

October 25, 2006

Pastors, Pastoral Coordinators, Campus Ministers, and Parish Council Leaders of the
“2007 volunteer parishes/campus ministries:”

Thank you for your willingness to volunteer and participate in the initial self-study and survey accompanying ***We Walk by Faith***. As one of the first twenty parishes or campus ministries that have been chosen, you will be asked to report your findings and to compile your results through a survey process that will be conducted during the upcoming Advent Season. This process will compile statistical data describing your faith community, and provide a snapshot of where you are at this time on your spiritual journey. Like any other photograph, it will only represent a moment in time; however it will allow you to measure your progress as a parish/campus ministry for future reflections.

We hope to mail the surveys to you before Thanksgiving. In order to assist us in forwarding to you the appropriate number of surveys, please let us know the combined number of adult parishioners attending all your liturgies on an average weekend during Advent. **Consider all adults and those teens who are Confirmed in your head-count.** Please report that number to Lisa Draucker at ldraucker@richmonddiocese.org. It is very important that you order your surveys from the diocese. The survey form needs to be compatible with the scanner.

Our suggestion is that a portion of each liturgy during one weekend in Advent be dedicated to the distribution and taking of the survey. The greatest participation is probably assured if it is taken during part of the homily period. Please plan on having sufficient volunteers to help with the distribution and collection of the survey forms. We need completed surveys returned to the diocese no later than January 3, 2007.

The survey consists of a series of multiple choice questions followed by three open ended questions that can be answered with short phrases or sentences. It should take about 10 minutes to complete. A script will accompany your survey package, which should assist you in the direction of the congregation in the completion of the survey in a timely manner.

Once the survey has been taken, please return the completed forms to the diocesan offices for scanning as soon as possible – again, no later than January 3, 2007. Each individual survey will have a barcode that identifies a specific parish/campus ministry. With the technological equipment that has been assembled, the returned surveys will be scanned and the data will be tallied and reported to you both as raw data as well as by

percentages. We also have the capacity to save all the answers to the open-ended questions and send them to you on a disc.

The parish/campus ministry will also receive the survey results in EXCELL format. It will be important for you to identify a parishioner familiar with EXCELL, who, when using some identified queries, can produce graphs and extract relevant information for your parish/campus ministry use (e.g. the number/percentage of women between the ages of 18 and 35 who strongly agree that the parish/campus ministry participates in inter-faith programs).

We have heard about many creative educational processes that are being used at various parishes/campus ministries. In order to help each other and to share ideas, please forward us with copies of your work so that it might possibly be included on the diocesan website, in an area pertaining to the *We Walk by Faith* program.

Thank you for your energy and enthusiasm. We truly appreciate your willingness to assist and serve in this important and worthwhile endeavor.

Peace to all of you,

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