

1. You should have enough surveys to distribute to all your regular worshipers (based on your average worship attendance for **all** services). If you offer more than one worship service each week, give the survey in all of them so that you reach as many worshipers as possible. Please invite members **and** visitors to participate. Include ushers, choir members, and others in attendance. Children are also welcome to complete the survey. Also, try to arrange for those who come, but do not attend worship to participate (such as those who provide child care). You can send them a link to the survey online at <http://surveys.pcusa.org/s3/USCVS>
2. Please set aside time in **every** worship service for completing the survey. Since most people can finish in about 15 minutes, you will need about 20 minutes for the entire process. Congregations have found that it works well to shorten the usual service by about 20 minutes, rather than hold people later than normal. Include the survey in a way that best fits your congregation—at the beginning, or in place of the sermon, for example.
3. Be sure to have extra writing utensils available for worshipers who may not have any. Black or blue pens are preferred to use on the survey. Do not use red or green ink since the optical scanning equipment may not read such responses. You may also use #2 pencils.
4. Before distributing the surveys, please provide an introduction so that worshipers know what the project is about. In addition, be sure to share the following:

Your individual responses will be confidential, so do not write your name on the form. Completely fill in the circles for your responses. **Shade circles like ● not like this ⊗ or this ☑.** If you merely mark off your answers with a check or slash, your survey will be unusable because the software will not read the results. Perhaps it would be helpful to approach the filling in of the circles as a form of contemplative practice. Be present in the moment as you fill in your circles. Breathe.

[Let them know your procedure for borrowing a writing utensil.]

We will collect the forms in about 15 minutes. **Do not fold the surveys.** If you finish before others, please use the time to reflect quietly on where you see the Holy Spirit moving through this congregation so that you do not disturb those around you.

5. Please collect all surveys after everyone has finished, about 15-20 minutes. **Do not allow participants to take the forms home** with them to complete later. In our experience, forms that go home do not come back.
6. After the survey has been given in all services, collect all forms and put them back in the original box or envelope. Do not fold or staple the surveys. **Return surveys as soon as possible to the address below.** If you have any other questions, please call us at 1-888-728-7228 (extension 2040) or email research@pcusa.org.

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