

Instructions for NCD Survey Administration

How do you prepare your church to take the NCD Survey?

1. Inform your people about the NCD principles through sermons, leaders meetings, etc.
2. **The ABC's of NCD** is a booklet and informative summary of the NCD process and many churches give a copy to each survey participant. (Available free in reasonable quantities from regional synod)
3. **Color Your World with NCD** is a book on the NCD principles and includes many stories from churches around the world. This book is often shared with leadership teams to provide a more comprehensive understanding of NCD. (Can be purchased at www.churchsmart.com)

Who will participate in the survey?

1. The Senior Pastor should complete the **Pastor's Form** *in addition to a copy of the New NCD Survey*. If the church is without a senior pastor, it should be completed by the person responsible for the leadership and direction of the church at this time. The survey *cannot* be scored without a completed **Pastor's Form**.
2. The **New NCD Survey** should be completed by another **29 church members** who *meet the following criteria*:
 - a. They represent the core of your church and regularly attend services.
 - b. They serve in some ministry task in the church.
 - c. They are a member of a small group. (This can be any group of 3-20 people and can include: Sunday school classes, Bible study groups, ministry teams, choirs, boards, committees, etc.)
3. If you have less than 30 people who meet the above criteria, all of them should complete a survey. If you have more than 30 – Randomly select 29 participants who are a **representative sample**. You can be intentional in selecting people across various age groups and ministries or just put the names in a box and randomly select names. (We must have at least 10 surveys to calculate a score. However, the results are more reliable the closer you get to 30 surveys.)
4. Spouses should never complete a survey together. Each can complete a survey if they meet the selection criteria.

How should you complete the survey?

1. We recommend gathering your participants together at a dessert meeting, a meeting after a service or another convenient time when everyone can complete the survey together.
2. Cast some vision and explain the value of improving the health of the church and your appreciation for their participation. Their opinions are important and valued by the church leadership.
3. If it is not possible to gather together, be sure to establish a firm deadline for the completion and return of the surveys to the church office or designated person. (At times, someone misplaces or does not return a survey. You may want to photocopy a blank survey beforehand in case you need to make a replacement copy or select another participant.)
4. If survey participants have comments about the church or survey, we suggest they write them on a separate sheet and give it to the survey administrator to be shared with your church health team.

How do you return the surveys?

1. Use the address below to mail your surveys back to the Synod of Mid-America for processing.
2. If not previously sent, the Coaching Covenant and the payment for the survey and the coaching stipend should be included with the completed surveys (\$450).

When can you expect the results?

1. The results will be processed as soon as possible – usually within a couple weeks or less. Let us know of any special deadlines needed.
2. Normally the results will be sent to the church's coach to be shared with the Health Team and church leadership. We will endeavor to notify the church when the processing has been completed.

Return all surveys in one package to:

**Synod of Mid-America
Randy Kooy
524 West Division Road
DeMotte, IN 46310**