

# **SURVEY INSTRUCTIONS – Christ Church Vero Beach**

**Start Date: Sunday, September 9, 2018**

**Online Deadline Date** (closes 8 a.m. Eastern time on this date): **Monday, October 8, 2018**

**Paper Survey Deadline: Monday September 24** (turn in completed survey to Church Office)

## **Introduction**

Thank you for participating in this valuable tool for our church. The tabulated results of this survey will help our church in its search for a new rector by identifying our strengths and opportunities. This survey was developed by TAG, a research and consulting firm, under the auspices of the American Anglican Council. Each member of a household (16 years and older) should take the survey.

## **Taking the Survey Online**

**You can take the survey on your home computer or a computer at church (See Help Desk below).**

Do not labor over your decision – your first instinct is usually right. The survey will take you about 20-30 minutes to complete. You will need to complete the survey in one sitting. Your responses will be completely confidential. If you are ready to begin, then follow these basic steps:

1. Log on to the website: Ctrl+Click on URL below or copy and paste into your browser.  
[https://www.research.net/r/TAG\\_TCI\\_ChristChurchVeroBeachFL](https://www.research.net/r/TAG_TCI_ChristChurchVeroBeachFL)

2. Type this URL in your browser.

[https://www.research.net/r/TAG\\_TCI\\_ChristChurchVeroBeachFL](https://www.research.net/r/TAG_TCI_ChristChurchVeroBeachFL)

3. Enter your church's lower case Password: **ccvb**  
This password is the same for everyone in your church. Once the survey period has been completed, the survey will be closed and you will not be able to log on.
4. Answer each question according to the instructions. When you have finished each set of questions, click "Next" at the bottom of the page. You may use the "Previous" and "Next" buttons to navigate pages and change your answers at any point while you are logged on. When you click "Done" on the last page, your answers will be saved and you cannot change them.
5. Each member of a family, age 16 and older, should participate individually.

## Taking the Paper Survey

There is a paper form of the survey and copies can be picked up at the Help Desk on Help Desk Sundays or at the Church Office. Complete the paper survey at church or at home. All paper surveys should be returned to the church office or Help Desk in a sealed envelope. There is no “Comments” section on the paper survey.

**Paper Surveys at due by Monday Sept. 24.**

## Help Desk

Additional information about taking the survey is available at our Survey Help Desk available each Sunday between and after services on these dates.

## Help Desk Sundays

Sept. 9	Sept. 16	Sept. 23	Sept. 30	Oct. 7
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CCVB Staff will be available at the Help Desk to provide instructions and assist you in getting started with your survey. They will have copies of the paper survey if you do not want to use a computer.

**If you do not have a computer at home, you can complete the survey at church.**

- 2 survey computers will be available in the church each Help Desk Sunday
- Also, you can take the survey in the Church Office, M-F, 1-4 pm

## Frequently Asked Questions

1. I can't get to the website.
  - a. If you have trouble with this, make sure that you have pasted the full URL into your browser.
2. I can't log on.
  - a. Make sure that you have selected the appropriate link to your church and typed the password exactly as it appears.
3. I can't get past page one – it keeps taking me back to the beginning.
  - a. This is a problem with the way that your computer's security features / network firewalls are configured. TAG cannot help you with this. The problem is with your computer or network, not with the survey.
4. What should I do if I don't know the answer to a question?
  - a. Just leave that question blank. It will not skew the results. The composite score for each question is calculated by the number of participants who answer any given question, not by how many participants take the survey.