



PARISH LIFE SURVEY PROCESS

Survey Design and Report Type Selection

- Following the instructions on *Designing Your Parish Life Survey*, the parish creates a Self-Study Committee. (optional)
- The parish chooses one of the two types of reports offered and contacts C.A.R.A.
- C.A.R.A. sends the pastor an agreement letter.
- The pastor signs the agreement letter and remits one-half of the base price for the report ordered.
- C.A.R.A. sends the parish additional materials to design the questionnaire.
- The parish selects its list of questionnaire items.
- The parish communicates the list of questions and the type of report to C.A.R.A. Associate Mary Ellen Fise.
- The parish and Ms. Fise work up the questionnaire.
- A final draft of the questionnaire is agreed upon.

Survey Distribution and Collection

- The parish receives the questionnaire master from C.A.R.A. and reproduces the surveys on two sides of a single page.
- The parish distributes the survey at all liturgies on a weekend.
- The parish collects all of the completed surveys and mails them to C.A.R.A.

Data Analysis and Report Writing

- C.A.R.A. receives the surveys from the parish.
- C.A.R.A. enters the data.
- C.A.R.A. analyzes the data and writes the report.

Report Delivery and Follow-up

- C.A.R.A. sends one bound and one electronic version of the report to the parish.
- The parish confirms receipt of the report.
- The parish remits the remainder due for C.A.R.A.'s services.
- The parish studies the findings and reports them to the parish at large.
- The parish opts to have a C.A.R.A. associate conduct a parish presentation of the findings (optional).
- Parish leaders opt to have Ms. Fise consult with them as they take the next steps towards strategic plan development (optional).