

Healthy Church Matters

providing advice and mentoring in church health and growth

NCD Pre-Survey Briefing Sheet

Who

Facilitator And Team

When

At least 1 month before survey date

Length

1½ hours

Objectives

- Familiarise the team with the NCD Cycle process
- Agree the date of survey
- Plan all arrangements for the survey event – when, where, who, what, how
- Decide if any surveys are to be completed online e.g. pastor/vicar; support group; leadership team
- Review questionnaire and identify any comprehension issues to explain at the survey event
- Select 30-35 participants to invite and agree arrangements for inviting them.
Criteria for selection: a representative sample of
 - 1. Regular members of the congregation;
 - 2. Some kind of responsibility – from flower ladies to churchwardens;
 - 3. Member of a Small Group – any group that is small within the church
 - See sample invitation letter/email online
- Give the Facilitator's form to the Senior Pastor/Vicar to be completed **before** the survey (they will also complete a participant's form on the day of the survey if they have not already done so online).

Martin Saxby

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www.healthychurchmatters.org.uk