

## INTERNAL DOCUMENT

### \*\*Commonly Asked Facilitator Questions\*\*

SURVEY ELEMENT	PURPOSE
Demographics section: Questions about age, sex, race, marital status, educational background  [located in the <b>Questions about You</b> section of the survey]	<ul style="list-style-type: none"> <li>- Tells us how representative the feedback is from each congregation and across congregations.</li> </ul>
ID	<ul style="list-style-type: none"> <li>- Random ID letter or letter/number code on every survey packet that corresponds to congregation and participants. <ul style="list-style-type: none"> <li>o The purpose is so we don't have to put an individual's or church's name on the surveys.</li> <li>o We have an ID for each person so we can know when everyone has completed the survey (especially if some congregation members are completing the survey online).</li> <li>o Not putting names on surveys helps maintain the confidentiality of individuals completing the survey.</li> </ul> </li> </ul>
IRB  [located in the <u>last paragraph</u> of the consent form]	<ul style="list-style-type: none"> <li>- IRB stands for Institutional Review Board</li> <li>- IRB is a committee that assists in protecting the rights and welfare of participants who are taking part in research activities.</li> <li>- Because we would like to share summaries of our findings with others, we must submit the study to the IRB to insure we do not harm anyone during the study.</li> </ul>
Mind, Body and Soul health index  [located in the <b>Congregational and Community Health</b> section of the survey]	<ul style="list-style-type: none"> <li>- This section asks about the individual-level health needs present in your community or congregation</li> </ul>
Top Need table  [located in the <b>Congregational Health</b> section of the survey]	<ul style="list-style-type: none"> <li>- The Top Need that the participant has identified from the <i>Mind, Body and Soul, Availability of Resources, and Neighborhood Issues</i> (page 6 and restated in the table) <ul style="list-style-type: none"> <li>o Top need is what the participant would like his/her church to address with future programming.</li> <li>o For the top need identified, participants are asked about important barriers to addressing the need. <ul style="list-style-type: none"> <li>▪ They can select multiple barriers.</li> </ul> </li> <li>o These needs will be tallied and summarized for each church. Based</li> </ul> </li> </ul>

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	on the summary, churches will create a Congregational Health Plan to work towards in the upcoming year.
<b>SPECIFIC SURVEY QUESTION</b>	<b>- PURPOSE</b>
<p># 8: <i>"I have been a member/have been attending my congregation for..."</i></p> <p># 9: <i>"What is the main reason you attend your congregation?"</i></p> <p>[located in the <b>Questions About You</b> section of the survey]</p>	<p>- Responses to these questions, especially in combination, provide context for the feedback from each church and across churches.</p> <p>- They also provide insight for a church's internal use</p> <p>- For example:</p> <ul style="list-style-type: none"> <li>o Participants who are new member and they feel strongly about the ministries offered.</li> <li>o Participants who are long time members are attending for spiritual and support reasons.</li> </ul>
<p># 12: <i>"What is the zip code of your church?"</i></p> <p>[located in the <b>Questions About Your Congregation</b> section of the survey]</p>	<p>- Since we are not collecting names of individuals or churches on the survey, this provides one way to confirm each respondent is given the correct survey packet and packets are assigned to the correct church.</p>

<b>MODE OF SURVEY IMPLEMENTATION</b> **respondents have an option to take the survey electronically or by paper**	<b>POSSIBLE WAYS OF IMPLEMENTATION</b>
ELECTRONIC	<p>- A link can be sent to the pastor or pastor's representative via email and he/she may share the link to the selected church members.</p> <p>- With the consent of the selected church member, the pastor may provide member's emails to the CHN navigator/CHP staff</p> <ul style="list-style-type: none"> <li>o CHN navigator/CHP staff will then email the link to the church member (see IRB stamped Email)</li> <li>o IRB stamped Phone Script can be used if members need to be called and notified of the study by CHN navigators/CHP staff.</li> </ul> <p>- The church can provide computers participants can use to take the survey.</p> <p>- Participants to bring or be provided laptops/tablets and complete the survey at one time. Participants should not discuss their responses with each other if the survey is taken in a group setting.</p>

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PAPER	<ul style="list-style-type: none"><li>- Survey packet (consent and survey) can be sent via mail or picked up at the church.</li><li>- The survey can be returned to the church and picked up by CHN navigator/CHP staff or mailed back to MLH or CH.</li><li>- At day and time to complete the survey can be scheduled and participants complete paper surveys or a combination of paper and electronic (if some have laptops/tablets) surveys. Participants should not discuss their responses with each other if the survey is taken in a group setting.</li></ul>
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