



NCD Church Survey account Online Processing Instructions

Version 4.3 May 2017

Thank you for registering to conduct the annual NCD Church Survey in your church.

Please take the time to read the following instructions carefully before processing the results and producing the reports. **Please do not hesitate to contact us at NCD Canada if you have any questions.**

A week or two before you are ready to conduct the Survey, you should perform the following:

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	2) Order two Tokens (through your account or by email) <ul style="list-style-type: none"> a. for producing the Basic Profile b. for producing the NCD Result Guides (NRGs) 	2	
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A brief set of guidelines for conducting the Survey in your setting are also available at the NCD Canada website.

1) Request an NCD Church Survey account (if one not opened previously)

Submit a request for an NCD Church Survey account at www.ncdcanada.com or you can send an email to ncd@fordelm.com.

This account will be opened by NCD Canada in the name of the person administering the Survey and entering the data, or the pastor, depending on your instructions. You will be requested to provide your name, church name, denomination, number of Surveys conducted, and your email address per the request-form show on the right.





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If this is your church’s first NCD Survey, please indicate “1” under “Number of Surveys”. If it is your second, indicate “2” and so on. If you are unsure, please contact us by email. Previous profiles will be transferred to the new account as these can be included in the NRGs for comparison purposes and to track progress.

You will receive notification from NCD International when the account has been opened, a one-time log-in, and a request to change the password.

2) Order two Tokens

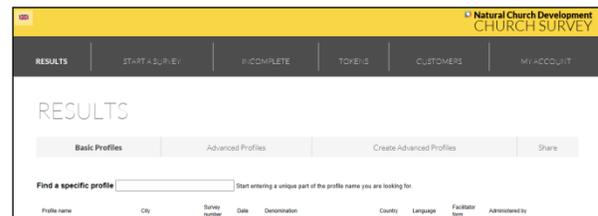
Once the NCD Church Survey account has been opened, an automated message will be received to a link to a one-time log-in to the NCD Church Survey site. A prompt will be received to change the password during the one-time log-in.

On future visits to the NCD Church Survey online system, a log-in tab will appear at the bottom of the screen, as pictured to the right.

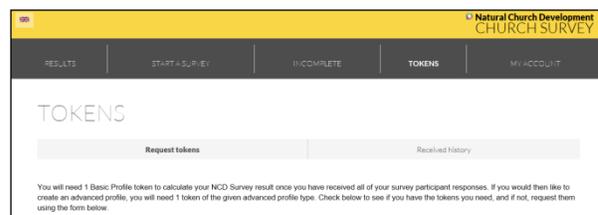


The “Results” screen is the first to appear.

Previous profiles conducted since 2008 should be listed under “Basic Profiles”. If Survey results appear to be missing, please advise NCD Canada.



After the Survey has been conducted and the results entered, two separate Tokens will be required: one to produce the Basic Profile, and the second for producing the reports. NCD Canada suggests ordering Tokens through the NCD Church Survey account before the Survey is conducted so they are available once the results have been input. Tokens can also be requested by email.

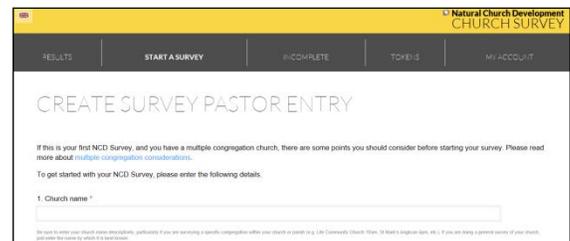
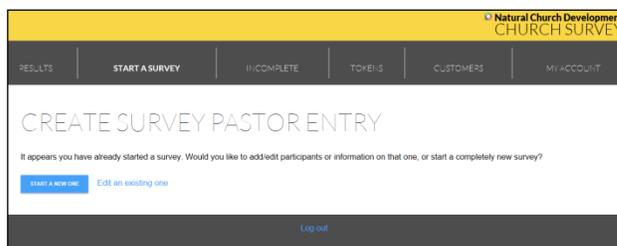


As stated above, two distinct tokens are required and must be requested separately: the first is for producing the basic profile, and the second is for producing Advanced

Profiles. Select “Basic Profile” from the drop-down box for the first Token, and “NCD Result Guides” for the second Token. The drop-down menu in the “Make request to” will default to “NCD Canada Bill” and may include sub-partners or Coaches in the future. In Canada, the NCD Survey Results Guides (NRGs) are the only advanced profiles available. Additional information about the NRGs appears later in this document. The Status Guide is virtually the same report as the previous ProfilePlus report that may be familiar if the church has conducted previous Surveys.

3) Start a Survey

The Pastor’s/Administrator’s Form is the first step in creating a profile. This form may be completed by the pastor or delegate.



Before you can produce your Basic Profile you need to:

- Complete your Facilitator Form (e.g. Survey Date, etc.)

[COMPLETE FACILITATOR FORM](#)

1. Church name *

Be sure to enter your church name descriptively, particularly if you are surveying a specific congregation within your church or parish (e.g. Life Community Church 10am, St Mark's Anglican 6pm, etc.). If you are doing a general survey of your church, just enter the name by which it is best known.

For greater convenience, would you like to invite some or all of your survey participants to complete their survey directly online?

Once the church name is entered, the option becomes available to invite those who have indicated a preference to complete the Survey using a computer or handheld device. **Churches retain the option to use paper input only, online only, or a combination of paper and individual online participation.**

To invite online participants, log into the account. The person’s name and email address is input per the format below.



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ONLINE PARTICIPANTS SHOW SURVEY INSTRUCTIONS

If multiple participants share an email address (e.g. a husband and wife, etc.), enter each person separately with that common email address next to each one of them, so they will be able to complete their own set of responses.

PARTICIPANT FULL NAME CONTACT EMAIL ADDRESS

1

ADD ANOTHER PARTICIPANT

To add the paper responses, whether some or all have been gathered using the paper version of the Survey Form, follow the instructions to the right.

+ ADD

Paper participants INSTRUCTIONS

Participant	Responses entered	Edit
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Entries can be made by moving the mouse from box to box, or by using the numeric key-pad allowing the software to advance from one box to the next. An experienced

34	<input type="button" value="0"/>	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	62	<input type="button" value="0"/>	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	90	<input type="button" value="0"/>	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>
												91	<input type="button" value="0"/>	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>

SAVE SAVE AND ADD ANOTHER

data inputter typically takes 45 minutes to an hour to input a complete set of responses.

Each participant's Survey response is input and saved individually before continuing on to the next participant's set of responses. Once all of the Survey responses have been entered, a prompt will be received to save the data, and move to producing the profile.

When the information regarding age and number of years as a Christian are entered into the appropriate fields, the cursor will not automatically advance. Blank answers on individual Survey forms must be entered as a blank in the software, using the Tab key.

All participants' responses do not have to be input during one sitting. If there are interruptions or a break is required, input can be resumed later by coming back to the "Incomplete Surveys" tab at the main menu. The already saved forms will be visible, and input can be resumed where it was left off. Should additional individuals wish to add their responses prior to the profile being produced, this can be accomplished by adding more invitations per the screens below.

+ ADD Online participants

Participant	Email	Status	Reminder date	Edit
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During the review of Incomplete Surveys or when all responses are entered, a summary of participants' responses will show some as less than 100% complete. As long as this is related to a missed question or two, or the partial answers to Question #6 about church attendance, this is of no concern and can be disregarded. Should a very high percentage of missing responses appear, a page of responses may have been missed during the inputting process.

4) Produce the Basic Profile

Once the data from the Pastor's Form and the individual Survey Forms has been input and saved, the Profile can be produced. A prompt will be received to confirm that the Basic Profile is to be produced. This will use, or "spend" the first Token, and will produce the basic results from which the Advanced Profiles (NRGs) will be produced.

The Profile will be created and appear in the account in minutes, and an email notification will be received. The system can be exited; one does not need to wait for the Basic Profile to be produced. If it has not been received within a few minutes (not longer than an hour), check junk-mail for the email from "3 Color World". Alternatively, just log on and see if the Profile is produced and available.

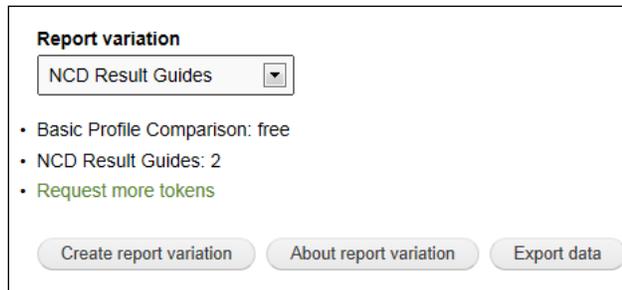
5) Produce the NCD Survey Results Guides (NRGs)

After the Basic Profile has been created, you will be able to access the results to create the NRGs.

When clicking on the blue "My Dashboard" at the home page, and then on the "Results" tab, the church's Basic Profile will be listed.

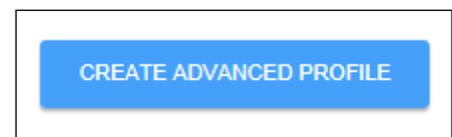
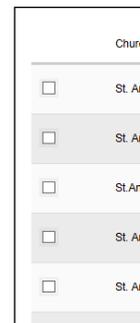
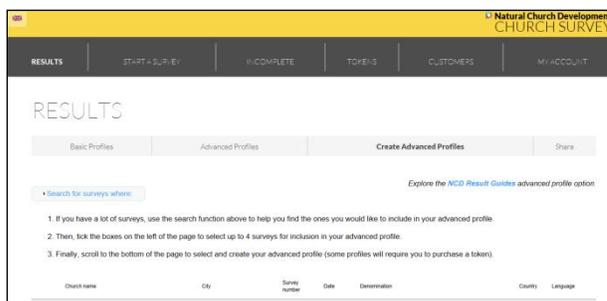
Click on the "Create Advanced Profiles" tab, then tick the Basic Profile and scroll down to the bottom to create the report variation.

Indicate “NCD Results Guides” in the drop-down menu box, **and** click the “Create report variation” button.



If more than one NCD Survey has been conducted, previous profiles

should appear in the list of Basic Profiles. **When creating the report variation, up to three previous Surveys** (conducted after 2006) can be incorporated into the Advanced report for comparison purposes, and to aid assessment of progress against the removal of barriers to growth-potential. Click the small box(es) to the left of the profiles required for the report, per the screen below (middle). The final step is to click on the “Create Advanced Profile” tab.



The online system will advise of a short delay while the NRG report variations are being created. An email will be sent from “3 Color World” advising when the NRGs are ready for viewing and provide a link. It may be necessary to check junk-mail after a few minutes if the notification that the Guides are ready has not been received.

The NCD Result Guides (NRGs) can be viewed online and/or downloaded in PDF format. Full versions of the Guides, or Charts-only versions can be download. More information about the NRGs follows.

6) NCD Survey Result Guides (NRGs)

The NCD Survey Results Guides (NRGs) are the standard analysis tool for survey results in Canada.

The Story Guide can contain as many as two profiles, and the Status Guide can contain up to four profiles. With the introduction of the new Survey in 2007, it precluded the possibility to produce reports containing profiles prior to 2007.

Especially if this is a first NCD Survey, NCD Canada recommends using the full versions of the Guides with imbedded process. All process steps are recommended, but discussion with an NCD Coach or in a de-briefing session with NCD Canada may lead to how processes can be adapted to the church’s setting, and its current capacity. For printing purposes, or for incorporating the graphics into presentations, it may be completely suitable to download the Charts-only versions.



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This may also be appropriate if three or more Surveys have been conducted and the church is comfortable with the NCD Cycle process.

The four Guides exist to be used in a recommended sequence as follows:

1. **Summary Guide:** three pages of graphics produced from the Survey results, the first two linked to the Trinitarian Compass. There are no dotted lines or numbers, just relative placements. It is recommended these two go out to the Leadership Team first.
2. **Story Guide:** This 'blue' Guide is produced from the Survey data according to 24 groupings of questions around themes. These themes are ones we regularly see and the questions are statistically correlated, so they can be counted on. This Guide launches the congregation into the 'story' or 'narrative' of the church rather than an analytical exercise to find the themes. In other words, the reporting has done the analytics. This Guide will appeal to those who talk most naturally about the congregation relationally and experientially, instead of in bar-graphs and numbers.
3. **Status Guide:** This report is designed for analytics and is therefore 'green' in color. It will appeal to those who are more analytical in their approach. Churches are free to start their assessment and identification of barriers at any of the Guides, but best practice appears to be to use the Status Guide to confirm understanding gained during the Story Guide discussion.
4. **Strategy Guide:** This is the 'red' Guide, because it's more about action than experience (blue) or reflection (green). The best part of this Guide is the insight into Key Influencers and the impact they have on the results. Key influencers can begin implementing change right away, even before the team has developed an Action Plan. The cycling activity carried out by individuals after the Story Guide discussion may inform the more corporate or collective strategy followed to remove barriers.

If there are questions regarding this process, please email our office at ncd@fordelm.com or call us at 905-885-6571. We pray that personal, group and congregational experience of the Triune God expands while applying the growth principles using the NCD paradigm, tools, processes, and resources.