

2021 National Church Life Survey

SURVEY COORDINATOR'S *guide*



Dear church survey coordinator,

This Guide will help you coordinate the 2021 National Church Life Survey in your local church.

Your church is joining thousands of churches across the country in the largest and longest-running survey on church life in the world. It aims to benefit local, regional and national churches.

After completion, your church will receive a Church Life Pack of resources including your Profile of results, to help inform your church in its ministry and mission. Our hope and prayer is that, with God's blessing, this Church Life Survey will serve to strengthen the health and vitality of your church, and continue to spread the positive stories of churches nationwide to the Australian community.

Dr Ruth Powell, Director, and the NCLS Research team

SAMPLE

Your Church Name and Details here

IMPORTANT INFORMATION



Multi-site Church? If your local church is spread across more than one location or site, such as a parish, a cluster or a multi-campus church, then each location or site needs their own set of materials.

See 2021ncls.org.au/administer

Your CHURCH CODE(s) should be given to participants to complete paper or online surveys.

Write or enter your Church Code on each survey completed at each site.

Your Church Codes here

YOUR NCLS ADMIN KEY

Your NCLS ADMIN KEY is only for survey coordinators.

Use it to monitor how many people complete online surveys and to view results. (See also page 4)

surveys.ncls.org.au/admin-key

Your Admin Key here

1. DECIDE WHEN

November or later? A Survey Week or a Survey Period?

Notify your church of your survey date(s).



Choose the best time from November onward to survey your attenders. Most churches select a 'survey week' and conduct the survey at each church service and activity that week. Consider COVID-19 restrictions and avoid special events (e.g. baptisms) to give you a more regular and reliable sample of attenders. However, you may need to select a four week Survey Period at a time that suits your church between November 2021 and the end of February 2022.

2. DECIDE HOW

Doing the survey together, if possible, will get the best result.



The 2021 NCLS is adaptable to COVID-19 restrictions. Survey options, paper and online, can be completed together or separately. Choose the best way to run the survey at your church.

TOGETHER

In person

We are meeting in person in our church building, central location OR face to face in smaller groups.

- 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.

Live online

We are meeting at one specific service time online via Zoom, YouTube, Facebook or other streaming service.

- Run the survey online as part of the worship service or Mass.

SEPARATELY

Printed resources at home

We are unable to gather together and provide resources to our congregation to worship at home.

- Deliver the survey in the same way that church resources are distributed. Use the online survey if resources are sent via email and enclose a paper survey if physical resources are delivered/mailed.

Anytime access to online services

Services are posted online and are able to be watched at any time.

- Promote the survey online during the service and provide the online link at the end of the service. Consider promoting the survey and distributing the website link and your Church Code via other methods eg. via email.

RESOURCES

2021NCLS.ORG.AU/PREPARE

Contains materials to help you prepare, including a display poster.

2021NCLS.ORG.AU/ADMINISTER

Has more information and downloads including introductory videos, letters to send to home, Parent Information Sheet, PowerPoint slides, worship service resources and sample text for sending reminders.

For each survey, there are items in your Survey Kit and a website address to share with people who wish to complete surveys online.

ATTENDERsurvey

The Attender Survey is to be completed by church attenders aged 15* and over, during a worship service, Mass or spiritual nurture activity.

The Attender Survey can be completed on paper or online in nine languages. It takes around 20 minutes.

Distribute survey materials to those leading the services/activities: the Site Instructions, including the NCLS Church Code for each church site or location, Attender Survey forms and Collection Envelopes.

LEADERsurvey

Leader Surveys are to be completed by people in ministry/pastoral leadership roles e.g. senior minister, pastor, priest and anyone in a significant position of ministry (staff or non staff).

Leaders can complete this survey any time during your Survey Period. Please also complete the standard Attender Survey with the rest of the local church.

Each paper survey should be sealed in a Leader Survey Collection Envelope.

We encourage all leaders to use the online survey if possible.

CHURCHcensus

The Church Census is to be completed by a church administrator or leader with knowledge of the church's life and activities.

Complete one Census per church location any time during your Survey Period.

OPTIONAL SURVEYS THAT YOUR CHURCH MAY HAVE ORDERED:

CHILDsurvey

The Child Survey is to be completed by child church attenders aged 8 to 14.

The Child Survey can be completed on paper surveys or online.

Copy extra Parent Information Sheets or download from the website to distribute to all parents of children under 15 years.

*Please let parents of children aged 15 years (or younger) know that they may choose not to consent for their child to take part in any survey.

See 2021ncls.org.au/administer

LOCAL COMMUNITYsurvey

The Local Community Survey is for people in the local community who are connected to your church but don't regularly attend worship services.

Invite your community contacts to complete this online survey anytime within your survey period from November onwards.

attendersurvey.ncls.org.au

- Attender Survey Site Instructions
- Attender Surveys — paper or online
- Attender Survey — translations
- Attender Survey Collection Envelopes

leadersurvey.ncls.org.au

- Leader Surveys — paper or online
- Leader Survey Collection Envelopes



Leaders in multi-site churches only need to complete one Leader Survey.

churchcensus.ncls.org.au

- Church Census — paper or online



Multi-site churches: one Church Census for each site or location.

Catholic parishes: one Church Census per parish.

childsurvey.ncls.org.au

- Child Survey Instructions
- Child Surveys — paper or online
- Parent Information Sheets

communitysurvey.ncls.org.au

- Local Community Survey Instructions
- Local Community Surveys — Online Only



CHECK PROGRESS

The NCLS Admin Key is for church survey coordinators and leaders.
Do not share widely.

1. Track the completion of online surveys over the survey period.
2. Check your church's contact details are correct.
3. Access your church results when released.

surveys.ncls.org.au/admin-key

Your Admin Key here

Keep your NCLS Admin Key secure.



REMIND

We recommend sending one or more reminders to people completing online surveys during your Survey Period. For reminder template text see 2021ncls.org.au/administer



RETURN COMPLETED PAPER SURVEYS

Place in the Collection Envelope(s) and seal:

- Attender Surveys
- Child Surveys
- Reply Slips
- Survey Return Coversheet (s)

In sealed Leader Envelopes:

- Leader Surveys

In the Postpack

- Church Census*

*One for each location/site.

Unused survey forms can also be returned.

1. **Collect** all completed survey items from worship services or activities at all your church sites.
2. **Check** the Survey Returns Coversheet has been completed (one per participating church site).
3. **Pack** completed surveys back into the original survey Postpack.
4. **Stick** the return address label to NCLS Research on the Postpack.
5. **Post** back to: **NCLS Research**
Locked Bag 2113
North Ryde BC NSW 1670

Thank you for covering return postage costs.

Note: For NCLS Research to provide confidential and credible results we require a minimum return of 10 survey forms:

- From adult attenders, or
- From children or community contacts (if you used these optional surveys).

A Church Life Profile or other Profiles cannot be produced for churches that return less than 10 forms. However responses will be added to wider reports.

THANK you!

For being part of the
National Church Life Survey

Your church results will be available from early 2022.

Keep in touch with NCLS Research



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