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


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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:** Roxboro United Church                      170                      100  
(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

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

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

Infant and preschool 3    Children (5-12) 5                      Teens (13-19) 9

Young adults (20-30) 16    Adults (35-50) 27                      Adults (51+) 100

Breakdown of Adults (51+): Young retirees (51-64) 20    Older retirees (65-70) 23    Seniors (over 70) 57

**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 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.

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

Caring; Comfortable; Thought provoking; Teaching; Challenging;  
Approachable; Supportive; Open; Generous; Fellowship; Musical;Outreaching;  
Well fed;Friendly

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

Welcome; Non judgmental environment; Given personal space; Enlightening

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

Food; Music; Bible Study; Worship; Fundraiser; Outreach; Keeping in Touch/Pastoral Care; Financially solvent; Building maintenance; First impressions (Office administrator)

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

Directions within the building; attracting New Members; including languages other than English; Different ways of sharing spirituality within the community; Website; Social media; completing the process to become an Affirming Congregation.

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

Multi media for the sanctuary; live stream filming for weddings & baptisms; Bible study; New Roof; Upgrading the building for accessibility, plumbing, electricity, windows, ceiling fans; Hire a youth worker; Upgrade the kitchen to be used as a community kitchen; Tear down and rebuild.

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

1. Pastoral care
2. Sunday Worship
3. Outreach

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

Finance; Membership/attendance; Attracting young members; finding new volunteers

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

Repairs to the roof; Finance; Getting the West Island churches together for talks about our future.

**PART C: ABOUT OUR COMMUNITY**

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

The Affordability of single dwellings in a multi ethnic community. A rural setting within a suburban area.

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

Limited resources in low income housing & insufficient public transport (in particular the number of commuter trains)

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

www.ville.montreal.qc.ca select Pierrefonds Roxboro Borough

www.crcinfo.ca

www.westisland.ca

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

The main religious affiliations in the area include French and English Roman Catholic parishes, other Protestant denominations (Anglican, Presbyterian, Lutheran, Christian Reformed and Evangelical groups), Orthodox and Sephardic Synagogues, Hindu & Muslim mosques, a Sikh temple and a Greek Orthodox congregation. The North Shore Clergy Association is an active group that holds regular meetings involving all interested clergy. There is also an active Ecumenical group in the area.

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

Family life; Fond D'aide.; On Rock Ministries; Nova; Pierrefonds Community Project (PCP) ; AA ; Meals on Wheels; Nursery school/Day Care; Dog obedience training; Omega (psychiatric patient support); UCC Mission & Service Fund; Auberge Madeleine; Chez Doris; Dans La Rue; Camp Cosmos (Montreal City Mission); St. Columba House; West Island Women's Shelter; West Island Palliative care; 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.)**

Youth outreach, music

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

Yes, and this should be done sooner rather than later. In addition our building could perhaps be of use to other organizations or as a community center.

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

## PART D: ABOUT OUR ASSETS

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

**How many people are on your Governing Body?** 14

**How many are typically present at a meeting of your Governing Body?** 14

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

See attached - Part D: ABOUT OUR ASSETS

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** 300 **people.**

**Are there meeting rooms?**     Yes     No

**What are they used for?**

Various groups such as the UCW & Council hold their meetings in the building. In addition we have regular rental groups such as AA, Nova, bridge group, volleyball, a nursery school, etc use our facilities.

**Is there a basement?**     Yes     No    **Usage** Nursery , choir, rental groups

**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?** 4    **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** 160 **people.**

**Brief descriptions:**

See attached - Part D: ABOUT OUR ASSETS

**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?** in the section attached to the sanctuary,  
**Describe it:** next to the church hall.

warm, cozy and welcoming

**Is the building used by outside groups?**  Yes  No

**Brief descriptions (tenants, occasional rentals, frequency of use):**

The Nursery School uses two of our multi purpose rooms on a permanent basis, we have regular rentals with AA, Volleyball, Bridge, and we provide the facilities for Nova & Meals on Wheels. In addition, outside groups can rent rooms.

**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:**

The chancel, one washroom is on the main floor without stairs but would not be big enough for a wheel chair to turn around, upstairs washrooms, upstairs and downstairs rooms.

**If available, estimate of the cost to meet accessibility needs:** Not available at this time

**Support Staff:**

**Is there support for administrative tasks (e.g. bulletin, scheduling, and reception)?**

Yes  No

**If yes, how many hours per week?** 20 **If yes, is this**  paid  volunteer?

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

**If yes, how many hours per week?** 15 **If yes, is this**  paid  volunteer?

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

We use mostly United Church Resources (Voices United & More Voices) however other appropriate music is often selected.

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

If yes, how many hours per week? 10 If yes, is this  paid  volunteer

Do you have a choir?  Yes  No If more than one, how many? 2

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

The Sunday Supply is selected by the minister or the service lead by congregation members with prepared material supplied by the minister.

Number of worship services each Sunday: 1 Time(s) of service(s): 10:30

Do you have an active Worship Committee?  Yes  No

**Ministry and Personnel Committee:**

How many committee members? 6 How often does the committee meet? 3-4/year

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? 7

Does this area of the congregation's ministry need to be developed:  Yes  No

If yes, explain how:

Additional team members and training training would be beneficial.

**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? as needed If yes, is this  paid  volunteer?

At this time it is part of the ministers duties

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## PART E: 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 68%      Congregational Fundraising Activities 15%  
 Rental of building/services 17%      Bequests, Reserves, Investments \_\_\_\_\_  
 Other (please briefly describe):

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

### Financial statistics:

**How many weekly offering envelopes do you issue?** 88

**How many people are on Pre-Authorized Remittance (PAR)?** 56

**How many active givers are there?** 134 used envelopes

**What is the annual income of the Pastoral Charge?** 184,498

**What amount of money is directed toward the Mission and Service Fund?** 7,883

**What are your fundraisers?**      various dinners and shows, annual bazaar, food sales

**What amount is paid for the minister's salary?** 38,357

**What was the total travel allowance given last year?** 1,428

**How much of money raised goes for building maintenance?** 37,107

This does not include invoices/purchases paid for by the UCW. In addition this past year a section to the roof was repaired and the heating system was changed.  
i.e. total maintenance 54,801- salaries 17,694 = 37,107



**Church building maintenance and repair:**

Our caretaker does the regular repairs such as replacing tap washer, burned out lights etc. When appropriate he calls in plumbers and electricians. When possible any other repairs are done by Trustees with technical backgrounds.

**Are major repairs required?**  Yes  No

**List in priority with estimated costs:** Roof repairs over the auditorium approx  
\$100,000

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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) D+**

**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?**

Our local MNA, rentals, GST/PST refund, fundraisers

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**PART F: 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

when taking into account the UCW savings and the Legacy fund

**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 2013	One Year Ago 2012	Two Years Ago 2011	Three Years Ago 2010	Four Years Ago 2009
Households Under Pastoral Care	Line # 3	170	194	219	214	194
Financially Supporting Households	Line # 6	126	132	157	169	142
Attendance at Sunday Worship	Line # 20	115	115	115	115	115
Regular Givers	Line # 18	128	134	135	135	131
Operation of Pastoral Charge (\$)	Line # 40	192,720	178,207	159,212	162,560	161,815

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

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**PROFILE 2: LIVING MINISTRY PROFILE**

**Living Ministry Profile: An Annual Re-Affirmation**

**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. Are there 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. 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. 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. 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 Living Ministry Profile? (*Formerly referred to as a JNAC 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:** \_\_\_\_\_ Minister \_\_\_\_\_  Full Time  Part Time (*indicate %* \_\_\_\_\_)

One or two sentences describing the position:

Minister of the Word, Sacraments & Pastoral Care

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

**Accountability and Support:**

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

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

For point form descriptions please see PROFILE #3: POSITION DESCRIPTION attached

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

Administration and Leadership: 25 %  
(Point form description)

Worship 30 % (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: 15 % (point form description)

Outreach: 5 % (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: 5 % (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: 5 % (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.

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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:** SEE Profile 4 SKILLS, KNOWLEDGE AND EXPERIENCE, attached

**Knowledge:**

**Personal Attributes:**

**Experience:**

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**PROFILE 5: WHAT WE CAN OFFER**

1. Review the Salary Schedule.  
Annual salary will follow the guidelines provided by the United Church of Canada 'Minimum Salary and Allowances – Ministry Personnel';
2. What salary can your pastoral charge afford? \$ \$40,000
3. Category D (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 % 1.78
5. Current Housing Allowance \$ 16,620 per year.  
Projected Housing Allowance \$ n/a (if being reviewed)  
Date of Last Housing Allowance Review 2014
6. Continuing Education and Learning Amount \$ 1,800 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 \$ n/a 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)  
1 per year, including 5 Sundays.
11. Technical Equipment support and services:
12. Manse, if applicable: (please describe)
13. Moving/relocation budget \$ N/A at this time, however it would be based on the submission of the candidates

**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.

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**Name of Pastoral Charge:**

Roxboro United Church

**Address of Pastoral Charge:**

116 Cartier St., Roxboro, Quebec

**Brief Description of Pastoral Charge:** *(who we are and what we are looking for)*

*This description will be included in the General Council’s “Nation Vacancy List”.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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* (attach) or a Mission Statement (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
5	<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.
6	<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.
2	<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.
7	<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.
3	<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.
4	<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.
1	<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>

**Profiles 1-6: 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