PASS SURVEY DESIGN WORKSHEET

Step 1: Review the sample surveys

There is a sample survey included with the materials you received titled, Typical Survey Format with Some Frequently Asked Questions. Notice that the nationally-tested CARA style is to provide a user-friendly cluster of questions that quickly explores all of the facets of one aspect of parish life. We have also included our Compilation of Questions for a Parish Life Survey. In addition to the check-a-box questions, CARA provides parishes with open-ended questions and analyses for an additional fee. Details about open-ended questions are included with this packet.

Step 2: Select the questions for your Parish Life Survey

You should plan on having about 75 questions total for your Parish Life Survey (slightly fewer if you are including open-ended questions). In the end, your questionnaire must fit on two sides of a single page. It is very important that you keep several things in mind:

- The items you include should have terms that are easily recognizable by those who will be completing the questionnaire. For example, items evaluating specific parish programs should use the name of the program that parishioners are most familiar with. Therefore, the wording for each item should be carefully reviewed.

- You may select items from the Compilation of Questions for a Parish Life Survey or, if a topic is not covered there, you may ask CARA to create questions about that topic.

- When selecting items, try to choose items that are actionable for the parish. That is, only select items about issues that the parish is able and willing to address. If, for example, you have no intention of building a new parish center, do not include a question about it.

Step 3: Send a list of the times you selected

Type out the numbers from the Compilation of Questions for a Parish Life Survey you wish to have included. Note any alternative wording to any of these items. Also, include any additional topics you wish to have included that may not be in the Compilation.

You can mail, fax, or email the list of questions to CARA at:
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