



CHECKLIST OF ITEMS AND RETURN INSTRUCTION

Please keep your box or envelope, colored dividers, and any packing materials to use when returning your surveys. Enclosed you should find the following:

CONGREGATIONAL PROFILE

- Asks factual information about your congregation.
- Can be completed by church administrative assistant, the pastor, or anyone with access to membership data.
- Identify someone to complete the Congregational Profile as soon as possible so that it can be returned along with the other surveys.

WORSHIPER SURVEYS AND INSTRUCTION SHEET

- To be completed in worship, or some other time when at least half your congregation is gathered.
- To be completed by worshipers, including any leadership and staff that also worship at your church.
- The accompanying instruction sheet contains tips on how to deliver this survey during worship.
- Please do what you can to help those not fluent in English to participate in the survey. Spanish and Korean translations are available. Contact Research Services for more details.

RETURNING SURVEYS

- To return your surveys, place the Congregational Profile and Worshiper Surveys in the box or envelope in which they came. Return any unused surveys, as well.
- Please do not fold the surveys. Stack them neatly facing the same direction and use packing materials to help keep the surveys in good condition. Folded and damaged surveys may not be read by the scanning equipment.
- Ensure the confidentiality of the responses of your worshipers by not reading any of the completed surveys.
- Make sure your correct return address is on the outside of your box and use the box to return the surveys to:

PC(USA) Research Services
100 Witherspoon Street
Louisville, KY 40202

- **Returning the surveys soon after they are complete** will help us provide you with your results in a timely fashion. When we receive your completed surveys, it will take at least a month to compile your data and prepare your customized reports.
- If you are missing anything from this list, or do not have enough surveys, please call Research Services at 1-888-728-7228 (extension 2040) or email research@pcusa.org.