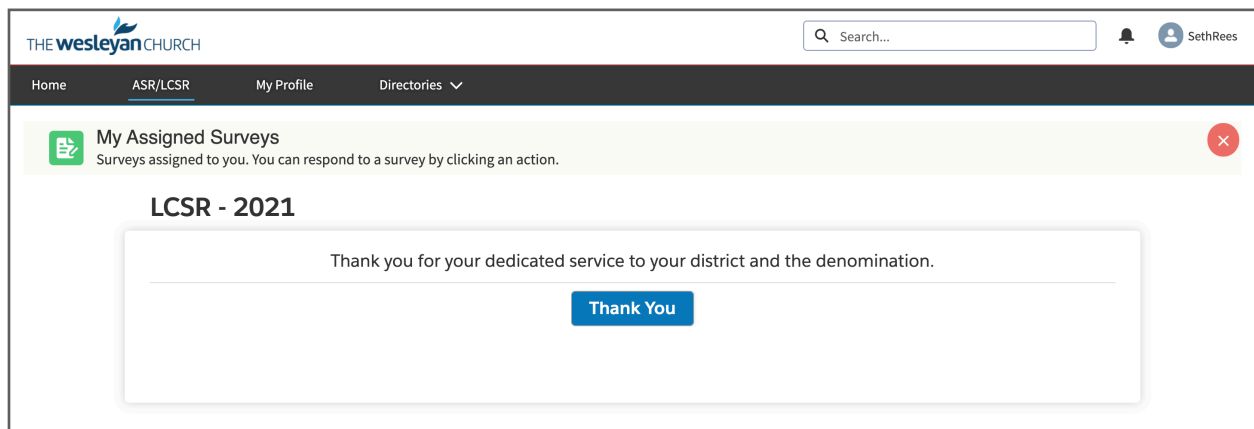


The screenshot shows a survey form titled "Important Supplementary Questions". At the top, there are three buttons: "Save", "Prev", and "Submit". A pink arrow points to the "Submit" button. Below the title, there are three questions, each with "Yes" and "No" radio buttons:

- \* 75. Do you make pension payments monthly to the Wesleyan Pension Fund?
- \* 76. Do you comply with the annual audit requirements in The Wesleyan Discipline (para.863)?
- \* 77. Has a church representative reviewed insurance coverages with your provider in the past three years

At the bottom of the form, there are three buttons: "Save", "Prev", and "Submit". A pink arrow points to the "Submit" button.

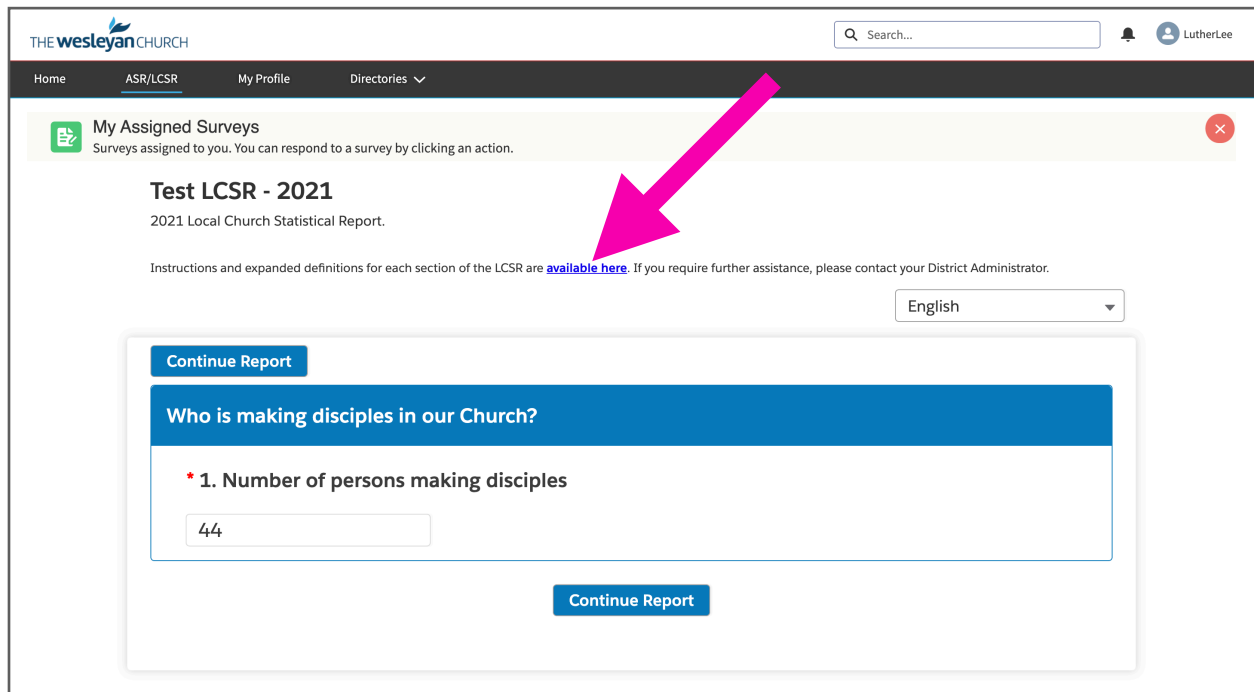
7. A successful submission will be given a “Thank You” message. Clicking the “Thank You” button will return you to the TWCHub Ministerial Community home page.



The screenshot shows the "Thank You" message page. At the top, there is a header with the "THE wesleyan CHURCH" logo, a search bar, and a user profile icon for "SethRees". Below the header, there is a navigation bar with links: "Home", "ASR/LCSR", "My Profile", and "Directories". A yellow banner at the top of the main content area reads "My Assigned Surveys" and "Surveys assigned to you. You can respond to a survey by clicking an action." Below this, the title "LCSR - 2021" is displayed. The main message says "Thank you for your dedicated service to your district and the denomination." and there is a blue "Thank You" button at the bottom.

## 4.1 Expanded Local Church Statistical Report (LCSR) Instructions

- Expanded definitions and instructions for the LCSR are available in the space above the report. To access the definitions and instructions, open your LCSR using steps 1-3 of [Completing Your Local Church Statistical Report \(LCSR\)](#).
- Expanded instructions can be found by clicking the “available here” link.



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Home ASR/LCSR My Profile Directories

My Assigned Surveys  
Surveys assigned to you. You can respond to a survey by clicking an action.

**Test LCSR - 2021**  
2021 Local Church Statistical Report.

Instructions and expanded definitions for each section of the LCSR are [available here](#). If you require further assistance, please contact your District Administrator.

English

**Continue Report**

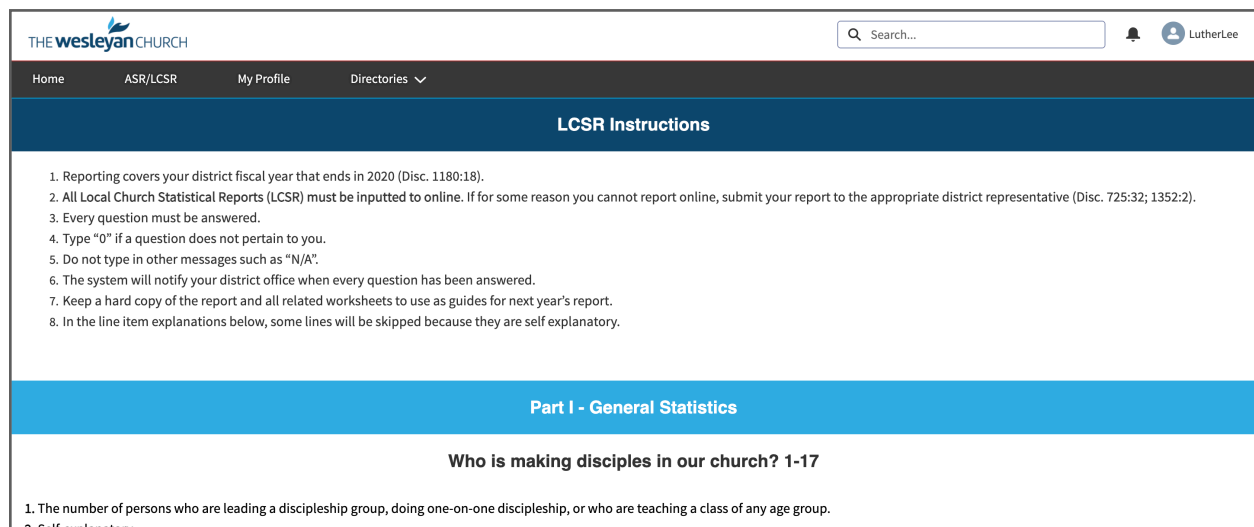
**Who is making disciples in our Church?**

\* 1. Number of persons making disciples

44

**Continue Report**

- If helpful, print these instructions using your browser’s “Print” feature (Windows: Control+P, Mac: Command+P).



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Home ASR/LCSR My Profile Directories

**LCSR Instructions**

- Reporting covers your district fiscal year that ends in 2020 (Disc. 1180:18).
- All Local Church Statistical Reports (LCSR) must be inputted to online. If for some reason you cannot report online, submit your report to the appropriate district representative (Disc. 725:32; 1352:2).
- Every question must be answered.
- Type “0” if a question does not pertain to you.
- Do not type in other messages such as “N/A”.
- The system will notify your district office when every question has been answered.
- Keep a hard copy of the report and all related worksheets to use as guides for next year’s report.
- In the line item explanations below, some lines will be skipped because they are self explanatory.

**Part I - General Statistics**

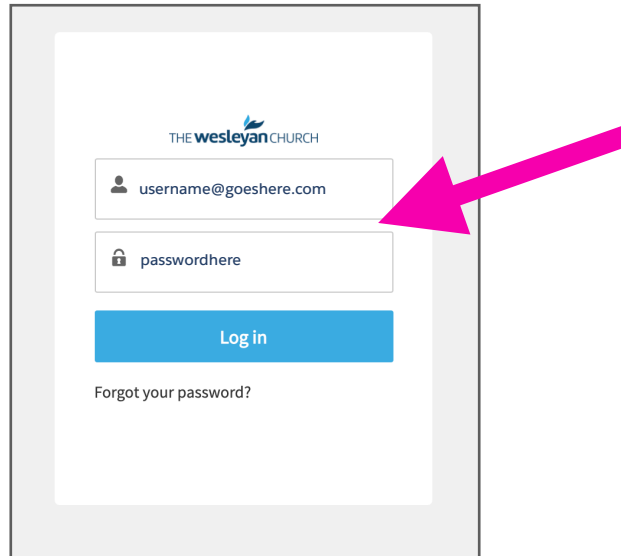
**Who is making disciples in our church? 1-17**

1. The number of persons who are leading a discipleship group, doing one-on-one discipleship, or who are teaching a class of any age group.

2. Self explanatory

## 5.1 Logging in After First-Time Setup

1. To log in again after completing the first-time setup, visit [www.wesleyan.org/twchub](http://www.wesleyan.org/twchub).
2. Enter your username (*typically the email address associated with your Wesleyan Church profile*).  
*Your username can be found in the account activation email referenced in “[First-Time Password Setup](#)”) and Password.*



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username@goeshere.com

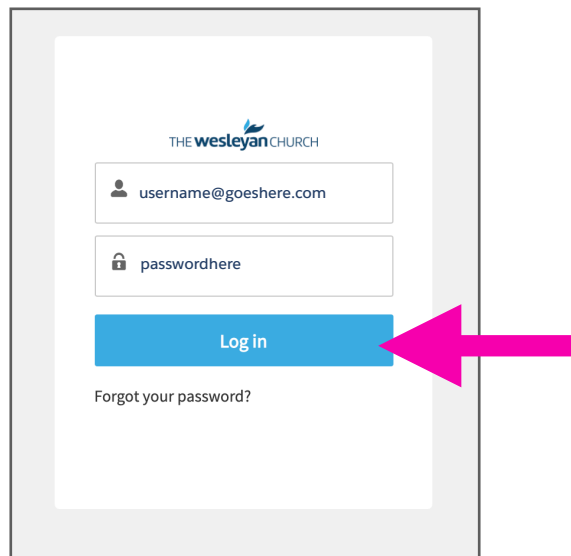
passwordhere

Log in

Forgot your password?

A pink arrow points to the username input field.

3. Click “Log in.”



THE wesleyan CHURCH

username@goeshere.com

passwordhere

Log in

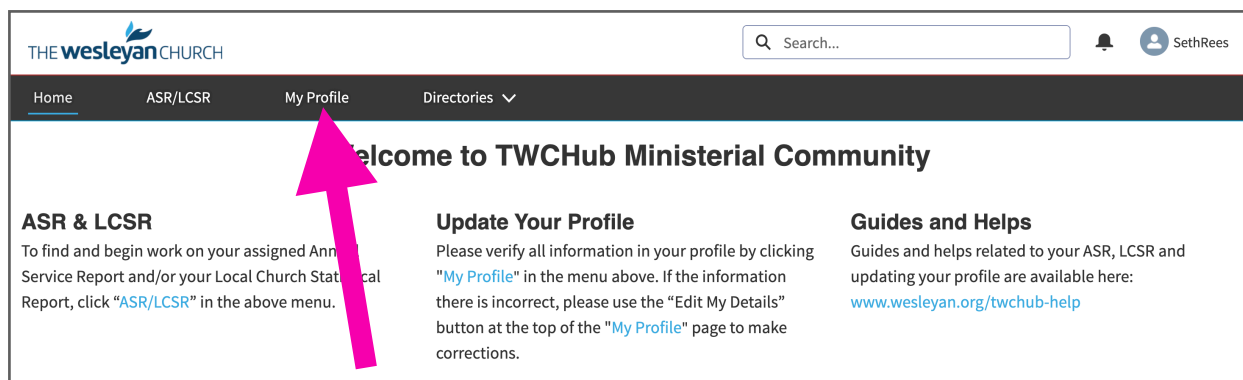
Forgot your password?

A pink arrow points to the Log in button.

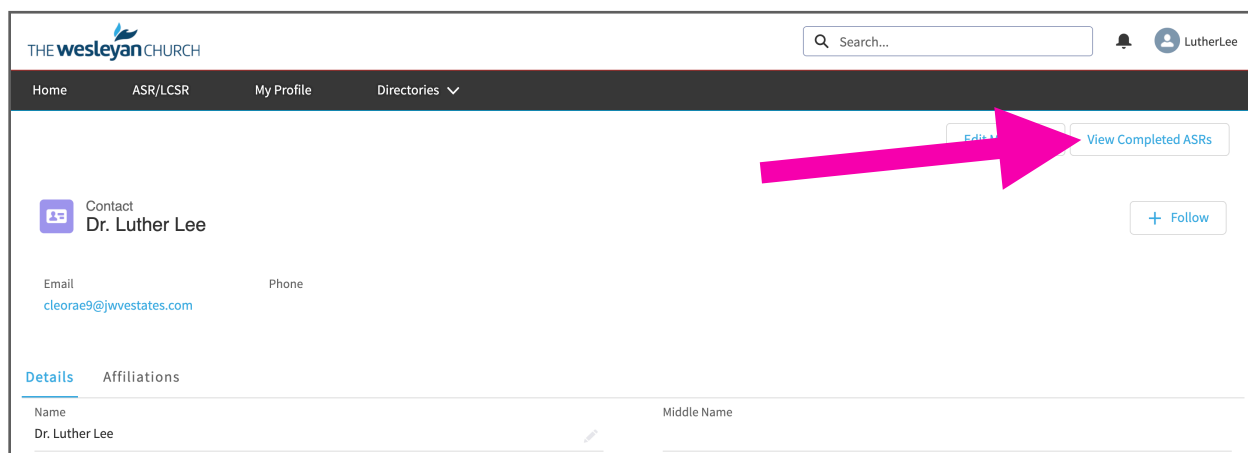


## 5.2 Printing Your Annual Service Report (ASR)

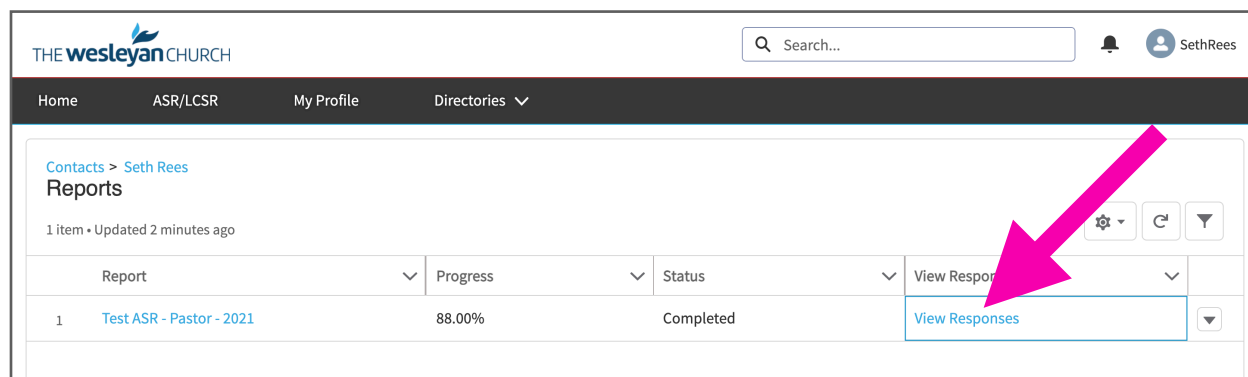
1. From any page on TWCHub, click the “My Profile” tab.



2. Click the “View Completed ASRs” button on the right-hand side of the page.




3. Click “View Responses” in the row of the ASR year you wish to print. Note that as of April 2021, previous years ASR responses have not yet been moved to TWCHub. You will only see an ASR here if you have completed your 2021 ASR.



4. Data from your ASR can now be printed using the “Print” button in the upper right corner.

**Test ASR - Pastor - 2021**  
Survey Result Report

English  **Print**

### Survey Results Summary

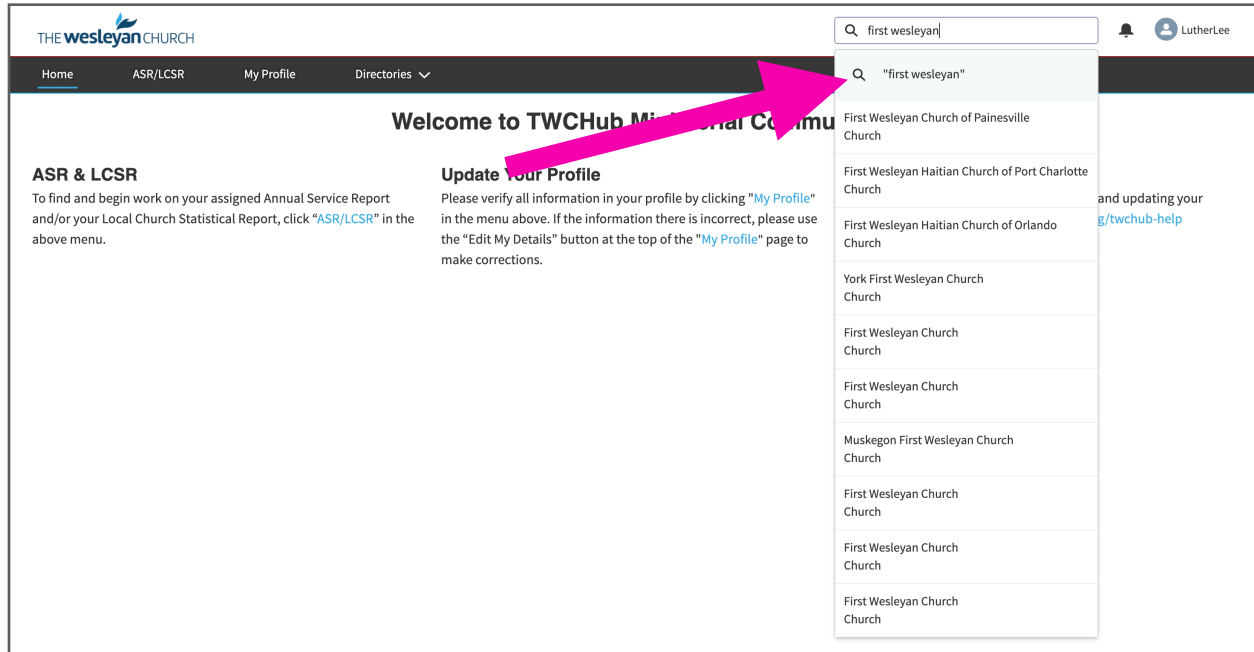
Assigned To ⓘ	<a href="#">Seth Rees</a>
Target Record ⓘ	<a href="#">Seth Rees</a>
Status ⓘ	Completed
Progress ⓘ	88.00%
Score (Raw) ⓘ	
Score (Percentage) ⓘ	
Score Colored Bar ⓘ	<b>Not Scored</b>
Response Language ⓘ	English

### Survey Results Detail

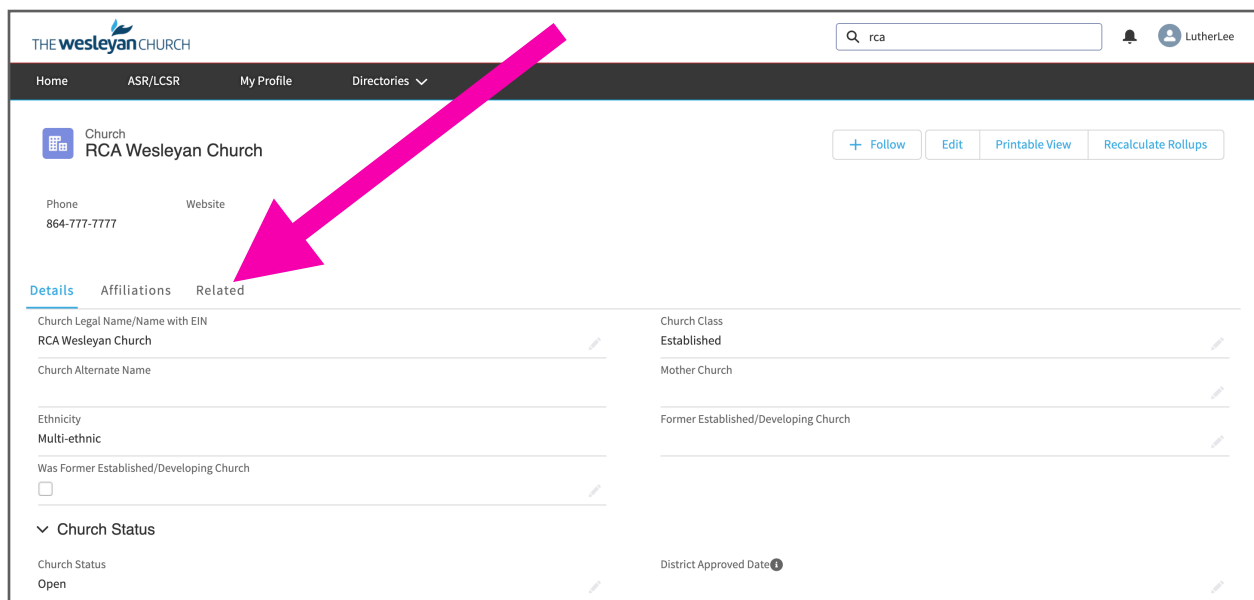
Labors			
Question	Answer	Comment	Attached Files
Have you sought faithfully by your personal dealings and your public ministry to lead:			

## 5.3 Printing Local Church Statistical Reports (LCSRs)

1. To print your LCSR, navigate to your church record by searching for your church in the universal search at the top of TWCHub.



2. A handful of results will appear. If you do not see your church listed, click the search icon or press the Return or Enter key on your keyboard. Further search filtering options will be provided.
3. When you have found your church's record, click, "Related."



4. Here you will see your church's LCSRs. To view and print the data, click "View Responses" in the line correlated to the year you'd like to have printed.

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Search...

Home ASR/LCSR My Profile Directories

Church Philco Wesleyan Church

+ Follow Edit Printable View Recalculate Rollups

Phone 864-754-8926 Website

Details Affiliations **Related**

**Reports (3)** [New](#)

Report	Status	Due Date	View Responses
<a href="#">Test LCSR - 2019</a>	Completed	4/7/2021	<a href="#">View Responses</a>
<a href="#">Test LCSR - 2020</a>	Completed	4/7/2021	<a href="#">View Responses</a>
<a href="#">Test LCSR - 2021</a>	Completed	4/7/2021	<a href="#">View Responses</a>

[View All](#)

5. Data from your LCSR can now be printed using the "Print" button in the upper right corner.

**LCSR - 2021**  
Survey Result Report

English [Print](#)

**Survey Results Summary**

Assigned To	Luther Lee
Target Record	RCA Wesleyan Church
Status	Completed
Progress	100.00%
Score (Raw)	
Score (Percentage)	
Score Colored Bar	Not Scored
Response Language	English

**Survey Results Detail**

Who is making disciples in our Church?			
Question	Answer	Comment	Attached Files
Number of persons making disciples	44.00		