

17: Volunteer Resources Committee

17-1: Joint Needs Assessment Committee (JNAC) or Joint Search Committee (JSC) (Guideline)

1. Responsibility Centre:

2. Rationale or Purpose

When a new Minister is to be called by a Congregation in accordance with the requirements of the United Church Manual, a Joint Needs Assessment Committee and a Joint Search Committee will be required. Volunteers to these committees should reflect the various constituencies within the church.

3. Policy Statement

This Guideline outlines the factors to be considered when assembling a Joint Needs Assessment Committee or a Joint Search Committee at BCUC.

4. Scope

These Guidelines are intended for the use of the Volunteer Resources Committee when seeking out volunteers for a JNAC or JSC.

5. Procedures

Guidelines for selection of JNAC or JSC members (wherever possible):

1. Approximately 12 members, in addition to the two representatives from Presbytery
2. Church members - stipulated by United Church Manual.
3. Members to represent a balance of sexes.
4. Representative of a variety of age groups: older teen, college age, 20-30, 30-40, 40-60, young senior, older senior
5. Family representation: single, separated, young family, teen family, widow-widower, empty nest, couples without children
6. Pillars and pew sitters - i.e. very active and if possible non-active should be represented by someone
7. Length of membership in the church - new family; 5 years; 10 years; longer.
8. Varied theological viewpoints - traditional, liberal
9. Representation from church's main areas of activity: worship, SOSA, finance, etc.
10. Include someone with previous experience on a Joint Search Committee
11. Include someone with more than local church involvement.
12. Select someone with good interviewing skills.
13. Volunteers to the committee should be given very active consideration but should not be automatically chosen.

14. Anybody chosen should be willing to come to a consensus - avoiding risk of there never being full agreement.
15. Educational levels, different religious backgrounds, different cultural backgrounds can also be considered.
16. There should probably be at least one person on the committee that you would rather not see there if an unbiased selection has been made!

6. Roles/Responsibilities

Volunteer Resources Committee is responsible for the maintenance and review of this policy.

Volunteer Resources Committee is responsible for providing nominees for a JNAC or a JSC to Church Council. These nominees are presented to the Congregation for approval, in accordance with the requirements of the United Church Manual.

7. Definitions

See References in United Church Manual, below.

8. References

- a) *BCUC Handbook*, p. 21, Volunteer Resources Committee, item 6: The Committee...assists committees in recruiting candidates for special and ad hoc assignments.
- b) *The United Church Manual*, section 052 - Joint Needs Assessment Committee; section 054 - Joint Search Committee

9. Approval authority: Church Council

10. **Approved date: Spring 1987**
Revised: October 2008