

SYNODAL MONTREAL AND OTTAWA CONFERENCE  
THE UNITED CHURCH OF CANADA



*“Effective Leadership and Healthy Pastoral Relationships”  
Pilot Project*

JOINT NEEDS ASSESSMENT PROCESS  
*February 2015*



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## THE UNITED CHURCH OF CANADA SYNODE MONTREAL AND OTTAWA CONFERENCE



### **Acknowledgements:**

This simplified Joint Needs Assessment Process has been developed based on several initiatives, starting with the November 13, 2007 letter from the General Secretary presenting an abbreviated approach to creating of a Joint Needs Assessment Report (JNAC); the March, 2012, one day *Shortened JNAC Workshop*, developed by Rev. Shaun Yaskiw for use in the Pontiac Region of Ottawa Presbytery; the profiles (Telling Our Story) and the (Demographic, Financial and Community) profiles developed by the London Conference and has drawn significantly on the Simplified JNAC Process developed by Rev. Dr. Todd McDonald, Toronto Conference Minister for Personnel Support. Many thanks for their generous sharing.

### **Definition: Needs Assessment (The Manual 2013, I.1.5.1)**

*“Needs assessment” is a process used to study the ministry personnel needs of a congregation or pastoral charge. The process is conducted by a committee called the Joint Needs Assessment Committee.”*

### **The Needs Assessment Process (The Manual 2013, I.1.5.1 to I.1.5.9)**

*The process for a Needs Assessment is outlined in The Manual - Section I, Pastoral Relations, paragraphs 1.5.1 through 1.5.9*

### **The Objective of This Simplified Joint Needs Assessment (JNAP) Process Developed by way of a One Day Workshop:**

While the objective of the simplified process is to complete the NAP report after a one day congregationally focused effort, it will be necessary that time and effort is spent prior to that day, in the completion of a few worksheets (Profiles 1 and 2) designed to provide the required Community, Demographic, Financial, Governance, Mission and Resource information needed to complete the JNAC Report summaries. As the roll-out of the new **Living Ministry Profile** (see *Profile 2*) is put in place, this profile would also be used along with the *Profile 1* at the one day session. *Profiles 3-5*, a job description, a statement of skills, knowledge and experience and a set of terms of offer, will be developed during the workshop.

### **The One Day Simplified JNAP Workshop -- Output Objectives:**

- 5-6 page JNAP Summary Report, supported by worksheet Profiles 1-6 (see Appendix F)
- Completed in 6-8 hours
- Engages pastoral charge leadership, members, and Presbytery representatives
- Covers all the requirements of a JNAC report with appropriate profiles.
- Good use of volunteer time.

**If one or more of the four points listed below is a factor, it may be necessary to address these concerns before proceeding with the JNAP as outlined in this resource.**

1. The Pastoral Charge does not have clear sense of its identity and mission.
2. The existing mission statement rings hollow.
3. It has been many years since the last JNAC.
4. There are significant issues or problems known to the congregation’s leadership or reflected in a recent Pastoral Care & Oversight (PC&O) Report.

## THE JOINT NEEDS ASSESSMENT PROCESS

### **Preparing the Needs Assessment Report for your pastoral charge**

- please use this resource handbook as a guide to prepare for the *One Day Workshop*

### **Needs Assessment's happen for one of two reasons:**

- i.) a change in the pastoral relationship you have with your minister;
- ii.) a need to examine the life of your pastoral charge.

This tool is used to help you put to paper the vision that your church community wants to live out by creatively assessing the needs for ministry. Further details are included in Section I.1.5 *Needs Assessment* in The Manual 2013.

The Presbytery is involved in the process because all ministry personnel are accountable both to Presbytery and to the Pastoral Charge. That is why it is known as a Joint Needs Assessment Process.

The purpose of the Needs Assessment Process is to consider and review the ministry and mission of your pastoral charge, and your relationship with the community you serve. Copies of the traditional JNAC resource are available at [www.united-church.ca](http://www.united-church.ca) (look under Administration, then under Handbooks and Guidelines and then under Pastoral Relations)

The Montreal and Ottawa Conference has become concerned about the length and unwieldiness of the current JNAC process. This is a shorter, user-friendly format that can be completed in a limited number of hours of committee time and about 6-8 hours of congregational time.

According to our United Church polity, there are certain required pieces for a JNAC. The United Church Manual requires that;

- 1. the JNAC is to study and report on the ministry personnel needs of the pastoral charge through an open and participatory process of information gathering and analysis.**
- 2. the report needs to be adopted by the Official Board/Church Council and the Pastoral Charge.**

### **There are six profiles that are needed in a Joint Needs Assessment Report:**

- |                     |                           |
|---------------------|---------------------------|
| • Community profile | • Pastoral Charge profile |
| • Resources profile | • Position description    |
| • Skills profile    | • Terms you can offer     |

Traditionally, many of these profiles have been pages long, and they have taken a committee many hours to compile. We are testing a new simplified way to do this work. In the end, your Needs Assessment Process Report needs to be only 5 or 6 pages in total.

## THE JOINT NEEDS ASSESSMENT PROCESS

### A. Presbytery Representatives Preparation for the One Day JNAP Workshop

Meet with, distribute and explain the process and the completion of the supporting profile worksheets to JNAC committee. Determine what space and equipment will be needed and available to support the workshop event.

B. Coordinate a tentative date for the one day JNAP Workshop based on estimated time for JNAC committee to complete profile worksheets and gather supporting information

### C. Preparation Work by JNAP committee members before the *One Day JNAP Workshop*:

- i. Complete ***Profile 1: Demographic, Financial and Community***
- ii. Copy ***Profile 2: Living Ministry Profile***, if available or copy your current **Mission Statement**
- iii. create a new, dedicated *email address* to be included at bottom of Profile 6

D. Determine who will be setting up for the workshop, making coffee, providing snacks or cold drinks and invite congregational participants to bring a potluck or brown bag lunch, whichever is decided upon.

E. Communicate and promote the date, time and place to the congregation for the one day JNAP workshop, stressing the importance of their participation. Communicate related information regarding how you've chosen to address lunch, treats, etc. (i.e. identify what they need to bring and or read in advance)

F. Ensure there are enough copies of the completed ***Profile: Demographic, Financial and Community***, as well as ***Profile 2: Living Ministry Profile*** or ***Mission Statement*** for each participant at the workshop. Copies of the current pastoral charge budget, income/expense statements, recent visioning or congregational survey results should also be available to consult as questions arise. A copy of the current ***United Church Salary and Allowances*** document should also be available to consult as required. The 2015 schedule can be found at: <http://www.united-church.ca/files/minstaff/compensation/2015schedule.pdf>

G. Presbytery representatives should ensure they have their worship material and music, if applicable. Set up of audio visual or overhead and computer equipment should be in place and tested along with placement of flip charts and supplies required to carry out the workshop objective.

H. Format for the *One Day Workshop* process to put together the Needs Assessment Report (see draft agenda and time allocations for each activity on page 5).

-The group should review ***Profile 1: Demographic, Financial and Community Information*** and ***Profile 2: Living Ministry Profile***, if available, or in its place a copy of your current **Mission Statement**.

-Establish ministry priorities in terms of focus (i.e. ministry, worship, pastoral care, Christian education, etc).

- Focus the group on completing ***Profiles 3-5: Position Description Profile; Skills/Knowledge and Experience; and Terms We Can Offer Profile***.

- Creating a “***Parking Lot***” flip chart sheet for issues raised that are not directly a part of the JNAP process but the Council/Board or congregation might wish to address.

-In general, you want to seek input from individuals that are recorded on the flip charts, identifying priorities in ministry / programmes and possibilities for new ministries or initiatives.

**I.** Collect all working documents, flip chart material or parking lot notes for use in completing the final JNAP Report.

**J.** The draft JNAP Report, with supporting profiles, should be provided to Presbytery Readers for quick review and feed-back before presentation to the Board/Council.

**K.** Following the return of the draft JNAP Report from the Presbytery readers, the JNAP committee will finalize the content and formatting of the Joint Needs Assessment Report, create the **Summary Report**, and complete ***Profile 6: Telling Our Story*** in preparation for meeting with the Board/Council

**L.** Once approved by Council/Board, the document is ready to be taken to the Congregation for approval, after which a request may be made to the Presbytery to declare a vacancy and take action to form a Joint Search Committee.

## **Overview of the Steps and Time Line to Complete a Joint Needs Assessment Report**

1. The Council/Board writes to Presbytery requesting that a JNAP be started.
2. Presbytery appoints two representatives to work with the pastoral charge.
3. As soon as the names of the JNAP committee members who have been appointed by the Board/Council from the pastoral charge/mission unit are communicated to Presbytery, the Pastoral Relations representative to the JNAP meets with the committee, outlines the scope of their work, and gives them the JNAP package so that the committee can begin its work.

These people should have a good working knowledge of the pastoral charge, and expertise in finances, editing and compiling a report. They are expected to do the pre-gathering data collection, and attend the day long workshop to complete the JNAP Report. They must also be prepared to present the JNAP report to the Council/Board.

4. The Pastoral Charge establishes a budget that includes costs for the committee to attend the one-day JNAP meeting and copy/printing expenses for the report.

5. JNAP committee:

- a) creates a new, dedicated *email address* to be included at bottom of Profile 6
  - b) ensures the completion of *Profile : Demographic, Financial and Community*
  - c) locates *Profile 2: Living Ministry Profile*, if available, or the current *Mission Statement* if there is no *Living Ministry Profile*
  - d) participates in the *One Day Workshop* during which **Profiles 4-5** are completed.
  - e) also responsible for completing Profile 6
6. (a) **The JNAP team also prepares a Summary Report** (suggested 5-6 pages)  
-- *The Manual (2013)*, section I. Pastoral Relation 1.5.5 (d) --

Based on the information gathered through the JNAP profiles completion and analysis, the committee writes a **Summary Report** to the board/council which outlines the foundation and rationale for the committee's recommendations. Much of the *Profile 1-6* information can be copied and included in the body of the report. Re-typing is lovely but not necessary.

The report should include the following topics; (information should be extracted from JNAP Profiles 1-6):

- i. the community of the pastoral charge,
- ii. the ministry of the pastoral charge,
- iii. the resources of the pastoral charge, including a manse report,
- iv. the ministry personnel position description on which the committee has made its recommendations, and
- v. the terms that may be offered to implement any recommendations.

In addition, the **Summary Report** must include one or more of the following five possible recommendations:

- i - to request presbytery/district to approve changes to the terms of an existing pastoral relationship (such as an increase or reduction in hours or a change in position description)
- ii - to request presbytery/district to declare a vacancy
- iii - to request presbytery/district to appoint an Interim Minister
- iv - to request presbytery/district to appoint a Supply Minister for up to one year, or
- v - to make no change to the existing pastoral relationships

(b) The JNAP committee, with support from the Presbytery representatives, completes MEPS Form **PR 403 JN** (*Record of Joint Needs Assessment Report*). This report (and the *Manse Information Summary Sheet*, if applicable) **requires signatures** as the reports are considered and approved by the official board /church board/church council, congregation, and presbytery/district. The MEPS Forms are available on the United Church of Canada website. [www.united-church.ca/en/forms](http://www.united-church.ca/en/forms)

7. A manse report is included if there is a manse. Complete *Appendix B* of this resource, **PR 436 MI: Manse Information Summary Sheet**, if applicable.
8. *Profile 6: Telling Our Story* can now be completed and included with the final package.
9. The draft JNAP report is reviewed by Presbytery Readers and amended as needed.
10. The JNAP committee presents the final report and recommendations to Board/Council.  
NOTE: signatures are required at the bottom of Profile 6.
11. The Board/Council approves the report and sets a date for congregational meeting.
12. A Congregational Meeting is called and chaired by a representative from the Pastoral Relations Committee of the Presbytery. Only pastoral charge “full members” can vote on the approval of the report. Although congregational adherents may ask any questions and offer comments regarding the process or recommendations in the Report, they may not vote.  
  
The congregational meeting must be announced for two previous Sundays, and can only take place the first day after the second announcement. If there is a minister(s) in the pastoral charge currently, they are required to receive a copy of the JNAP Report at least two days before the congregational meeting. You will need to complete **PR 403 JN: Record of Joint Needs Assessment Report** and **PR 425 V: Record of Pastoral Charge Vacancy** (see Appendix A and C). The Presbytery Pastoral Relations representatives will help in the completion of these forms.
13. The **JNAP Report**, the completed **PR 403 JN** *Record of Joint Needs Assessment Report* and the completed **PR 425 V** *Record of Pastoral Charge Vacancy* are forwarded to Presbytery for review and approval via the JNAP Committee Presbytery Representatives.
14. If all is in order, Presbytery declares a vacancy.

## **SUGGESTED “ONE DAY WORKSHOP” AGENDA**

**Agenda 9 a.m. – 4 p.m. Facilitated by Presbytery Representatives NOTE: it is recommended that at least one presbytery representative be ministry personnel**

8 a.m. -Set Up –Ensure you have allotted time to set up tables and chairs, set-up and test A/V equipment, flip charts, time to make coffee etc. so you are ready to begin right at 9:00am  
*(table groups provide the best opportunity for discussion; when setting up tables, leave a section of the room open for the “living graph” continuum exercise – see Appendix F)*

9 a.m. - Opening Prayers and Worship  
 - Introductions of names and ministries of participants  
 - Explain location of facilities, inform them they should feel free to help themselves to coffee, treats as they wish and feel free to stretch as their body tells them  
 -Highlight activities for the day based on agenda  
 - Review the **Overview of the Steps and Time Line to Complete a JNAP** on Page 7 and answer any questions that might be raised.

9:30 a.m.- Explore results of *Profile 1* and *Profile 2*, if available, in order to gain a collective sense of where things stand as of today, the issues and priorities and the mission of the Pastoral Charge.

Process for exploration of Profiles 1 and 2 if available:

1. Review the completed profile sheets together as a group.
2. Create a living graph:
  - i. Move to an open space
  - ii. Explore different aspects of the Pastoral Charges’ identity and mission by encouraging people to move to a designated spot that corresponds with their views on each of the following;

### **Facilitator:**

*A “Living Graph” is a way to visually represent people’s belief. By having people place themselves along an imaginary line (a ‘continuum’). A group of people can see where they stand in relation to others. This exercise should not be one that reflects “what we are now as a congregation”, but rather “what I think we should be”. Your responses are not meant to reflect any incumbent ministry personnel, but rather your personal beliefs and preferences for each topic.*

*Ask a few participants to briefly explain why they are standing where they are. Where people stand along the continuum, the group will get a sense of the priority of focus for the ministry staff position description. Take note of responses. Let people know that they may stand anywhere on the continuum, but that “standing in the middle” is not helpful.*

*Take note of the numbers of persons choosing each of the choices and record them. It is important to do this exercise rather quickly and not let the group begin to debate or discuss what they see or where people are standing in response to each situation.*

**Worship:** *What style of worship do I like?* (2 questions)

- a) Those who like worship to follow the same format every week stand over to this end of the room; those who like something different every week stand over at that end of the room.
- b) Those who like “traditional” worship style go to this end; those whom like “contemporary” or “innovative” worship over here.

**Outreach to the world:** *in justice making and peace seeking...*

Those who think the purpose of their church is to nurture right relationships within the walls of the church, stand to this end; those who think the church’s purpose is to nurture right relationships in the outside community stand to the other end.

**Pastoral Care:** *in spiritual care and healing...*

Those who think the minister should visit all the members of the congregation, stand to this end; those who think the minister should respond only to a crisis and emergency, stand to that end.

**Nurturing the Faith Community:** *in learning and catching the faith...*

Our church should have a real enthusiasm for ministry to children and young families stand to this end; our church should have a real enthusiasm for ministry with the elderly stand to that end of the room.

**Personal Growth & Bible Study:** *(3 options here)*

People in our church pray regularly, stand to this end; people in our church want a deeper practice of spirituality stand to that end; AND people in our church are not interested in bible study or the like, stand over here (somewhere off the continuum line).

**Administration:** *in leadership and administrative governance...*

Our congregation/pastoral charge/mission unit should be more intentional about training **leaders, stand to this end; our church should look to the minister for most of the leadership, stand to that end.**

10:30 a.m. Determine Priorities for a Ministry Position:

Have four areas (i.e. each corner of the room) with flipchart paper and markers. Have one of the following four questions at each area.

1. **What are the strengths upon which the congregation can build?**
2. **What are the challenges the congregation faces or problems that need to be addressed?**
3. **What outreach ministries to the community and world is the congregation proud of?**
4. **What do you want your congregation to aspire to in the next four years?**



Encourage an open session of participants moving to each area and writing down their thoughts based on their experience of the living graph exercise. Encourage conversation and questions...

After 30 minutes, gather the sheets and post on a wall.  
Ask the question “**What are our priorities for ministry?**”, then circle words or phrases that the whole group thinks answers this question.

11:30 a.m. Introduce worksheets for *Profiles 3 - 5*

12 noon – Potluck lunch or a bring your own lunch with tea, coffee, juice provided

1 p.m. Begin to complete **Profile 3: “Position Description(s)”**

- Refer to priorities for ministry results, Living Ministry profile and or Mission Statement
- When assigning % to different areas of the position description, use the priorities to weight the % differently.
- Use the priorities to create the point form descriptions
- Using the new Position Description and the Living Ministry Profile, if available, identify in **Profile 4 : “Skills, Knowledge and Experience”**, 4 to 6 skills and personal attributes, along with the experience and knowledge desired in the new ministry staff to move into your vision of what you believe God is calling your congregation to be.

2:30 p.m. **Profile 5: Terms We Can Offer**

- Salary schedule (found at [www.united-church.ca](http://www.united-church.ca)) Have some copies available.
- Fill out **Profile 5: “Terms We Can Offer”**.
- Decide on category of Ministry recommendation from possible streams of eligible Ministry Personnel (see Appendix D)

3:30 Deciding Next steps and time-line–

- Who will finalize and format the Needs Assessment Report?
- Who will complete **Profile 6: “Telling Our Story”**
- Who will contact the chairperson of the Council/Official Board to set a meeting date for the JNAP Committee presentation to the Council/Board?
- Are there other issues, are there other steps to take?



## FIRST THINGS FIRST....

**Profile 1: Demographic, Financial, Community** needs to be completed. The initial work should be able to be done by the JNAP committee congregational representatives by making a few phone calls to committee chairs (i.e. treasurer, property, ministry and personnel, etc.) They may also want to seek the input of the Council/Board, especially as they begin to formulate answers related to the congregation's vision, priorities, strengths and ministry programs.

**Homework for the JNAP committee:** Filling in **Profile 1** is a task that the JNAP committee needs to undertake before the *One-Day Workshop* so that it is ready for circulation to the congregation. This is work that can be done without the presence of the Presbytery PR representative.

The congregation will have the chance to add to and ratify *Profile 1* during the *One Day Workshop*.

## PROFILE AND APPENDIX SUMMARY:

Profile 1	-Demographic, Financial and Community Profile
Profile 2	-Living Ministry Profile
Profile 3	-Position Description Profile
Profile 4	-Skills, Knowledge, and Experience Profile
Profile 5	-What We Can Offer
Profile 6	-Telling Our Story
Appendix A	-PR 403 JN <i>Record of Joint Needs Assessment Report</i>
Appendix B	-PR 436 MI <i>Manse Information Summary Sheet</i>
Appendix C	-PR 425 V <i>Record of Pastoral Charge Vacancy</i>
Appendix D	- Categories of Eligible Ministry Personnel
Appendix E	- Montreal & Ottawa Conference & Presbytery Profiles
Appendix F	- Template for JNAP " <i>Summary Report</i> "
Appendix G	- Suggested room set-up for the " <i>One Day Workshop</i> "

**Note: Copies of Appendix A-C can be found on the United Church website**  
<http://www.united-church.ca/forms#pastoralrelations>

**Please go to the UCC website and download the latest version of all forms.**

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**PROFILE 1: DEMOGRAPHIC, FINANCIAL AND COMMUNITY**

**Purpose: To provide information about the Mission Unit/Pastoral Charge to prospective applicants.**

**PART A: ABOUT OUR PEOPLE:**

(Multi-point Pastoral Charges: please complete a profile for each congregation/mission unit)

**Number of congregations:**  1  2  3  N/A (e.g. Outreach Ministries)

**Congregation:** \_\_\_\_\_  
(Name of Congregation) (No. on roll) (Average Sunday attendance)

**We think of ourselves mainly as:**  Rural  Remote  Small town  Suburban  
 Urban  Inner City  Other \_\_\_\_\_

**Most of us live (check only one):**  in an apartment  in single-family homes  
 in retirement homes  in long-term care homes  on working farms  
 on rural retirement properties  in low income or rent-to-income housing

**The rest of us live (check all that apply):**  in apartments  in single-family homes  
 in retirement homes  in long-term care homes  on working farms  
 on rural retirement properties  in low income or rent-to-income housing

\*\*\*\*\*

**PART B: ABOUT OUR PASTORAL CHARGE:**

**Our congregation includes:** (approximate numbers in each group)

Infant and preschool \_\_\_\_\_ Children (5-12) \_\_\_\_\_ Teens (13-19) \_\_\_\_\_

Young adults (20-30) \_\_\_\_\_ Adults (35-50) \_\_\_\_\_ Adults (51+) \_\_\_\_\_

Breakdown of Adults (51+): Young retirees (51-64) \_\_\_\_\_ Older retirees (65-70) \_\_\_\_\_ Seniors (over 70) \_\_\_\_\_

**Most of us: (choose one)**

- Grew up in this area                       Moved to this area for work  
 Moved here to be close to family         Moved here for other reasons

**Many of us work in the following industries or sectors: (check all that apply)**

- Health or social services                       Education                       Manufacturing  
 Transportation                       Agriculture and food production  
 Retail                       Environment                       Mining/Forestry  
 Information                       Technology                       Government                       Other

**Our congregation and/or community includes a significant number of people considered low-income or on social assistance.  Yes  No****Our congregation is like: (choose on that best applies)**

- A big family where we all know each other;  
 A medium sized church where we recognize each other but may not know each other well;  
 A big church with lots of staff, where small groups are close to one another based on common interest;  
 Other description: \_\_\_\_\_

**Our heritage as a Pastoral Charge: (check one that best applies):**

- a)  Has roots as a Methodist/Congregationalist/Presbyterian/Local Union Churches/Aboriginal congregation prior to Union in 1925;

- or b) we began:     between 1925 and 1945     between 1945 and 1965  
                                  between 1965 and 2000     after 2000

**We have been officially designated an “Affirming Congregation”.**                       Yes     No

**We have a marriage policy allowing same-sex marriages.**                       Yes     No

**We have a congregational policy on “Violence & Harassment in the Workplace”.**     Yes     No

**We think of our pastoral charge in the following way: (choose the one that best applies)**

- We have a new vision and are really excited; still working out how to live into that vision
- We are clear about our vision and purpose and have/are developing the skills and gifts to bring it about; we are excited and optimistic about our vision.
- Our congregation is changing and it is clear that we can no longer continue as we have been; we don't know how to go forward and have some anxiety. We believe that we have a future but can't quite see it.
- We see that the ministry within this community is probably winding down after many positive and productive years of faithful ministry, mission and service; we want to celebrate what we have been as we intentionally and graciously end this ministry.

**PART C: ABOUT OUR MINISTRY**

**Describe the ministry in our congregation at this time.**

**What would a newcomer experience in worship and church community life?**

**What do we do well as a pastoral charge?  
What are our strengths?**

**What aspects of our congregation's ministry could use development and growth?**

**What is our dream?** *(if we had unlimited financial and/or volunteer commitment)*

**What are the three most important ministry programs we offer?**

1.

2.

3.

**What are the biggest challenges to ministry in our congregation right now?**

**What will be the biggest challenges to ministry in our congregation 5 years from now?**

**PART D: ABOUT OUR COMMUNITY**

**This is what we love about our community. This is what makes it unique.**

**The three economic, demographic or political challenges facing our area are:**

**Here are two or three websites that offer detailed information about our community:**

**Other faith communities represented in our community/region are:**

**We have close ties with the following faith communities, social services or community outreach services: (e.g. food bank, community associations, etc.)**

**Are there opportunities for ministry in your congregation or community that could/should be explored? (e.g. with schools, youth, the elderly, families, etc.)**

**Are there opportunities for shared ministry between congregations (United Church or other denominations) in your wider community/region that could/should be explored?**

\*\*\*\*\*

**Attach the appropriate page of APPENDIX E to this page of the JNAP**

## PART E: ABOUT OUR ASSETS

**Governance structure:**     Official Board     Council     Church Board  
 Other    If “other”, please describe:

**How many people are on your Governing Body?** \_\_\_\_\_

**How many are typically present at a meeting of your Governing Body?** \_\_\_\_\_

**Our Church Building(s):** *(include information for each building if more than one)*

or     **We don't have a church building** *(if you check this box, please comment briefly on where you worship and what other spaces you use for your ministry)*

**Our Sanctuary holds** \_\_\_\_\_ **people.**

**Are there meeting rooms?**     Yes     No

**What are they used for?**

**Is there a basement?**     Yes     No    **Usage** \_\_\_\_\_

**Is there a nursery?**     Yes     No

**Is the nursery toys/furniture compliant with current safety standards?**     Yes     No

**Are there Sunday School rooms?**     Yes     No

**How many?** \_\_\_\_\_    **Are they also multipurpose use?**     Yes     No

**Are there community rooms, church hall or activity rooms? (i.e. quilting, gym, etc.)**

Yes     No

**Largest community room holds** \_\_\_\_\_ **people.**

**Brief descriptions:**

**Do you own a Manse?**  Yes  No (If yes, please complete **PR 436 MI** – see Appendix B)  
 If yes, do you expect it to be occupied by the minister?  Yes  No  
 If yes, briefly describe the general condition of the manse?

**Where is the minister's office located?** \_\_\_\_\_  
**Describe it:**

**Is the building used by outside groups?**  Yes  No  
**Brief descriptions (tenants, occasional rentals, frequency of use):**

**Is there audio visual capacity in**  the sanctuary  church hall

**Is there a photocopier in the church?**  Yes  No

**Is internet provided at the church?**  Yes  No **If yes, is it**  High Speed  Dial up

**Is the church accessible per United Church Accessibility Guidelines?**  Yes  No  
[http://www.united-church.ca/files/handbooks/buildings\\_accessibility.pdf](http://www.united-church.ca/files/handbooks/buildings_accessibility.pdf)

**Are all areas of your building accessible?**  Yes  No

**If yes, how:**  wheelchair ramps  elevator/lift  power-assisted doors  
 accessible washrooms  braille signage  hearing-assist system  
 large-print worship materials  increased lighting  
 other:

**If no, please list areas in the building which are not accessible:**

**If available, estimate of the cost to meet accessibility needs:** \_\_\_\_\_

**Support Staff:**

**Is there support for administrative tasks (e.g. bulletin, scheduling, and reception)?**  
 Yes  No

**If yes, how many hours per week?** \_\_\_\_\_ **If yes, is this**  paid  volunteer?

**Is there support for caretaking tasks?**  Yes  No

**If yes, how many hours per week?** \_\_\_\_\_ **If yes, is this**  paid  volunteer?

**Briefly describe the music for Sunday Service:**

Is there someone specifically named to support to your music program? Yes No

If yes, how many hours per week? \_\_\_\_\_ If yes, is this paid volunteer

Do you have a choir? Yes No If more than one, how many? \_\_\_\_\_

Who provides Sunday Supply when your minister is way on vacation or study leave?

Number of worship services each Sunday: \_\_\_\_\_ Time(s) of service(s): \_\_\_\_\_

Do you have an active Worship Committee? Yes No

**Ministry and Personnel Committee:**

How many committee members? \_\_\_\_\_ How often does the committee meet? \_\_\_\_\_

Has one or more of the committee members ever attended an M&P Committee training event in the last three years? Yes No

**Pastoral Care:**

Do you have a trained Pastoral Care Team in place? Yes No

Are there volunteers who help with the hospital, shut-in & member visits?  
Yes No If yes, how many volunteers? \_\_\_\_\_

Does this area of the congregation's ministry need to be developed: Yes No  
If yes, explain how:

**Christian Development / Faith Formation:**

Do you have a Christian Development Committee? Yes No

Is there someone specifically named to support to your educational program? Yes No

If yes, how many hours per week? \_\_\_\_\_ If yes, is this paid volunteer?

\*\*\*\*\*

## PART F: ABOUT OUR FINANCES

**The word or phrase that best describes our current financial situation is:**

- Abundant             Adequate             Not meeting expenses but optimistic  
 We are not meeting expenses. We rely on bequests and reserves to fund operating budget.  
 Other

**Our Revenue Sources are:** *(please indicate approximate percentage of your current operating budget that comes from each source)*

Congregational Givings \_\_\_\_\_            Congregational Fundraising Activities \_\_\_\_\_  
 Rental of building/services \_\_\_\_\_            Bequests, Reserves, Investments \_\_\_\_\_  
 Other (please briefly describe):

**Is there a Finance Committee?**     Yes             No

**Financial statistics:**

**How many weekly offering envelopes do you issue?** \_\_\_\_\_

**How many people are on Pre-Authorized Remittance (PAR)?** \_\_\_\_\_

**How many active givers are there?** \_\_\_\_\_

**What is the annual income of the Pastoral Charge?** \_\_\_\_\_

**What amount of money is directed toward the Mission and Service Fund?** \_\_\_\_\_

**What are your fundraisers?**

**What amount is paid for the minister's salary?** \_\_\_\_\_

**What was the total travel allowance given last year?** \_\_\_\_\_

**How much of money raised goes for building maintenance?** \_\_\_\_\_

**Church building maintenance and repair:**

Who does the repairs? \_\_\_\_\_

Are major repairs required?  Yes  No

List in priority with estimated costs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you had to ask for assistance from Mission Support to cover your budget?  
 Yes  No

If yes, tell us when and how much you received?  
Date: \_\_\_\_\_ Amount \$ \_\_\_\_\_

What is the maximum salary increment you feel you are able to pay? (A-F) \_\_\_\_\_

Might you consider offering above the minimum salary?  Yes  No

Are you considering a reduction or increase in working hours of ministry personnel?  
 Increase  Decrease  Stay the same

What other potential revenue resources do you have to draw upon in your church and wider community?

\*\*\*\*\*

**PART G: OUR FINANCIAL RESERVES**

We have sufficient reserves in the bank that we could cover three months of expenses if we had an emergency.  Yes  No

**Our Financial Accountability:**

Our financial statements are reviewed by an external person each year:  
 Yes, a formal third-party review  No

Our financial statements from the last three years are available upon request.  
 Yes  No, but available on our website  No

**Our Financial Statistics from the last five years:**

*This information may be found on the annual Statistics Forms which are filled in by the pastoral charge or from past copies of the United Church Yearbook (Volume 1).*

*If copies of the annual United Church Yearbook (Volume 1) are not available in your church office, please contact your Presbytery Office or the Conference Office for this information.*

	Line # in UCC Yearbook	Current Year	One Year Ago	Two Years Ago	Three Years Ago	Four Years Ago
Households Under Pastoral Care	Line # 3					
Financially Supporting Households	Line # 6					
Attendance at Sunday Worship	Line # 20					
Regular Givers	Line # 18					
Operation of Pastoral Charge (\$)	Line # 40					

**Additional comments or notes that you feel may be relevant:**

**Profile 2** is to be completed as part of a Joint Needs Assessment Report so that potential applicants can gain a deeper understanding of your congregational context. As you look toward completing this profile, initial discussion can happen at a Board/Council meeting leading up to the “*One Day Workshop*”. **Profile 2** will also be discussed and updated annually by your congregation in order to keep the discussion of your congregational mission alive.



## **PROFILE 2: LIVING MINISTRY PROFILE**

### **General questions for the whole congregation at their Annual General Meeting**

*The congregational leadership (minister, council, committees, etc.) should take the opportunity to discuss these questions beforehand. Based on their reflections, ministry personnel and local leadership may then facilitate a wider discussion with the whole congregation at the Annual General Meeting or another convenient time..*

### **Referring to the Joint Needs Assessment profile before you, please reflect on the following questions:**

1. Does the description of our physical community (town, city, region) still adequately reflect who we are? In what ways has our community changed?
2. Do our facilities continue to meet the needs of our congregation and wider community?
3. How has our congregational demographics changed over the past year?
4. In the past 12 months, how has our congregation responded to the outreach needs within our community, both regionally and globally?
5. In what ways have we assisted our congregational leadership in responding to the mission of the congregation within the community of faith and beyond?
6. In what ways have we assisted one another within the congregation on our individual spiritual faith journey?
7. What new initiatives that have been undertaken -- or need to be undertaken – to remain faithful to our call within this town/city/region and our world?
8. How are we as a congregation continuing to meet the needs of this town/city/region relating to pastoral care, spirituality and self-care, within the community of faith and the wider community?
9. How are we faithful in our use of our resources: financial (\$), talents (people) and physical (building)? Do our stewardship goals assist us in meeting the needs of the life and work of our congregation?
10. In what ways do your financial/budget projections for the coming years need to be updated? Are they still accurate?
11. How does our worship meet the diverse needs of the whole people of God?
12. What does it mean for us to be a part of the United Church of Canada?

**After reflecting on all these questions**, are there things that need to be changed/updated in our latest Joint Needs Assessment report?

**Following your Congregation’s Annual General Meeting**, please send a short summary of the discussion of these questions to the Conference Office with a copy of your current Annual Report.

### **Specific questions for discussion and use within the Ministry & Personnel Committee:**

Regarding the *Ministry Personnel Position Description*:

- a) Does our existing Position Description adequately reflect the reality of our ministerial needs?
- b) Are the specific “Terms of Call” still appropriate? Do they need to be updated? (*Please refer to call or appointment for specific terms of call or appointment*)

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**PROFILE 3: POSITION DESCRIPTION(S)**

**Title:** \_\_\_\_\_  Full Time  Part Time (*indicate %* \_\_\_\_\_)

One or two sentences describing the position:

**Ministry Designation:**  Ordained  Diaconal  Designated Lay Minister

**Accountability and Support:**

The (title) \_\_\_\_\_ is accountable to \_\_\_\_\_ Presbytery and accountable to the Pastoral Charge through the Ministry and Personnel Committee.

**General Duties, Responsibilities and Time Allocation:**

The (*title*) \_\_\_\_\_ works to assist the congregation in realizing its Vision and Goals.

Administration and Leadership: \_\_\_\_\_%  
(Point form description)

Worship \_\_\_\_\_% (point form description)

Wider United Church involvement: **10%**

*Active participation in Presbytery, Conference and General Council in consultation with the Ministry and Personnel Committee.*

Pastoral Care: \_\_\_\_\_% (point form description)

Outreach: \_\_\_\_\_% (point form description)

*While outreach is often seen in traditional ways, it can also include ministerial involvement in community organizations, foundations and boards.*

Christian Development: \_\_\_\_\_% (point form description)

Professional Development: **5%** (\* this is in addition to annual Study Leave of three weeks)  
*Pursuing professional development and spiritual development in consultation with the  
Ministry and Personnel Committee*

Ecumenical Involvement: \_\_\_ % (point form description)  
*Local Ministerial, inter-faith groups, etc.*

Are there other Ministry Personnel positions associated with this Pastoral Charge?

Yes       No

If yes, please provide a separate position description profile for each additional person including any incumbent ministry personnel if they are staying on in the pastoral relationship.

Both “*Wider Church Involvement*” and “*Professional Development*” have a pre-determined percentage. For the former, this is to allow ministry personnel time to offer their gifts to the functioning of the wider Church. The latter is meant to allow Ministry Personnel, on a weekly basis, the opportunity to remain informed on current theological and church issues through reading, webinars, one-day workshops, etc.

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**PROFILE 4: SKILLS, KNOWLEDGE AND EXPERIENCE**

What leadership skills, knowledge, experience and personal characteristics in a minister would help your congregation move into your vision of what you believe God is calling you to be?

Using the information on *Profile 3: Priorities for Ministry and the Position Description*, list the attributes desired in a prospective minister. (*i.e. special skills or knowledge, personal attributes and experience, theological perspective, views of pastoral care or outreach, etc.*) Use an additional page if necessary.

**Skills:**

**Knowledge:**

**Personal Attributes:**

**Experience:**

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**PROFILE 5: WHAT WE CAN OFFER**

1. Review the Salary Schedule.
2. What salary can your pastoral charge afford? \$\_\_\_\_\_
3. Category \_\_\_\_ (see Salary Schedule and enter a category or range of categories - A to F ).
4. Are you able to afford to pay a salary over minimum?  Yes  No  
If yes, by what % \_\_\_\_\_
5. Current Housing Allowance \$\_\_\_\_\_ per year.  
Projected Housing Allowance \$\_\_\_\_\_ (*if being reviewed*)  
Date of Last Housing Allowance Review \_\_\_\_\_
6. Continuing Education and Learning Amount \$\_\_\_\_\_ per year.  
(see UCC Salary Schedule for minimum amount).
7. Continuing Education/Educational Leave of three (3) weeks per pastoral year.
8. Sabbatical: No less than three consecutive months of sabbatical after five consecutive years of service to the pastoral charge.
9. Basic Telephone (Communication) Amount \$\_\_\_\_\_ per year  
(Note: The Minister may want to have a cellular telephone rather than a land line for communications purposes).
10. Vacation: (at least one month per year)  
\_\_\_\_\_ per year, including \_\_\_\_\_ Sundays.
11. Technical Equipment support and services:
12. Manse, if applicable: (*please describe*)
13. Moving/relocation budget \$\_\_\_\_\_

**The amounts noted in #s 2, 5 & 6 are pro-rated for part-time ministry:**  Yes  No

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**PROFILE 6: PASTORAL CHARGE – TELLING OUR STORY**

**Purpose:** To enable a Pastoral Charge to honestly and boldly “tell its story” to prospective Ministry Personnel.

**Who Uses It:** Council/Board in consultation with congregation, the Joint Needs Assessment Process Committee and Joint Search Committee.

**When To Use:** After your Joint Needs Assessment Process and when you are seeking new Ministry Personnel, whether for a call or appointment. This form should be relatively easy to complete if you have developed an annual process of setting priorities and goals for your Living Ministry Profile. Presbytery supports Pastoral Charges in this annual review and update process.

\*\*\*\*\*

**Name of Pastoral Charge:**

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**Address of Pastoral Charge:**

---

**Brief Description of Pastoral Charge:** *(who we are and what we are looking for)*  
*This brief description (up to 200 words) may be used in the “National Vacancy List”.*

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**Note to Applicant Ministry Personnel:** Please indicate your interest by providing a cover letter describing your skills and gifts, a statement of faith, and a resume to:

*Insert email contact info here:* \_\_\_\_\_

Closing Date: \_\_\_\_\_ or  There is no closing date.

### Living Ministry Profile or Your Mission Statement

We have a *Living Ministry Profile* (please attach) or a Mission Statement (please attach):

We do not have a Living Ministry Profile or a Mission Statement.

PRIORITY <i>(1 to 8)</i>	CATEGORY TITLE	THIS IS WHO WE ARE AS A PASTORAL CHARGE
	<b>Discipleship &amp; Faith Formation</b>	<input type="checkbox"/> We have a specific goal related to our Discipleship & Faith Formation (attach): <input type="checkbox"/> We do not have specific goal related to our Discipleship & Faith Formation.
	<b>Justice and Outreach</b>	<input type="checkbox"/> We have a specific goal related to our Justice and Outreach (attach): <input type="checkbox"/> We do not have specific goal related to our Justice and Outreach.
	<b>Leadership</b>	<input type="checkbox"/> We have a specific goal related to our Leadership (attach): <input type="checkbox"/> We do not have specific goal related to our Leadership.
	<b>Ministry Partnerships</b>	<input type="checkbox"/> We have a specific goal related to our Ministry Partnerships (attach): <input type="checkbox"/> We do not have specific goal related to our Ministry Partnerships.
	<b>Pastoral Care – Spiritual Care</b>	<input type="checkbox"/> We have a specific goal related to our Pastoral Care – Spiritual Care (attach): <input type="checkbox"/> We do not have specific goal related to our Pastoral Care – Spiritual Care.
	<b>Stewardship</b>	<input type="checkbox"/> We have a specific goal related to our Stewardship (attach): <input type="checkbox"/> We do not have specific goal related to our Stewardship.
	<b>Worship</b>	<input type="checkbox"/> We have a specific goal related to our Worship (attach): <input type="checkbox"/> We do not have specific goal related to our Worship.
	<b>Other:</b> <i>(please specify and prioritize)</i>	<i>(describe and attach any relevant descriptions or documents)</i>

### This Joint Needs Assessment Report has been approved by the Board/Council of:

\_\_\_\_\_  
Name of Pastoral Charge

\_\_\_\_\_  
Name of Presbytery

\_\_\_\_\_  
Name/Signature of Chair of Board/Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Signature of Secretary of Board/Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Signature of Presbytery Representative to JNAP

\_\_\_\_\_  
Date

►► *This page offers both the congregation and potential applicants for ministry vacancies a window into the priorities of the congregation.*

## **APPENDIX A: MEPS Form PR 403 JN - Record of Joint Needs Assessment Report**

NOTE: This page is a sample for reference only.

Please access the latest version online at [www.united-church.ca](http://www.united-church.ca).

Form PR 403 JN (12) Page 1 of 2	March 2012																					
 <p><b>THE UNITED CHURCH OF CANADA</b> <b>L'ÉGLISE UNIE DU CANADA</b> Ministry and Employment Unit</p>																						
<p><b>Record of Joint Needs Assessment Report (PR 403 JN)</b></p> <p>This form must be used by a Joint Needs Assessment Committee (JNAC) to summarize its report and recommendations.</p>																						
<p><b>Processing/Routing:</b></p> <ul style="list-style-type: none"> <li>• Please print clearly.</li> <li>• Joint Needs Assessment Committee completes Parts A, B, and C and forwards to pastoral charge board/council.</li> <li>• Pastoral charge board/council completes Parts D and E and forwards to presbytery/district.</li> <li>• Presbytery/district completes Parts F and G and forwards to Conference office.</li> <li>• Every person who signs this form must keep a copy for his/her own records.</li> </ul>																						
<p><b>Part A: Parties to joint needs assessment</b></p> <p>Pastoral charge: _____</p> <p>Presbytery/district: _____</p> <p>Conference: _____</p>																						
<p><b>Part B: Needs assessment profile summaries</b></p> <table border="0"> <thead> <tr> <th>Are the following profiles attached?</th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Community profile</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Ministry of pastoral charge profile</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Resources profile</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Position profile</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Skills profile</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Terms profile</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		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"/>
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"/>																				
<p><b>Part C: Recommendation of Joint Needs Assessment Committee</b> (<i>The Manual</i>, current version Section 52(d))</p> <p>JNAC recommends that: _____</p> <p>_____</p>																						
Month/year	Signature: Chair or secretary of JNAC (or designate)	Printed name: Chair or secretary of JNAC (or designate)																				
<p>The use, retention and disclosure of personal information collected from this form is done in compliance with privacy legislation including, but not limited to, the Personal Information Protection and Electronic Documents Act (2000, c.5). <b>** THIS FORM IS NOT VALID IF ALTERED **</b></p>																						

## Page 2 of MEPS Form PR 403 JN - Record of Joint Needs Assessment Report

NOTE: This page is a sample for reference only.

Please access the latest version online at [www.united-church.ca](http://www.united-church.ca).

Form PR 403 JN (12) Page 2 of 2		March 2012
<b>Part D: Response of pastoral charge board/council</b>		
The BOARD/COUNCIL recommends that: _____		
_____		
Month/day/year	Signature: Person authorized by board/council	Printed name: Person authorized by board/council
<b>Part E: Response of pastoral charge meeting</b>		
The PASTORAL CHARGE recommends that: _____		
_____		
Month/day/year	Signature: Person authorized by pastoral charge	Printed name: Person authorized by pastoral charge
<b>Part F: Acknowledgement of presbytery/district Pastoral Relations Committee (The Manual, current version, Section 53.1)</b>		
PRESBYTERY/DISTRICT recommends that: _____		
_____		
Month/day/year	Signature: Chair of Pastoral Relations Committee (or designate)	Printed name: Chair of Pastoral Relations Committee (or designate)
<b>Part G: Response of presbytery/district meeting</b>		
PRESBYTERY/DISTRICT action is: _____		
_____		
Month/day/year	Signature: Secretary of presbytery/district	Printed name: Secretary of presbytery/district
<p>The use, retention and disclosure of personal information collected from this form is done in compliance with privacy legislation including, but not limited to, the Personal Information Protection and Electronic Documents Act (2000, c.5) ** THIS FORM IS NOT VALID IF ALTERED **</p>		

## **APPENDIX B: MEPS Form PR 436 MI Manse Information Summary Sheet**

NOTE: This page is a sample for reference only.

Please access the latest version online at [www.united-church.ca](http://www.united-church.ca).

Form PR 436 MI (12) Page 1 of 2	March 2012
 <p><b>THE UNITED CHURCH OF CANADA</b> <b>L'ÉGLISE UNIE DU CANADA</b> Ministry and Employment Unit</p>	
<b>Manse Information Summary Sheet (PR 436 MI)</b>	
<p><b>Processing/Routing:</b></p> <ul style="list-style-type: none"> <li>▪ <i>Please print clearly.</i></li> <li>▪ Must be attached to PR 425 V Record of Pastoral Charge Vacancy, and to one of: PR 431 AP Record of Appointment, PR 434 RS Record of Settlement, PR 435 RC Record of Call or PR 435a PRC Provisional Record of Call.</li> <li>▪ Chair of pastoral charge Manse Committee and chair of presbytery/district Manse Committee complete parts A through D and forward to chair of presbytery/district Pastoral Relations Committee.</li> <li>▪ Chair of presbytery/district Pastoral Relations Committee completes Part E and forwards to Conference office.</li> <li>▪ <i>Every person who signs this form must keep a copy for his/her own records.</i></li> </ul>	
<b>Part A: Parties to the appointment, settlement, or call</b>	
Name of pastoral charge: _____	
Name of presbytery/district: _____	
Name of Conference: _____	
<b>Part B: Identification of the manse</b>	
Street and mailing address: _____	
<small>Street/mailing address</small>	<small>City</small>
<small>Province</small>	<small>Postal code</small>
<b>Area Data</b>	
<i>Neighbourhood:</i>	<input type="checkbox"/> Apartments <input type="checkbox"/> Residential <input type="checkbox"/> Rural <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial
<i>Distance to:</i>	Schools: ___ km    Church: ___ km    Shopping: ___ km    Transportation: ___ km
<i>Access:</i>	<input type="checkbox"/> Paved roads <input type="checkbox"/> Sidewalks <input type="checkbox"/> Other
<i>Services:</i>	<input type="checkbox"/> Municipal water <input type="checkbox"/> Sewers <input type="checkbox"/> Well <input type="checkbox"/> Septic system
<i>Size of lot:</i>	_____
<i>Type of manse:</i>	<input type="checkbox"/> Bungalow <input type="checkbox"/> Split-level <input type="checkbox"/> Detached <input type="checkbox"/> Semi-detached <input type="checkbox"/> Apartment <input type="checkbox"/> Mobile home
<i>Number of storeys:</i>	<input type="checkbox"/> 1 <input type="checkbox"/> 1.5 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<i>Rooms (list with sizes or attach floor plans)</i>	_____
<p>The use, retention and disclosure of personal information collected from this form is done in compliance with privacy legislation including, but not limited to, the Personal Information Protection and Electronic Documents Act (2000, c.5) ** THIS FORM IS NOT VALID IF ALTERED **</p>	

## Page 2 of MEPS Form PR 436 MI Manse Information Summary Sheet

NOTE: This page is a sample for reference only.

Please access the latest version online at [www.united-church.ca](http://www.united-church.ca).

Form PR 436 MI (12) Page 2 of 2	March 2012
<b>Part C: Features of the manse</b>	
<b>Utilities</b>	
<i>Electrical wiring:</i>	<input type="checkbox"/> 200 amps <input type="checkbox"/> 100 amps <input type="checkbox"/> Cable TV <input type="checkbox"/> Phone service    ___ # of jacks
<i>Heating system:</i>	<input type="checkbox"/> Hot water <input type="checkbox"/> Gravity air <input type="checkbox"/> Forced air <input type="checkbox"/> Electric
<i>Estimated annual heating cost: \$</i> _____	
<i>Fuel:</i>	<input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Wood <input type="checkbox"/> Electricity <input type="checkbox"/> Other
<i>Outbuildings:</i>	<input type="checkbox"/> Garage (size) _____ <input type="checkbox"/> Garden shed (size) _____ <input type="checkbox"/> Other _____
<i>Storms and screens:</i>	<input type="checkbox"/> Wood <input type="checkbox"/> Aluminum
	All rooms    Some rooms    No rooms
Window shades	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Curtain rods	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Curtains/drapes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Rugs/carpets	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Appliances:</i>	<input type="checkbox"/> Electric stove <input type="checkbox"/> Gas stove <input type="checkbox"/> Refrigerator <input type="checkbox"/> Freezer <input type="checkbox"/> Dishwasher
	<input type="checkbox"/> Dryer <input type="checkbox"/> Automatic washer <input type="checkbox"/> Other _____
<i>Type of insulation:</i> _____	
<i>Other equipment:</i> <input type="checkbox"/> TV aerial/cable/dish <input type="checkbox"/> Lawn mower <input type="checkbox"/> Snow removal equipment	
<i>Safety equipment:</i>	
Location of smoke detectors: _____	
Location of carbon monoxide detectors (if gas is used): _____	
Location of fire extinguishers: _____	
<i>Insurance:</i> Insurance coverage on the manse has been reviewed on (date): _____	
<i>Furniture:</i> Manses are generally unfurnished. If there is any furniture, a list is attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Recent photo attached to ministry personnel copy:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Current monthly rental market value of manse \$ _____	
<i>Attachments documenting agreed repairs and timelines:</i> _____	
<b>The required features of a manse include: heavy appliances (fridge, stove, clothes washer and dryer), window coverings, and rugs. The pastoral charge is also responsible for the annual cost of heat over \$500.</b>	
<b>Part D: Manse Committees</b>	
The pastoral charge Manse Committee and presbytery/district Manse Committee confirm the information on this sheet and its attachments and agree to any suggested improvements.	
_____ Month/day/year	_____ Signature: Chair of pastoral charge Manse Committee (or designate)
_____ Month/day/year	_____ Signature: Chair of presbytery/district Manse Committee (or designate)
_____ Month/day/year	_____ Signature: Chair of pastoral charge Manse Committee (or designate)
_____ Month/day/year	_____ Signature: Chair of presbytery/district Manse Committee (or designate)
<b>Part E: Presbytery/district</b>	
The presbytery/district confirms receipt of this sheet:	
_____ Month/day/year	_____ Signature: Chair of presbytery/district Pastoral Relations Committee
_____ Month/day/year	_____ Signature: Chair of presbytery/district Pastoral Relations Committee
The use, retention and disclosure of personal information collected from this form is done in compliance with privacy legislation including, but not limited to, the Personal Information Protection and Electronic Documents Act (2000, c.6). <b>** THIS FORM IS NOT VALID IF ALTERED **</b>	

## **APPENDIX C: MEPS Form PR 425 V Record of Pastoral Charge Vacancy**

NOTE: This page is a sample for reference only.

Please access the latest version online at [www.united-church.ca](http://www.united-church.ca).

Form PR 425 V (12) Page 1 of 1	March 2012
 <p><b>THE UNITED CHURCH OF CANADA</b> <b>L'ÉGLISE UNIE DU CANADA</b> Ministry and Employment Unit</p>	
<p><b>Record of Pastoral Charge Vacancy (PR 425 V)</b> This form must be used to record and monitor pastoral charge vacancies.</p>	
<p><b>Processing/Routing:</b></p> <ul style="list-style-type: none"> <li>• Please print clearly.</li> <li>• Presbytery/district Pastoral Relations Committee completes Part A, obtains PR 436 MI (Manse Information Summary Sheet), if applicable, and PR 403 JN (Record of Joint Needs Assessment Report) from the pastoral charge, attaches additional forms and forwards to presbytery/district.</li> <li>• Presbytery/district completes Part B and forwards to Conference office.</li> <li>• Every person who signs this form must keep a copy for his/her own records.</li> </ul>	
<p><b>Part A: Identification</b></p> <p>Pastoral charge: _____ Name of pastoral charge</p> <p>Presbytery/district: _____ Name of presbytery/district</p> <p>Vacancy declared by presbytery/district on: _____ Date</p> <p>Type of vacancy (please select one of the following):</p> <p><input type="checkbox"/> Full-time Position title: _____ Based on 40 hours per week. Start date: _____</p> <p><input type="checkbox"/> Part-time Position title: _____ Based on _____ hours per week. Start date: _____</p> <p>Please attach these documents: <input type="checkbox"/> PR 403 JN (Record of Joint Needs Assessment Report)  <input type="checkbox"/> PR 436 MI (Manse Information Summary Sheet), if applicable  <input type="checkbox"/> and/or other: _____</p>	
<p><b>Part B: Authorization of release of information</b></p> <p>Please list this vacancy on the Conference/National Vacancy List, beginning: _____ Month/day/year</p> <p><i>Presbytery/district is responsible for informing the Conference when the listing should end.</i></p> <p>Ministry personnel may direct inquiries or applications to the following contact person of the pastoral charge or the presbytery/district representative:</p> <p>Name: _____ Name</p> <p>Postal address: _____ Post office box/street address City Province Postal code</p> <p>Telephone: _____ Home Office</p> <p>_____ Fax _____ E-mail</p> <p>Month/day/year Signature: Secretary of presbytery/district Printed name: Secretary of presbytery/district</p>	
<p>The use, retention and disclosure of personal information collected from this form is done in compliance with privacy legislation including, but not limited to, the Personal Information Protection and Electronic Documents Act (2000, c.5) <b>THIS FORM IS NOT VALID IF ALTERED</b>™</p>	

## **APPENDIX D: CATEGORIES OF ELIGIBLE MINISTRY PERSONNEL**

### **ELIGIBLE FOR CALL OR APPOINTMENT:**

Only members of the Order of Ministry of The United Church of Canada are eligible for a call. These are *Ordained Ministers* and *Diaconal Ministers*.

#### **Ordained Minister**

An Ordained Minister is a member of the Order of Ministry who has been ordained to the ministry of word, sacrament, and pastoral care.

#### **Diaconal Minister**

A Diaconal Minister is a member of the Order of Ministry who has been commissioned to the ministry of education, service, and pastoral care.

### **ELIGIBLE FOR TIME-LIMITED APPOINTMENT:**

#### **Intentional Interim Minister**

A member of the Order of Ministry or a Designated Lay Minister who, based on appropriate training and experience, has been appointed by the presbytery/district to an intentional interim ministry.

#### **Designated Lay Minister**

“Designated Lay Minister” means a lay member of the United Church appointed by a presbytery to serve in paid accountable ministry in a pastoral charge or other presbytery accountable ministry, in a position designated by the presbytery as accountable to the presbytery. A Designated Lay Minister may be recognized as such by the Presbytery when they have completed an appropriate educational program, including educational supervision during the program, to the satisfaction of the Presbytery and the Conference. Once recognized by a Conference, a Designated Lay Minister may be appointed by any presbytery to serve in paid accountable ministry in a pastoral charge or other presbytery accountable ministry. This category does not include persons serving as Candidate Supply, Intern Supply, Student Intern, or Student Supply.

#### **Minister-in-Training (Native Ministry)**

A person who is training to be a minister while studying at the Sandy-Saulteaux Centre.

#### **Ordained Supply or Diaconal Supply**

An Ordained or Diaconal Supply is a member of the Order of Ministry of another denomination whose credentials have been approved, and who has been appointed by the presbytery/district to a pastoral charge, mission, or outreach ministry.

**Retired Supply**

A Retired Supply is a retired member of the Order of Ministry who is appointed by the presbytery/district to a pastoral charge, mission, or outreach ministry.

**Student Supply and Candidate Supply**

A Student Supply is a Candidate who is currently studying at a university or theological school who is appointed by the presbytery/district to a pastoral charge, mission, or outreach ministry.

**United Supply**

A United Supply is a member of the Order of Ministry appointed by the Presbytery/district to a pastoral charge, mission, or outreach ministry

**ELIGIBLE FOR TIME-LIMITED APPOINTMENT WITH A PASTORAL CHARGE SUPERVISOR:****Candidate Supply**

A Candidate Supply is a Candidate who has successfully completed the educational requirements for commissioning or ordination but has yet to be commissioned or ordained, and who is appointed by the presbytery/district to a pastoral charge, usually full-time.

**ELIGIBLE FOR TIME-LIMITED APPOINTMENT WITH A PASTORAL CHARGE SUPERVISOR, AN EDUCATIONAL SUPERVISOR, AND A LAY SUPERVISION TEAM:****Intern Supply**

An Intern Supply is a Candidate who has obtained the Test Amur (a certificate of merit or proficiency) and is fulfilling in a Presbytery/district appointment the requirement for supervised experience in preaching and pastoral work.

**Ministry-Based Ordination Student**

A student in the Ministry-Based Ordination Program must have a half-time appointment to a pastoral charge while studying half-time. The pastoral charge must be designated a learning site, and both a pastoral charge supervisor and an educational supervisor must be appointed.

## **APPENDIX E: Montreal and Ottawa Conference -- Presbytery Profiles**

### **Synode Montreal and Ottawa Conference**

Montreal and Ottawa Conference consists of five (5) Presbyteries: Montreal, Quebec-Sherbrooke, Ottawa, Seaway Valley, and Consistoire Laurentien. Spanning most of the province of Quebec and eastern Ontario, this bilingual Conference embodies a diversity of cultures and ethnicities that shape a unique flavour of ministry for those who offer leadership here.

For further information visit our Website: [www.montrealandottawaconference.ca](http://www.montrealandottawaconference.ca)

Le Synode Montréal et Ottawa comprend cinq (5) consistoires : Montréal, Québec-Sherbrooke, Ottawa, Seaway Valley, et Laurentien. Couvrant la majeure partie de la province de Québec et de l'est de l'Ontario, ce synode bilingue représente une diversité de groupes culturels et ethniques, ce qui donne une saveur unique au ministère offert sur son territoire.

Pour plus d'information, visitez notre site Web : [www.montrealandottawaconference.ca](http://www.montrealandottawaconference.ca)

The following pages contain descriptions of the five presbyteries of the

### ***Synode Montreal & Ottawa Conference***

Attach this page and the appropriate presbytery page to  
***Profile 1, Part C*** of the JNAP Report

**THE UNITED CHURCH OF CANADA  
SYNODE MONTREAL AND OTTAWA CONFERENCE**



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### **The Ottawa Presbytery**

The Ottawa Presbytery of the United Church of Canada is composed of 61 pastoral charges (49 in Ontario, 12 in Quebec) with 80 congregations serving over 18,000 United Church members in addition to an outreach ministry in Iqaluit, Nunavut. More than 100 ministry personnel (active and retired) and over 100 lay representatives are members of the Presbytery which meets monthly at various locations throughout the presbytery. Congregations are located in both Ontario and Quebec and are representative of rural, urban, and suburban communities. Ministry is provided in English and French as well as a number of other languages. Special ministries related to the Presbytery include Carlington Community Chaplaincy, Centre 507, Emergency Food Centre, Ottawa West Community Chaplaincy, hospital, military, and university chaplaincy, and Youth Ministries Program.

Settlement opportunities within Ottawa Presbytery often include a mix of full time and part-time positions in the West Quebec part of the presbytery and on the edges of the Presbytery. No pastoral charge in the presbytery is more than one hour and a half from the National Capital's city core with all its amenities.

The services of the Presbytery Office support congregational life in West Quebec and both rural and urban areas of the City of Ottawa. The staff includes a full time Presbytery Minister, a full time Youth Minister, and an office administrator. The Ottawa Presbytery Office is located in the United Church Regional Centre at City View United Church, 6 Epworth Avenue, Nepean. The Regional Centre is the home of the west office of the Montreal & Ottawa Conference and the Ottawa Presbytery.

For further information, visit our website: [www.uccanottawa.org](http://www.uccanottawa.org)

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### **Consistoire Laurentien**

En 1985, la création du Consistoire Laurentien a permis aux francophones de l'Église Unie du Canada – grâce à leurs efforts pour se faire connaître – de prendre leur avenir en charge dans une Église majoritairement anglophone. Le Consistoire Laurentien couvre tout le territoire du Synode Montréal et Ottawa et comprend 6 charges pastorales :

Église unie Saint Marc	Ottawa
Église unie Saint Jean	Montréal
Camino de Emaüs (espagnol & français)	Montréal
Charge pastorale Saint Pierre & Pinguet	Vieux Québec (Saint-Pierre) Et Saint-Damase-des-Aulnaies (Pinguet)
Drummondville-Mauricie (paroisse rurale)	Drummondville
Belle-Rivière (paroisse historique)	Montréal (près de Mirabel)

Le consistoire Laurentien offre le soutien et les ressources nécessaires au fonctionnement et au développement de ses paroisses où les francophones désirant s'épanouir dans la foi chrétienne sont accueillis. Disposant de peu de moyens pour permettre un rayonnement plus grand des ministères en français, le Consistoire a donc accueilli avec beaucoup de satisfaction et d'espoir la volonté du Synode Montréal & Ottawa de s'engager à développer de nouveaux lieux de ministères francophones sur son territoire avec la collaboration de ses 5 consistoires.

Pour plus d'information, visitez notre site Web : Consistoire Laurentien

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### **Montreal Presbytery**

The Montreal Presbytery is comprised of 56 pastoral charges, Montreal City Mission, St. Columba House, Concordia and McGill chaplaincies, the United Theological College, and other ministries. We serve the island of Montreal as well as the South Shore, Laval, the North Shore, Laurentians and west to Hudson and St. Lazar.

We support and encourage each other in our ministries under the mission statement:

#### **Animating the ministry of Jesus Christ in a changing Quebec**

-  to fulfil the administrative tasks set out by The Manual.
-  to promote the religious life of its congregations.
-  to support its outreach missions and ministries.
-  to inspire those who lead.
-  to seek new opportunities for ministry.

Montreal Presbytery has moved to 4 day long meetings in various congregations which enrich our common life. Two amazing Office Administrators, keep our paperwork and committee meetings in order. We have many committees that encourage individual gifts for ministry.

For further information please visit our website: [www.montrealpresbytery.ca](http://www.montrealpresbytery.ca)

**THE UNITED CHURCH OF CANADA  
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### **Seaway Valley Presbytery**

The Seaway Valley Presbytery spans a large geographical territory in Eastern Ontario extending south and east of the city of Ottawa. On the south, the Presbytery extends from the Quebec border following the St. Lawrence River almost to Brockville. On the east, it extends north to the Ottawa River. Its western boundary extends north to Merrickville and the Rideau River. It is served by three major highways (401, 416 and 417) which allows easy travel throughout the Seaway Valley Presbytery, as well as access to Toronto, Ottawa and Montreal.

Seaway Valley is a friendly and enthusiastic presbytery 30 pastoral charges representing 49 congregations. It meets seven times a year throughout the Presbytery. The pastoral charges which comprise the Seaway Valley Presbytery are small town and rural, with rural needs and concerns. The one exception is an urban pastoral charge in Cornwall. Within the presbytery is the House of Lazarus, an outreach mission, which partners with the United Church, other denominations and many other agencies to alleviate the pain of the disadvantaged.

Like many presbyteries, Seaway Valley has several pastoral charges who are approaching a cross road in regards to their future ministry and have been actively exploring new futures in partnership with other congregations. Seaway Valley welcomes all who feel called to this journey.

Seaway Valley Presbytery has had a history of successful Settlement experiences.

For further information, visit our website: <http://seawayvalleypresbytery.ca>

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### **Quebec-Sherbrooke Presbytery**

Quebec Sherbrooke Presbytery has a variety of challenging ministries. From isolated communities on the Lower North Shore like Harrington Harbour to the south shore of the St Lawrence River to cities like Quebec, Sherbrooke, Granby and Cowansville. We also serve small industry towns and rural communities and care for aging, dwindling congregations of English speaking faithful whose families have lived here since Loyalist times. All of us live work and play in a bilingual milieu and some ministry is in French, especially in Granby, Quebec City and in our outreach into the community. Because of distance our ministers and pastoral care teams often drive several kilometres to hospitals and nursing home to visit. Our Presbytery is blessed with a team of Lay Worship Leaders who are active.

As of December 31, 2013, we have one Vacancy, with a view to a Call, or Settlement possibility, pending the Joint Needs Assessment.

For further information, visit our website: [www.quebecsherbrookepresbytery.org](http://www.quebecsherbrookepresbytery.org)

**THE UNITED CHURCH OF CANADA  
SYNODE MONTREAL AND OTTAWA CONFERENCE**



## **APPENDIX F: Template for Summary Report**

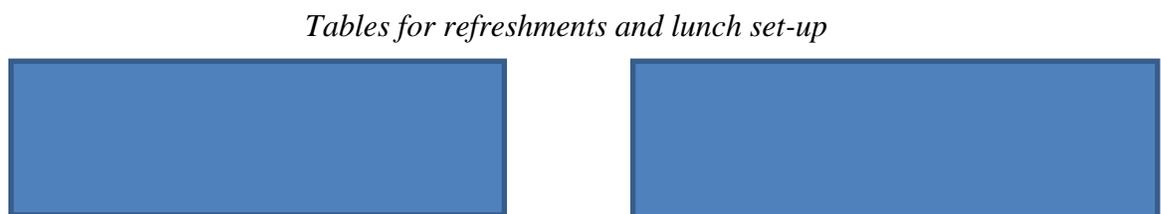
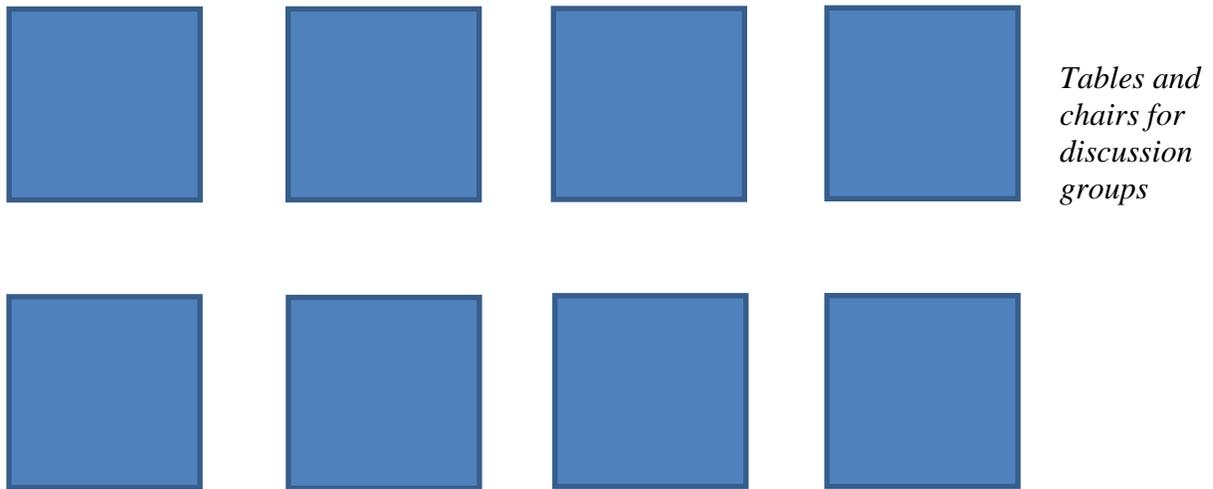
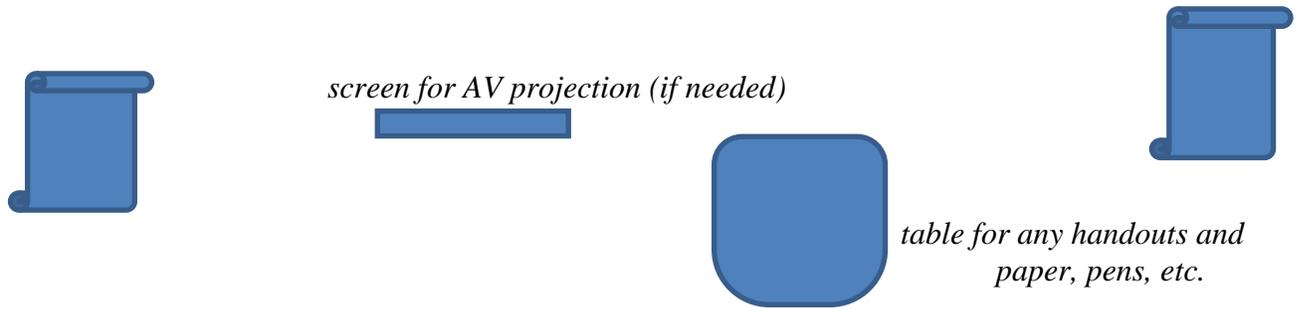
The **Summary Report** should be no more than 5-6 pages plus a cover. Please use 12 point New Times Roman font and single spacing. Remember this is a summary of the descriptive material contained in the supporting document; anyone interested in more details can refer to the various profiles. Note: in multi-staff situations, there would be two additional pages.

This 5-6 page **Summary Report** is made available to those inquiring about a declared ministerial vacancy. A full Joint Needs Assessment Report could be provided in interested parties upon request.

Here is a proposed outline:

<b>Section</b>	<b>Length</b>	<b>Details</b>
Cover		Could include photo or drawing of church or other design plus Names of Members of the Joint Needs Assessment Committee and the date
Community	½ page	Try to use general statements and draw conclusions about the community
Pastoral Charge	½ page	Describe the factual information (i.e. number of people, etc.)
	½ page	Describe the mission of your pastoral charge. What does it mean to be church? What are your priorities for ministry?
Resources	½ page	Describe the physical, human and financial resources
Position description	1 page	Use Profile 3 and insert what has already been prepared: one or two sentences describing the position plus the General Duties, responsibilities and Time Allocation
Skills	1 page	Use Profile 4 and insert what has already been prepared
Terms we can offer	½ page	Use Profile 5 and insert what has been prepared
	½ page	Recommendation i.e. declare vacancy for _____ (i.e. ½ time, ¾ time, full-time, Order of Ministry, DLM, etc.)

**APPENDIX G: Suggested room set-up for the “One Day Workshop”**



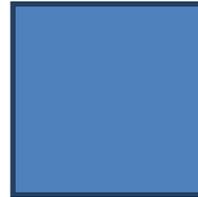
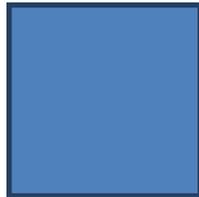
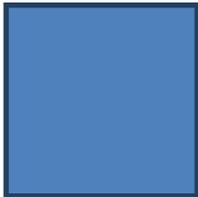
**Suggested room set-up for the “One Day Workshop”**  
*(remove this page and give to those setting up the room)*



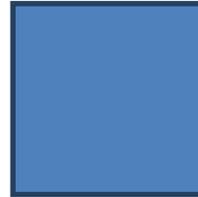
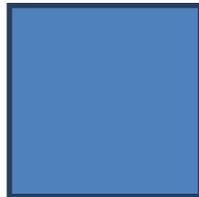
*screen for AV projection (if needed)*



*table for any handouts and  
paper, pens, etc.*



*Tables and  
chairs for  
discussion  
groups*



*Flipcharts (10:30am)*



*...leave this space open for the “Living Graph” continuum exercise...*



*Tables for refreshments and lunch set-up*

