**Charities & Ministries Hub – Needs Assessment**

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| --- | --- | --- |
| **Service** | **Yes** | **No** |
|  |  |  |
| A permanent desk |  |  |
| A temporary desk subjecting to availability |  |  |
| Telephone call answering service |  |  |
| Physical mailbox |  |  |
| Meeting room |  |  |
| Networking meetings |  |  |
| General administrative support |  |  |
| Book-keeping |  |  |
| IT support |  |  |
| Fund raising |  |  |
| Charity compliance support |  |  |
| Pastoral care/mentorship |  |  |
| Business development |  |  |
| Social media |  |  |

Anything else? Further comments/suggestions/ideas?