Dear Church,

**Tips to increase your responses and have successful National Church Life Survey**

As one of the 3,100+ churches taking part in the 2021 National Church Life Survey, we thank you.

**Survey completed?** If your church has run the survey and you are satisfied with the number of responses (either on paper or online surveys), then leave it with us.  We are working hard to send your first set of results, the Church Life Summary Profile, in the next few months.

**Survey in process?** If your church is in the process of completing the surveys, we want to encourage you and provide some suggestions other churches have found helpful to have a successful survey.

**This is a survey of church life and not a census headcount.**

The goal is to build a picture of church life.  We are not simply ‘counting heads’. So, make sure all the people who are regular church attenders complete the survey - even if they aren’t there on ‘survey day’. You can take a few weeks to give your attenders the opportunity to take part. This National Church Life Survey is not like the National Census of the population run by the government that we all participated in on one date last year. It is designed to capture a snapshot of church life and the more reponses, the clearer the snapshot will be.

**Monitor your responses.**

With many churches utilising the online survey, you can see how many surveys have been completed by using your NCLS Admin Key and logging on to <https://surveys.ncls.org.au/admin-key>

**Send reminders.**

Please persist with reminding people to do the survey. Use all of the different ways you would regularly communicate with your church including announcements during services, newsletters, emails etc to encourage participation.  Below our signature, you will find a sample template of reminder text you can use.

**Try paper or try online.**

If you are not getting the responses as hoped, try providing the alternative type of survey. You can still order paper survey forms (email: [surveys@ncls.org.au](mailto:surveys@ncls.org.au)) or send out the online survey link with your Church Code to gather more responses - <https://attendersurvey.ncls.org.au>. Both paper and online responses will be collated together to form the reports for your church.

Thank you again for your involvement in this national collaboration across churches. Please check out all of the resources in your Survey Kit and on our website [www.2021ncls.org.au](http://www.2021ncls.org.au) to help you and your church have a great survey experience. When ready, please send any paper surveys back in the provided envelopes.

Yours sincerely,

Text, letter

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**It is not too late for more churches to sign up at 2021ncls.org.au or to order community surveys.**

**Send your completed paper surveys to Locked Bag 2113, North Ryde BC, NSW 1670**

[**2021ncls.org.au**](http://2021ncls.org.au/)**|**[**ncls.org.au**](http://ncls.org.au/)