

**JOINT NEEDS ASSESSMENT COMMITTEE**  
**What the United Church Manual (2010) Says**

**052** Joint Needs Assessment Committee.

- (a) Membership. The Joint Needs Assessment Committee shall include:
  - i. two (2) representatives of the Presbytery elected by the Presbytery; and (2010)
  - ii. representatives of the Pastoral Charge, elected by the membership of the Pastoral Charge or by the Official Board or Church Board or Church Council of the Pastoral Charge. (2010)
- (b) Committee Process. The first meeting of the Joint Needs Assessment Committee shall be convened by a Presbytery representative, and shall fix its own quorum, which shall in no case be lower than two (2), including representatives of both the Presbytery and the Pastoral Charge. The Committee shall determine its own process and may delegate tasks beyond its membership.
- (c) Mandate. The mandate of the Joint Needs Assessment Committee is to study and to report on the Ministry Personnel needs of the Pastoral Charge, through an open and participatory process of information gathering and analysis, concluding with adoption and presentation to the Official Board or Church Board or Church Council of the Pastoral Charge of a report including summary statements of:
  - i. the community of the Pastoral Charge;
  - ii. the ministry of the Pastoral Charge;
  - iii. the resources of the Pastoral Charge, including manse report;
  - iv. the position descriptions addressed by any recommendations;
  - v. the skills and knowledge required of Ministry Personnel; and
  - vi. the terms that may be offered to implement any recommendations.
- (d) Recommendations. The Joint Needs Assessment Committee shall make recommendations to the Official Board or Church Board or Church Council of the Pastoral Charge. Recommendations may include:
  - i. that the Presbytery be requested to approve changes in the terms of existing pastoral relationships;
  - ii. that the Presbytery be requested to declare a Vacancy;
  - iii. that the Presbytery be requested to appoint an Interim Minister;
  - iv. that the Presbytery be requested to appoint a Supply for up to one (1) year; and
  - v. that no change be made to existing pastoral relationships.
- (e) Circulation. The written report and recommendations of the Joint Needs Assessment Committee, together with notice of the meeting of the Official Board or Church Board or Church Council of the Pastoral Charge at which the report and recommendations will be presented, shall be circulated to all Ministry Personnel in pastoral relationship with the Pastoral Charge and to all members of the Official Board or Church Board or Church Council of the Pastoral Charge.
- (f) Official Board Meeting. The meeting of the Official Board or Church Board or Church Council at which the report and recommendations of the Joint Needs Assessment Committee are to be presented shall take place not sooner than two (2) days after the report and recommendations are deemed in accordance with section 003 to have been received by all Ministry Personnel in pastoral relationship with the Pastoral Charge and all members of the Official Board or Church Board or Church Council of the Pastoral Charge.
- (g) Presentation of Report and Recommendation. The Joint Needs Assessment Committee shall present its report and recommendations to the Official Board or Church Board or Church Council of the Pastoral Charge.

**053** Official Board Action in Response to Needs Assessment. Where a Joint Needs Assessment Committee presents a report under subsection 052(g), the Official Board or Church Board or Church Council of the Pastoral Charge shall:

- (a) make a decision:

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- i. to adopt the recommendations;
  - ii. to amend the recommendations;
  - iii. to make alternative recommendations;
  - iv. to refer the report back to the Joint Needs Assessment Committee for clarification; or
  - v. to recommend that no action be taken by the Pastoral Charge;
- (b) immediately notify all Ministry Personnel in pastoral relationship with the Pastoral Charge of its decision; and
- (c) present its decision, together with a summary of the report and recommendations of the Joint Needs Assessment Committee, to a meeting of the Pastoral Charge called and convened in accordance with sections 047, 048, and 049. Copies of the full report and recommendations of the Joint Needs Assessment Committee shall be made available when requested.

**053.1** Pastoral Charge Action in Response to Needs Assessment. Where an Official Board or Church Board or Church Council of a Pastoral Charge has made a decision in response to a Joint Needs Assessment Committee report and recommendations, and has presented its decision to a meeting of the Pastoral Charge called and convened in accordance with sections 047, 048, and 049, the meeting shall:

- (a) make a decision:
  - i. to adopt the recommendations;
  - ii. to amend the recommendations;
  - iii. to make alternative recommendations;
  - iv. to refer the decision back for clarification; or
  - v. to recommend that no action be taken by the Pastoral Charge;
- (b) immediately notify the Presbytery Pastoral Relations Committee and all Ministry Personnel in pastoral relationship with the Pastoral Charge of its decision;
- (c) where the decision recommends that the Presbytery be requested to approve changes in the terms of existing pastoral relationships, authorize one (1) or more representatives to confirm terms upon approval of both the Presbytery and the Ministry Personnel in the pastoral relationships within which changed terms are proposed;
- (d) where the decision recommends:
  - i. that the Presbytery be requested to declare a Vacancy; or
  - ii. that the Presbytery be requested to appoint a Supply for up to one year;
  - iii. either name its representatives to any proposed Joint Search Committee or authorize the Official Board or Church Board or Church Council to do so; and
- (e) where the decision recommends that the Presbytery be requested to appoint an Interim Minister, either name its representatives to any proposed Interim Ministry Transition Committee or authorize the Official Board or Church Board or Church Council to do so.