



everyone counts 2014

Growing the church for all

Everyone Counts 2014 is a nationally representative survey of the Church of England congregations. Across one week in October, your church will be shining a light on itself.

To grow a church for everyone we need to understand who we are, where we are - so count yourself in and help others to take part by becoming an Everyone Counts 2014 coordinator.

Why should I be a coordinator?

Everyone Counts 2014 is a unique way to have your congregation counted in to the national picture of who we are in the Church of England. As a coordinator, you'll reach out to people who are a part of your church and provide them with the opportunity to say a few important details about themselves. You'll look after their information carefully to make sure that it is collected safely and accurately. Coordinators are essential. You are the connection between everyone in your church and Everyone Counts 2014 across the Church of England.

What does a coordinator have to do?

There are three key steps.

1. Get ready! You will need to be in contact with your Diocese champion during August and let them know you are an Everyone Counts 2014 coordinator for your church. You will be sent guidance material to read, which tells you specifically how to use the survey. You'll also have a chance to practice in September. Extra training will be provided if you feel you need it, although most people will simply guide themselves through the instructions. If there is more than one coordinator at your church, let your Diocese champion know who is the lead person to contact.
2. Set! Talk to your Incumbent, and work out when will be the best week to carry out the survey. Think about how it will work, where you are – when do most people come together? Where? Who can help you? How will you contact the people who can't physically make it to

church? If you have a large congregation think about how many people you need to help you – and share the training materials with them, getting them to register as a coordinator. Once you have your plan, let people across your church know that the survey is coming and encourage them to take part. We'll be sending out ideas for posters and reminders for you to use. As you get closer to the date make sure you have enough copies of the survey.

3. Go! Use the survey materials provided and distribute these across your congregation in your chosen week in October. Help people if they need assistance. Collect the completed surveys and store them safely until everyone has had a chance to take part: try to make sure that as many people as possible can complete a survey if they want to. Once your survey week is completed, return all the survey information centrally.

What support is there for coordinators?

Initially there will be training materials and instructions sent to you. This provides detailed guidance on what you need to do and how to run the survey in your church. It also includes a practice survey so you can check that you're ready. Across the region, there will be an additional training session for anyone who wants to improve their confidence before October. However, this is not compulsory and does not provide additional information, just a little more support for those who feel they need a bit more help. There is also a dedicated support email account, so if you have any questions that haven't been answered by the training materials you can send your queries to: everyone.counts2014@churchofengland.org.

Can more than one person be a coordinator?

Yes, a small team of people working to coordinate the survey in your church is ideal so that you can support each other and share the work. However, it's a good idea to have one lead person who is able to keep in contact with the Diocese champion throughout the project, to make sure that you don't miss anything.

Can I be a coordinator at more than one church?

Working together across churches can be really helpful, however churches often have services and groups at similar times – and you can't be in two places at once! Make sure you don't over-commit yourself. It would be difficult to be the lead contact for more than one church, but you're welcome to support a lead coordinator at more than one church if you have the time.

Why has my church been selected?

To make sure that Everyone Counts 2014 provides a good representation of the national picture, a range of congregations are included across churches of all sizes, and different geographic and social areas. Your church has *not* been selected to represent everyone. Your church is an important example of the particular combination of the type of area where you are located and the size of your congregation.

Can my church nominate another church to take part instead?

No, but thank you for offering. The selection of churches was carefully balanced across different sizes and areas - it's your church that we want to hear from.

My church hasn't been selected. Can we still take part?

Yes, but in a slightly restricted way. If you register with us in August we can help you to participate in parallel to the main survey. You'll be provided with the same guidance and app that other churches in the survey will use to record their data electronically. You'll collect the same data and return it in the same way. As a thank you, we will provide you with an equivalent diversity profile report later in the project. However, we can't guarantee that the data you provide will be used in the full accumulated analysis. The selection of churches ensured that all kinds of congregations are represented fairly, without *over*-representing particular kinds of congregations, so we might not be able to accommodate your additional data in the total reported figures. We will however store it and analyse it to the same standard as the main survey. To register, please contact Sarah via the project account: everyone.counts2014@churchofengland.org.

Which week in October should we use?

That's up to you to decide, taking into consideration what else you are doing in October and the availability of your volunteer collectors. It might be easier to run the survey over a week that includes your largest regular service, to see as many people all together at once; or in a week where you have the most events to bring you into contact with the fullest range of your worshipping community. However, the choice of week should be the one that works best for your church, alongside your other priorities and commitments.

Who do I ask to complete a survey?

Everyone! Anyone attending or leading a service, clergy, choristers, visitors, parishioners – and don't forget yourself and other coordinators. Parents should complete the survey on behalf of young children, although with their parent's permission older children can complete their own survey if they prefer.

What do I do if someone doesn't want to complete a survey?

That's fine: it's entirely voluntary to take part as much or as little as someone chooses. However, every question has a 'prefer not to say' option. This means that people can be counted in the survey and register that they do not want to answer particular questions about themselves. It's important that people get to decide what information they do or do not want to share, so if someone refuses to take part please do not complete a survey on their behalf without their permission.

What do I do if someone needs help to complete a survey?

As far as possible the surveys should be confidential, so that no-one sees anybody else's responses. However, if someone asks you for help then please provide assistance. Assistance might include reading a question aloud or noting down someone's answer. However, you should not choose the answer on someone else's behalf. Parents can complete a survey for their child/ren.

Where do I get the survey materials from?

Survey materials will be sent to you directly, so it's important that you provide contact details including an email address that you are able to check regularly. You should have all the materials by mid-September – if not, please let us know.

Where do I store surveys while I'm still collecting them?

Although no personal or identifiable information is recorded in the survey, it's important that surveys are kept confidentially and securely. Treat them as carefully as you would your own bank details. For paper copies, keep the answers shielded from view, and in a safe place at home. The electronic system has security built in at every level, but you should make sure that your device (phone, tablet etc.) has its own password.

Where do I send the completed surveys?

Completed surveys are returned centrally. The survey materials and guidance will provide further detailed instructions on what to do with your specific data.

Where can I get more information?

Once your Diocese champion knows who will be the lead coordinator for your church, more information will be sent out to you about the survey, training and guidance. Alongside this, we are setting up a Facebook group which you can join, ask questions and share ideas about how to make the most of Everyone Count 2014. This is a 'closed' group, it won't be the whole internet who can see it. We'll be monitoring the group and only allow people to join who have a legitimate involvement in Everyone Counts 2014 – coordinators, leads, administrators at the diocese and people volunteering to take responsibility around the survey etc.

I still have questions! – where next?

If you're not sure whether to be a coordinator and have questions about how the survey might work locally, then it's a good idea to discuss this with your Incumbent and anyone else who might be a coordinator or lead at your church, or your Diocese champion.

If you have further questions about Everyone Counts 2014 more generally, then you are welcome to contact everyone.counts2014@churchofengland.org.