



**THE UNITED CHURCH OF CANADA
L'ÉGLISE UNIE DU CANADA
Ministry and Employment Unit**

Record of Joint Needs Assessment Report (PR 403 JN)

This form must be used by a Joint Needs Assessment Committee (JNAC)
to *summarize* its report and recommendations.

Processing/Routing:

- *Please print clearly.*
- Joint Needs Assessment Committee completes Parts A, B, and C and forwards to pastoral charge board/council.
- Pastoral charge board/council completes Parts D and E and forwards to presbytery/district.
- Presbytery/district completes Parts F and G and forwards to Conference office.
- *Every person who signs this form must keep a copy for his/her own records.*

Part A: Parties to joint needs assessment

Pastoral charge: _____

Presbytery/district: _____

Conference: _____

Part B: Needs assessment profile summaries

| Are the following profiles attached? | Yes | No |
|--------------------------------------|--------------------------|--------------------------|
| Community profile | <input type="checkbox"/> | <input type="checkbox"/> |
| Ministry of pastoral charge profile | <input type="checkbox"/> | <input type="checkbox"/> |
| Resources profile | <input type="checkbox"/> | <input type="checkbox"/> |
| Position profile | <input type="checkbox"/> | <input type="checkbox"/> |
| Skills profile | <input type="checkbox"/> | <input type="checkbox"/> |
| Terms profile | <input type="checkbox"/> | <input type="checkbox"/> |

Part C: Recommendation of Joint Needs Assessment Committee (*The Manual*, current version, Section 52(d))

JNAC recommends that: _____

Month/day/year

Signature: Chair or secretary of JNAC (or designate)

Printed name: Chair or secretary of JNAC (or designate)

Part D: Response of pastoral charge board/council

The BOARD/COUNCIL recommends that: _____

Month/day/year

Signature: Person authorized by board/council

Printed name: Person authorized by board/council

Part E: Response of pastoral charge meeting

The PASTORAL CHARGE recommends that: _____

Month/day/year

Signature: Person authorized by pastoral charge

Printed name: Person authorized by pastoral charge

Part F: Acknowledgement of presbytery/district Pastoral Relations Committee (*The Manual*, current version, Section 53.1)

PRESBYTERY/DISTRICT recommends that: _____

Month/day/year

Signature: Chair of Pastoral Relations Committee
(or designate)

Printed name: Chair of Pastoral Relations Committee
(or designate)

Part G: Response of presbytery/district meeting

PRESBYTERY/DISTRICT action is: _____

Month/day/year

Signature: Secretary of presbytery/district

Printed name: Secretary of presbytery/district