Survey Day Briefing Sheet

What to do

- (Introduce Mentor if present)
- Pray!
- Give upbeat explanation of purpose of the survey (it is an assessment of church health, gives lay people a voice and helps shape the future direction of the church)
- Thank everyone for giving their time to take part

Briefly outline the NCD Cycle (The survey is at the 'ASSESS' POINT - where are we now?

- Assure everyone of the confidentiality of the survey
- Explain any terms in the survey that need explanation
 - ✓ church = the life of this local church community as you see it
 - ✓ **leaders** = anyone who is seen as a position of leadership and influence
 - ✓ small group = any small group of people
 - ✓ ministry = any kind of service or job or task you do for the church
- Tell participants who are NOT in any small group that they should NOT answer any questions that refer to small groups
- Give out the survey forms then go through the instructions for the participants
 - ✓ tick one box
 - √ honest responses
 - ✓ your view
 - √ leaders, church, small groups, ministry as defined above
- Encourage the participants to use their own FIRST thoughts when answering the questions, and to ask
 - Be on hand to answer individual's questions during the survey.





