



**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 is by Joint Needs Assessment Committees (JNAC)
to summarize its reports and recommendations.

Processing/Routing:

- *Please print clearly.*
- The Joint Needs Assessment Committee completes Parts A, B, and C and forwards to pastoral charge governing body.
- Pastoral charge governing body completes Parts D and E and forwards to presbytery.
- Presbytery 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: _____

Conference: _____

Part B: Needs Assessment Profile Summaries

Confirm that the following profiles are attached:

- Community Profile
- Ministry of Pastoral Charge Profile
- Resources Profile
- Position Profile
- Skills Profile
- Terms Profile

Part C: Recommendation of Joint Needs Assessment Committee (*The Manual*, current version, Section I.1.5)

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 governing body

The governing body recommends that: _____

Month/day/year

Signature: Person authorized by governing body

Printed name: Person authorized by governing body

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 Pastoral Relations Committee (*The Manual*, current version, Section I.1.5)

Presbytery 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 meeting

Presbytery action is: _____

Month/day/year

Signature: Secretary of presbytery/district

Printed name: Secretary of presbytery/district