

# SITE INSTRUCTIONS FOR ATTENDERsurvey

For leaders of worship services or activities at each local church site or Mass centre

Dear church leader

These Site Instructions are to be used at the church site or location shown below on the day your attenders complete their surveys. Churches can choose the best time(s) to run the survey.

\* If this local church has multiple sites or locations, see the **Survey Coordinator's Guide** for the full list.

Church Code for this site or location

Your Church Code here

## 1. BEFORE

### Choose your Survey Day

1. **Choose** a Survey Day, Week or Period that suits your church.
2. **Prepare** the NCLS Church Code Display Slide.
3. Get the **Display Poster** (optional).

## 2. COMPLETE SURVEYS

### On your Survey Day

1. **Run the survey at a time that suits best during your gathering (e.g. at beginning, midpoint or end).**  
(Set aside 20 minutes)
2. **Distribute Attender Survey forms** (or have on seats before the service).
3. **Display your NCLS Church Code** prominently.
4. **Read out instructions.** (see over)
5. **If Together in Person:** At the start please read out the instructions. (see over)  
After 20 minutes, please instruct attenders to hand their surveys in and place them in the Collection Envelope/s or, if unfinished, complete at the end of the service. (see over)
6. **If Together Online:** Ask people to complete survey, during or immediately after the gathering is finished. Collect all completed paper surveys into an Attender Survey Collection Envelope and return them to your Church's Survey Coordinator.

### Helpful hints:

**In person:** *If your church gathers together in person: Knowing the preferences, access to and level of comfort with technology of the congregation, choose to run the survey as all paper, all online, or a combination of both survey options.*

- Have enough paper Attender Surveys (including any non-English translations) and blue or black pens (not pencils).
- Have online survey website details and Church Code ready for those completing the survey on their device. (PPT slide and QR code available for use).

**Live online:** *If your church gathers together live online: Run the survey during or at the end of the online service.*

- Distribute Attender Surveys, paper or online, to people via post, hand delivery or email including the instructions (see over).

Whether completing the survey together in person or live online, both paper and online survey forms are available.

To complete the Attender Survey online, go to:

[attendersurvey.ncls.org.au](https://attendersurvey.ncls.org.au)

## INSTRUCTIONS TO READ ALOUD OR SEND TO PEOPLE AT HOME

*"Thank you for taking part in this Church Life Survey. The Survey is a chance to review our church's qualities as we look to the future. Afterwards we will receive our own church results.*

- *This is a voluntary, anonymous and confidential survey.*
- *Most people complete it within 15 to 20 minutes.*
- *Choose one response for each question unless it states otherwise.*
- *Do not fill in a second form if you have already completed one for this local church.*

*Paper: On the paper survey, please fill in our NCLS Church Code at the top right corner.*

*Online: Go to [attendersurvey.ncls.org.au](http://attendersurvey.ncls.org.au) and enter our NCLS Church Code. (If sharing a device, click 'Finish' before you share your device with someone else.)*

*When you have finished,*

*Paper: Please return your survey form to your Church Survey Coordinator. It will be sealed in the Attender Survey Confidential Collection Envelope.*

*Online: Please click 'Finish' when you have completed your online survey.*

*If you have not finished, please stay behind at the end of the service to complete your survey. Thank you."*



Download the instructions above and access more resources including Display Poster, Church Code Display Slide, QR codes and worship service resources from [ncls.org.au/administer](http://ncls.org.au/administer)



**OPTIONAL CHILD SURVEY:** If your church ordered Child Surveys for attenders aged 8 to 14, these will also be included in your Survey Kit for completion. They can be completed alongside the adult Attender Survey in the process outlined above, or in a children's activity. See the Survey Coordinator's Guide or [ncls.org.au/child-survey](http://ncls.org.au/child-survey) for instructions.