

NCD Survey Day Briefing Sheet

Who

Facilitator

Support Team

Participants

Length

45 minutes

Prior to the Meeting

- Download and print the Survey Forms and the Facilitator Form for the Pastor/Vicar
- Give the Facilitator's Form to the Pastor/Vicar for completion prior to the meeting
- All survey forms SHOULD ONLY be completed at the event
- Make the necessary practical arrangements for the meeting:
 - Any refreshments
 - Pens
 - Invitations sent to participants

At the Meeting

- Welcome and Pray!
- Give upbeat explanation of purpose of the survey
- Assure every one of the confidentiality of the survey
- Explain any terms in the survey that need explanation
- Give out the survey forms
- Read through the instructions on the form for the participants e.g. explain that a Small Group is any group which is small! E.g. Mothers' Union; PCC; choir; some congregations! Etc.
- Tell the participants NOT to discuss the questions with others but to get your attention if they need any help.
- Advise them to give the FIRST response that comes into their heads.
- Be on hand to answer individual's questions during the survey

At completion of the survey:

- Collect in ALL the forms – do not allow any to be taken away
- Check they are completed as you collect them
- Thank people for their time
- Pray!

After the Meeting

- Return all Survey Forms and the Facilitator's Form to whomever is inputting the results

Martin Saxby

Healthy Church Matters

www.healthychurchmatters.org.uk