

Community Needs Assessment

Agency Name _____ Date _____ Time _____

Phone Number _____ Address _____

City _____ State _____ Zip _____

Agency Spokesperson _____ Position _____

Website _____ Interviewer Name _____

Ask the following questions and accurately record answers:

- What services do you provide?
- What are the qualifications for receiving your services?
- What are the strengths you see in this community?
- What problems do you face as an agency?
- What problems and unmet needs exist among those you serve?
- What problems and trends do you see that will affect your work over the next five years?
- What can a church, a group of churches, or volunteers do to help? And/or what are your volunteer needs?

OBSERVATIONS _____

SCHEDULING APPOINTMENTS

Hello! My name is _____ and I am with _____ Baptist Church.

We are conducting a Community Needs Assessment. May I schedule an appointment with your director on _____ at _____ am. The community needs assessment is comprised of seven questions concerning your agency and the community. It should only take 30 minutes of your time.

If the director is not available, schedule an appointment with a worker or volunteer

WRITE DOWN THE NAME OF THE AGENCY, SPOKESPERSON TO BE INTERVIEWED, and TIME OF INTERVIEW on CAN INTERVIEW FORM!

INTERVIEWING OVER THE PHONE

Hello! My name is _____ and I am with _____ Baptist Church.

We are conducting a Community Needs Assessment. May I speak with someone in your agency who could answer a few short questions?

When the spokesperson gets on the phone introduce yourself again.

Explain that a Community Needs Assessment is simply a survey we are using to find out what services are being provided in the community and ways in which we as a church can help.

COMPLETE THE AGENCY INTERVIEW FORM FOR EACH AGENCY