

## **Natural Church Development**

### **Undertaking a Survey**

**Important information — this will help you to do the survey in your church!**

1. You should print the members' forms and leaders' forms that you need. It is often better to double-side them if your printer or photocopier allows it as the amount of paper looks less daunting.
2. The NCD Handbook recommends using 30 core members for the survey, but you will need to determine what is best for you (see below). It is unwise to have less than 25 questionnaires unless your church is smaller than that (see below).
3. **How do you choose the people to fill in the questionnaire?**
  - a. They should all be a part of the core of the church and a member of a small group — although that may not be a traditional house group. The questionnaire is not designed for those on the periphery of the church.
  - b. It is better to enfranchise people and include them in the survey than to disenfranchise them, so if you want to include more than 30 please feel free to do so as long as they meet the criteria. It will not affect the results, but it will ensure that there is inclusiveness in the survey. The spreadsheet will take data from 100 people.
4. **What if I have less than 30 people to fill in the questionnaire?**
  - a. The answer depends on the size of your church. If your church is less than 30 people you should use everyone who meets the criteria, but remember that everyone who attends the service(s) each week is probably part of a small group, but they will need to understand this. This will give an accurate result, but sometimes we find with smaller churches that the results show a greater difference between the strengths and weakness than using the full 30 people.
  - b. If your church is bigger than 30, you should aim for that number or more. We will analyse the results for you with 25 surveys or more and it will not greatly affect the result, but using less than that may cause inaccuracies in the results.
5. We strongly recommend that you complete the forms all together. We find that if the forms are given out to take home, it is extremely difficult to get them all back. A fun and fellowship time, with coffee and cake, wine and cheese or even a meal is usually the best way. This also allows questions to be answered if people are unsure what the question means for your church.
6. The questionnaire should take about 20 minutes to complete. Some will of course take longer than this, but the questions are not intended to be prayed over, but competed with the first answer that comes into the person's head.
7. This is a "feelings" questionnaire, so if the church is in the middle of a conflict situation, please delay completing the forms until the conflict is resolved. If you were to do it at this time, the results will be adversely affected.
8. Do not hesitate to contact me on [philip@healthychurch.co.uk](mailto:philip@healthychurch.co.uk) if you have any questions or problems.