

## LOCAL COMMUNITY SURVEY INSTRUCTIONS

### Dear church survey coordinator,

Your local church has opted to host a **Local Community Survey** as part of the 2021 National Church Life Survey.

This survey will ask people in your local community about their thoughts on the local community and its needs, their personal spiritual beliefs or religious practices, and their experience of the church and involvement in its activities. The results of the survey will help local churches better connect with people in their local community.

### The Local Community Survey:

- **Is for people who connect with your local church via the programs and activities of your local church.** e.g. playgroup, mainly music, sports teams, meals ministry etc.
- **Is an online survey and takes around 5 to 10 minutes to complete.**
- **Is anonymous and confidential.**
- **Will remain active online till the end of February 2022.**

*(To extend the survey period, contact the NCLS Research office)*

### To complete the survey:

Community contacts go to [communitysurvey.ncls.org.au](https://communitysurvey.ncls.org.au) and enter your Church Code to begin the survey.

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

## IMPORTANT INFORMATION

Your **CHURCH CODE(s)** should be given to your local community contacts to complete the online survey.



**Multi-site Church?** If your local church is spread across more than one location or site, then choose the Church Code that is the best match to link your local community contacts. See [2021ncls.org.au/administer](https://2021ncls.org.au/administer)

### SAMPLE

Your Church Code here

# LOCAL COMMUNITY SURVEY INSTRUCTIONS

## 1. INVITE

- **Create a list of community contacts\* you wish to invite to complete the Local Community Survey.**

\* e.g. People who attend your church's activities, such as playgroups, op shops, community gardens, sports teams, meals ministry, parents at child care etc.

- **Send an invitation to take part using both your normal communications methods as well as special invitations.**

e.g. Emails, letters, social media groups (like Facebook).

- **Include your Church Code** (found on page 1 of these Instructions.)

*For template invitation text see [2021ncls.org.au/community-survey](https://2021ncls.org.au/community-survey)*

### To complete the Local Community Survey

Invite your community contacts\* to go online and enter your Church Code to begin the survey.

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

## 2. CHECK PROGRESS

- **Use your Admin Key to track the completion of online surveys** over the survey period as well as to access results when released.

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

Track progress with your Admin Key

[surveys.ncls.org.au/admin-key](https://surveys.ncls.org.au/admin-key)

**YOUR ADMIN KEY:**

Your Admin Key here

## 3. REMIND

- **Send reminders to your community contacts**

We recommend sending up to three reminders to people completing online surveys during your Survey Period. For example, send one reminder a week after the invitation is sent, then one week before the survey period ends, then a few days before the survey period ends.

*For template reminder text see [2021ncls.org.au/community-survey](https://2021ncls.org.au/community-survey)*

**N.B. The Local Community Survey will remain active online till the end of February 2022.**

*(To extend the survey period, contact the NCLS Research office)*

## 4. THANK

- **Thank your community contacts**

After completion of your Survey Period, we recommend sending a 'thank you' to people who were invited to complete the survey. You may also notify them that a Profile report of the results will be released in 2022.

**RESULTS IN 2022:** A Local Community Profile\* containing the results from your Local Community Contacts survey will be provided to your church in 2022. You may choose to share this Profile with participants, so they see the insights about your local community gleaned from the survey.

\* For NCLS Research to provide confidential and credible results we require a minimum completion of 10 survey forms from community contacts. A Profile cannot be produced for churches where less than 10 forms are completed, however those few responses will be added to wider reports.