



**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