CALLED FOR MORE
PARISH PRIMARY POINT OF CONTACT
KEY PARISH LEADERS SURVEY ADMINISTRATION

What is this project all about?
The Called For More Pilot is an initiative of the Catholic Leadership Institute (CLI). CLI received a grant from the Lilly Endowment to pilot a new process for supporting priests and parishes in thriving in ministry. By gathering information about each priest and each parish, the pilot seeks to give parishioners more awareness about the needs and opportunities of their local community, priests more awareness and support around their ongoing ministerial development, and the diocese better information with which to consider and discern priestly assignments and parish support.

What is the Key Parish Leader Survey?
The Key Parish Leader (KPL) Survey collects specific input about the parish, focusing on the personality/culture of the parish from 5-10 active and influential parishioners identified by the pastor. It consists of 26 questions. The Survey questions can be found at the end of this document.

How do I administer the Key Parish Leader Survey?
1. You will receive an email with a link to log onto the Called For More Platform.
2. You will create an account on the platform.
3. You will complete a Roster containing the names of the 5-10 key parish leaders who will receive the KPL Survey.
4. When you complete the Roster, emails will be sent to the key parish leaders will a link to the KPL Survey. They click on the link in their email and this takes them directly into the survey.
5. You take the survey.
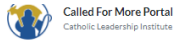6. You will monitor completion of the survey.

Contents

Creating an Account

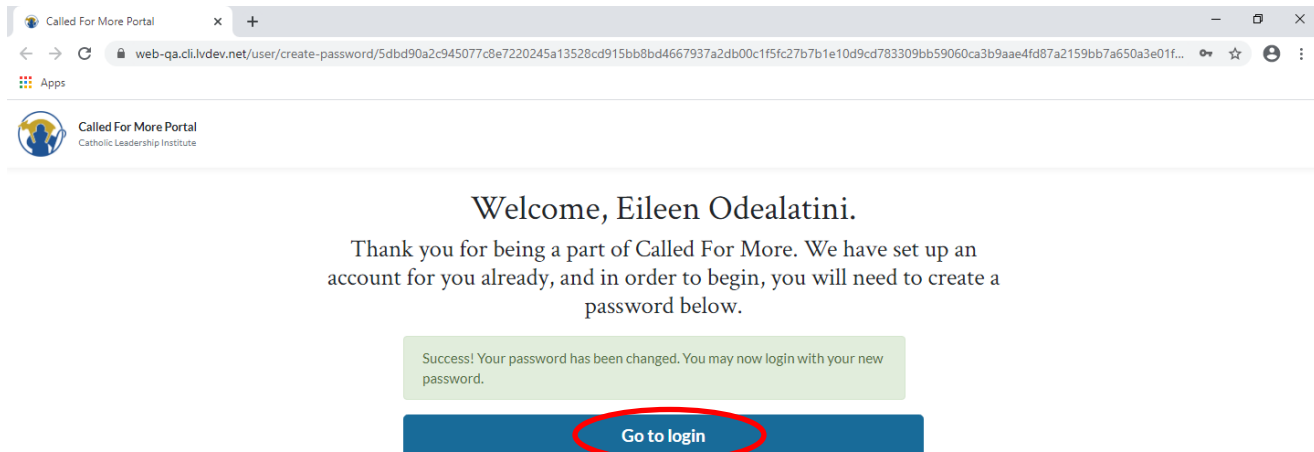Click on the link that is in the email you received from the Called For More Platform.

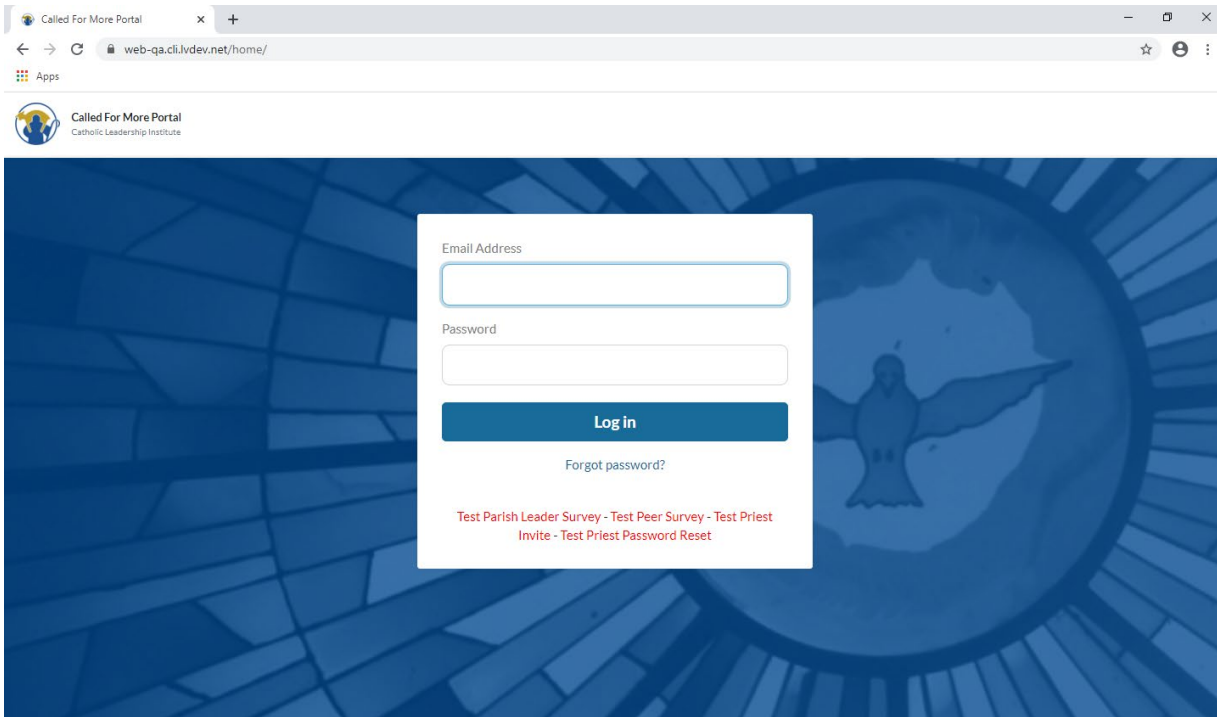Create a password. The password needs to be at least 8 characters, including one lowercase and one uppercase letter, one number, and one special character (! @ # $ %). Only the special characters listed are accepted (so you **cannot** use a ?, &, or *) and spaces are not accepted.
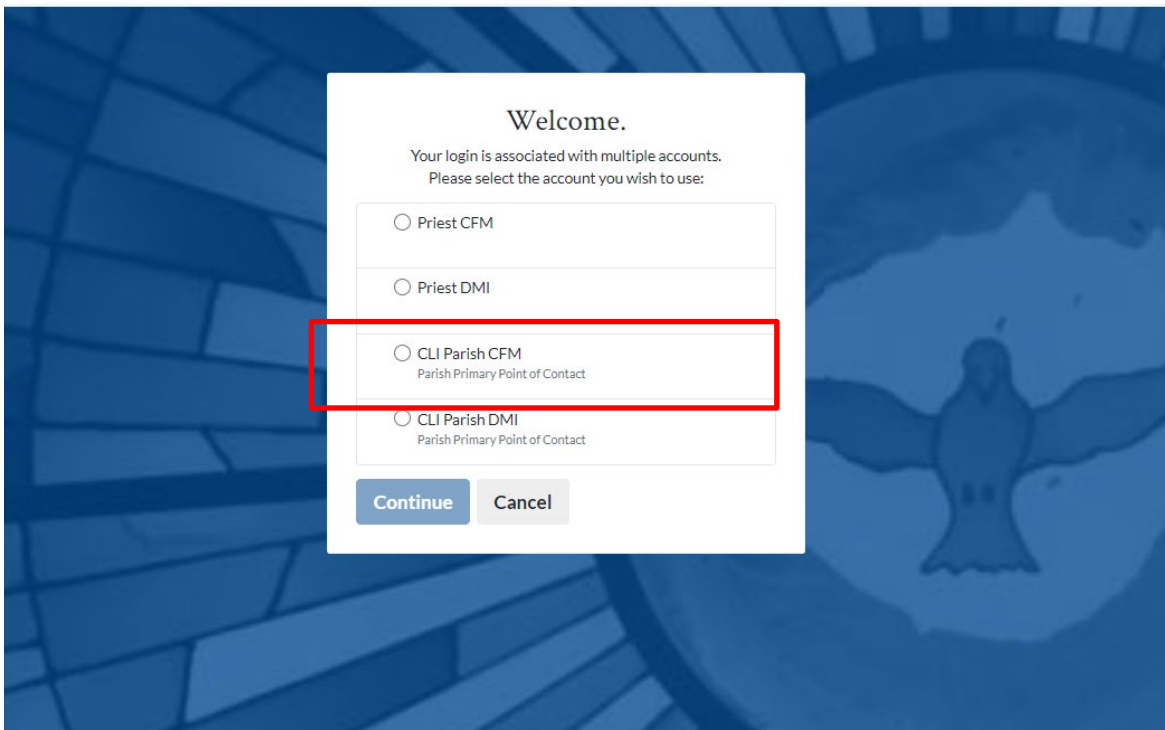

After you enter your password, you will see the following screen:

Click on Go to login.

You will then be taken to a login screen where you enter your login name and your password.

You will need to choose whether you want to select the Called for More or Disciple Maker Index dashboard. For Key Parish Leader Survey administration, choose the "CFM" option.

Then you will be taken to the screen below:

Click on the Begin Key Leader Process Button.

The following screen will appear:
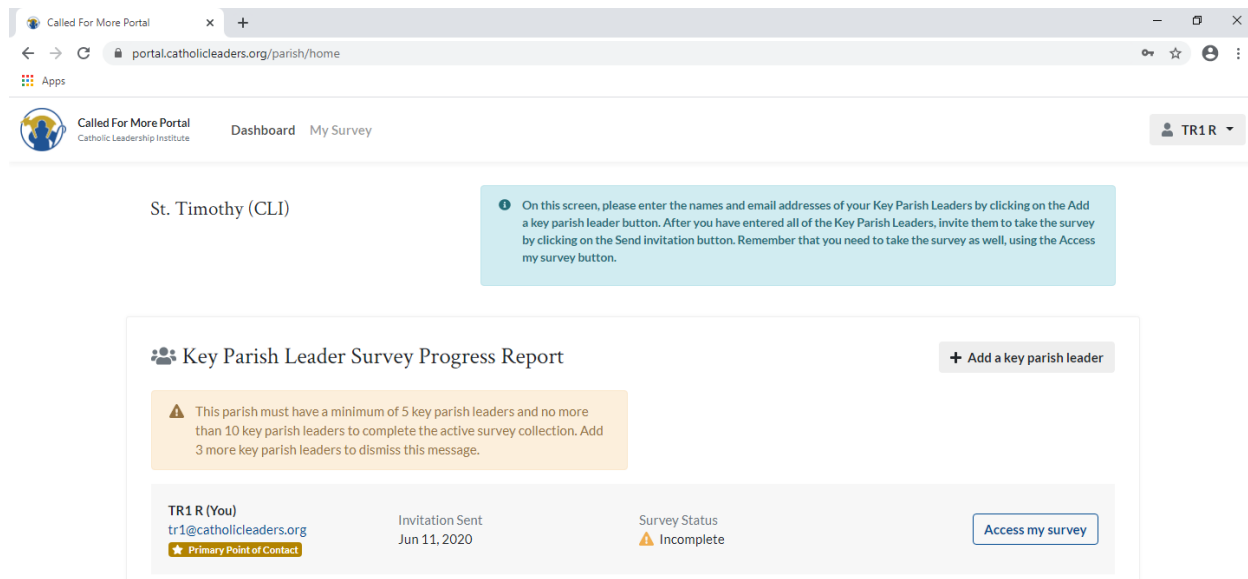
Create the Key Parish Leaders Roster

You will be entering the information for at least 4 parish leaders (staff or key volunteers you should have already identified). You need a minimum of five (5) Key Parish Leaders, including yourself and no more than 10.

Click on the Add a key parish leader button on the right side of the screen.
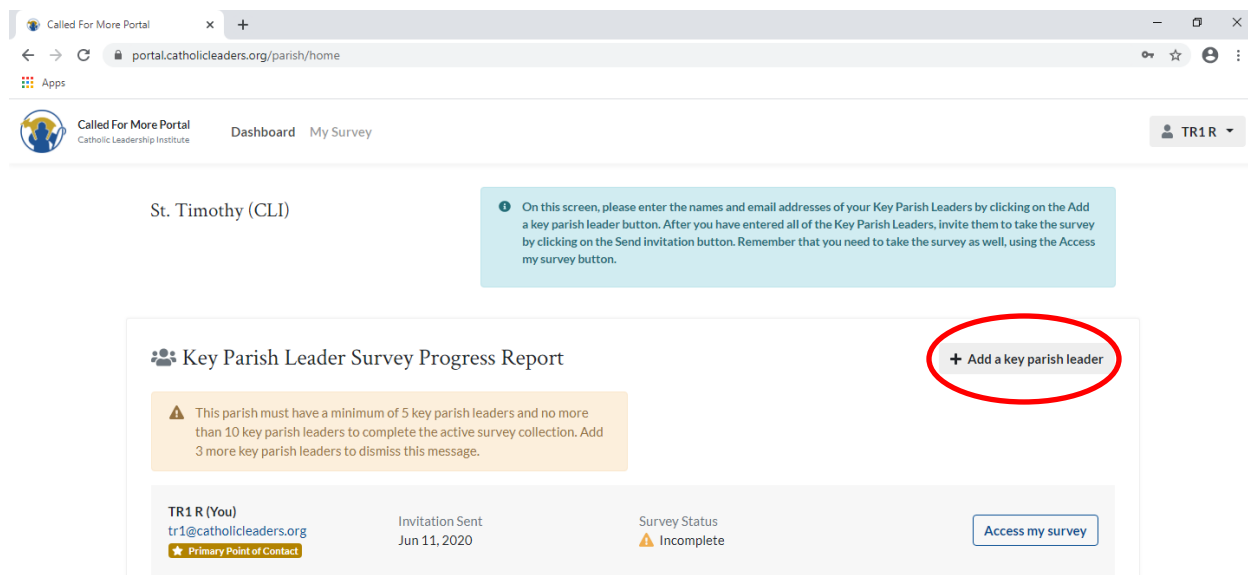
The following screen will appear:

Enter first and last name and email address. Be sure you have the correct email address. Click on the Save button.

NOTE: if your parish cannot meet the minimum number of Key Parish Leaders (5), please contact CLI at onlinesupport@catholicleaders.org and they will change the minimum number.

Invite the Key Parish Leaders to Complete Survey

Once you have added all of your Key Parish Leaders, you will see them displayed on the following screen:

Click on the <u>Send Invitation</u> blue button next to each Key Parish Leader name.

The following screen will appear:
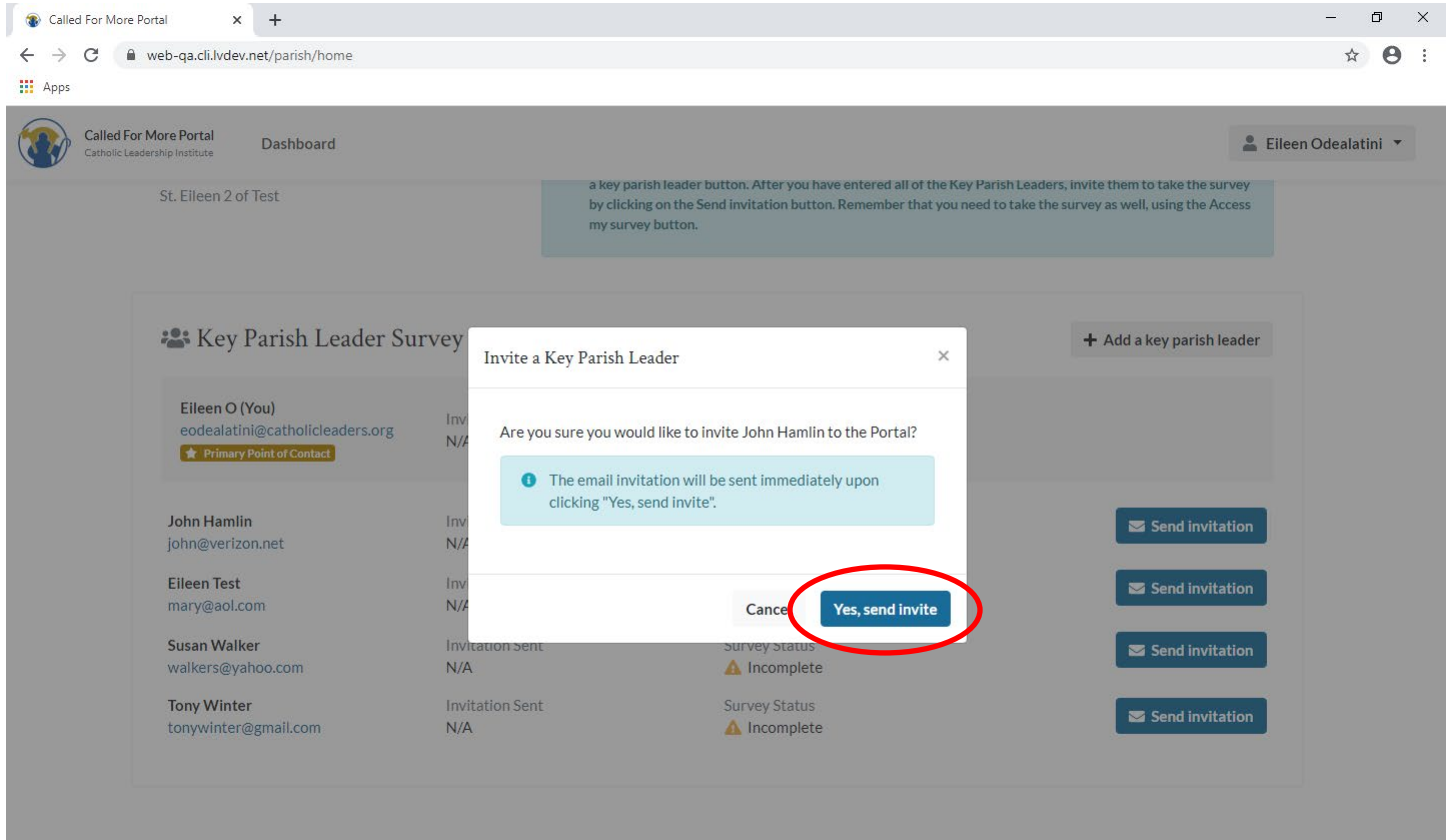
Click on Yes, send invite. A message will pop up saying "Invitation sent". Repeat for all of your Key Parish Leaders.

Complete the Survey Yourself

Click on the <u>Access my survey</u> button on the right side of the screen. Answer the questions.

Note that there is a 3-step process for a user to complete/submit the survey:
1. Click on the <u>Complete section</u> button in the lower right corner of the screen
2. Type the word Complete in the box that appears
3. Click on the <u>Complete</u> button that appears

Parish Leader Survey

Your preferences about the church, community, and various topics

20m

Are you sure? ✕

You are about to complete this section.

You will not be able to make changes after marking it completed. Type "COMPLETE" to confirm this action.

Cancel   Complete

You have completed the **Key Leader Survey** section.
Click 'Complete section' to finish this section.

⚠ Once you mark this section completed, you will <u>not</u> be able to make changes later.

Parish Leader Survey

Your preferences about the church, community, and various topics

20m

Are you sure? ✕

You are about to complete this section.

You will not be able to make changes after marking it completed. Type "COMPLETE" to confirm this action.

COMPLETE

Cancel   Complete

You have completed the **Key Leader Survey** section.
Click 'Complete section' to finish this section.

⚠ Once you mark this section completed, you will <u>not</u> be able to make changes later.
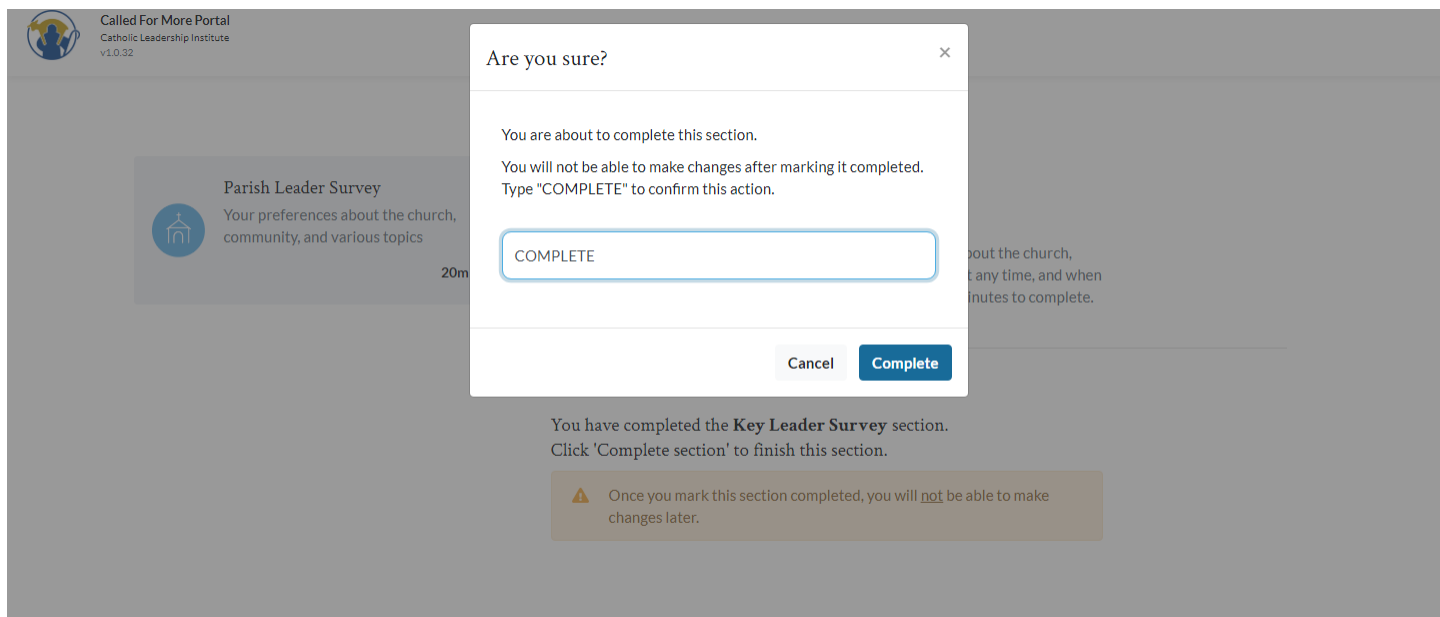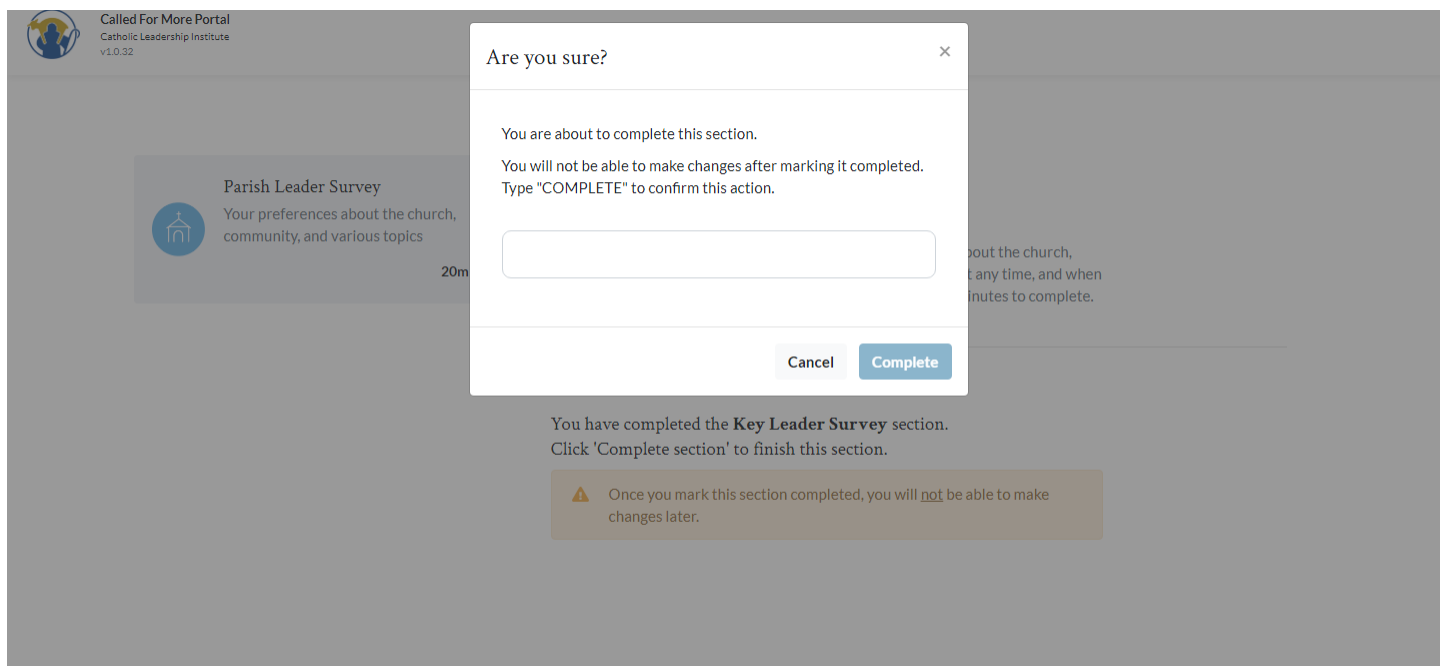
PPOC of More Than One Parish

If you are the Parish Primary Point of Contact for more than one parish, you need to create a roster of Key Parish Leaders <u>for each parish</u> and take the survey yourself <u>for each parish</u>.

To access additional parishes, you click on your name which is displayed in the upper right side of the screen. When you click on your name, you will get a drop-down list of the parishes for which you are the PPOC. Select the appropriate parish.

Checking on Key Parish Leaders Completion of Survey

To check if all of your Key Parish Leaders have completed the survey:

Log into the Called For More Portal

On the screen that displays, you will see a list of the Key Parish Leaders you invited.

If the Key Parish Leader has completed, you will see the word "Complete" in the "Survey Status" column
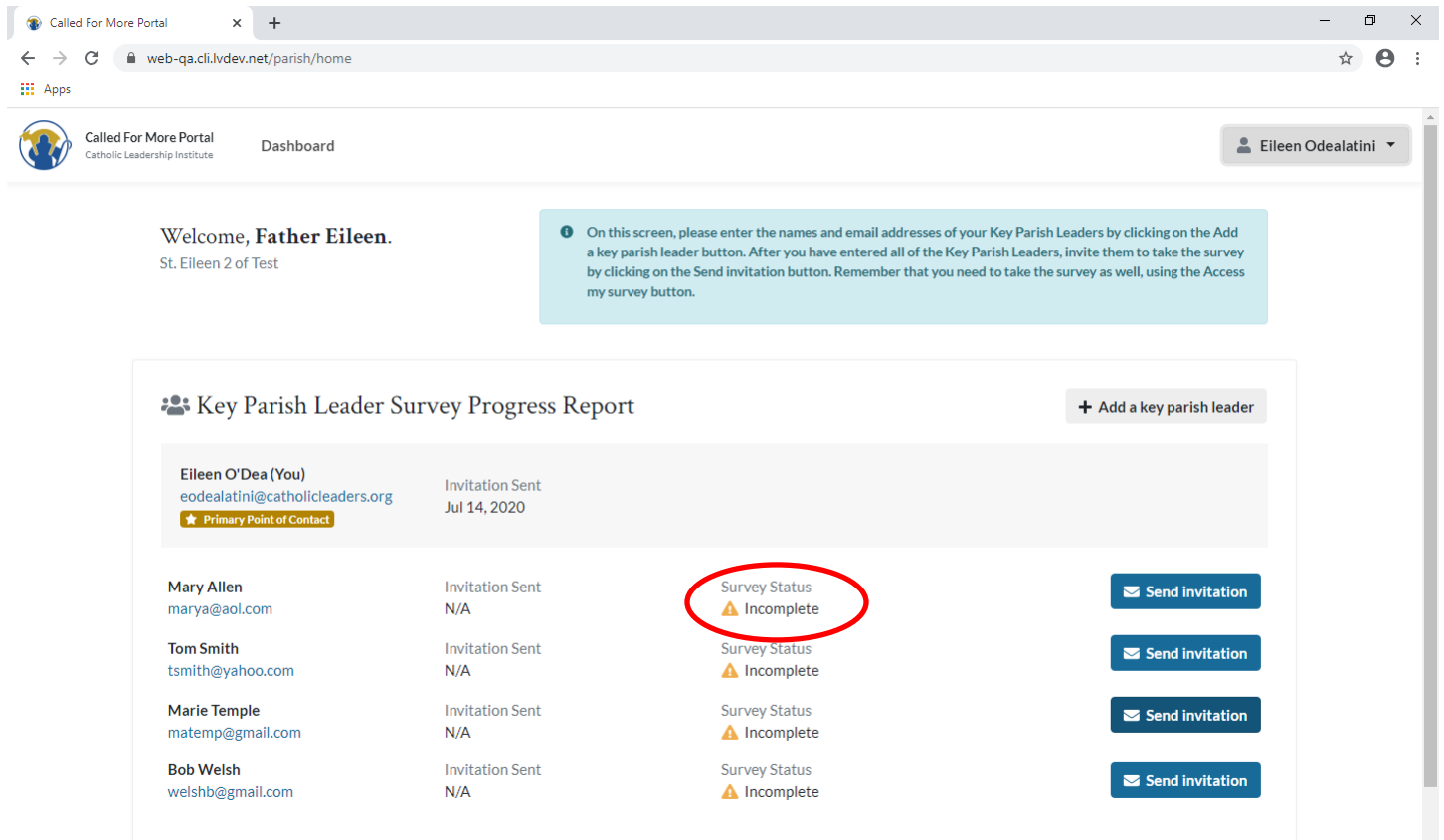
Reminding Key Parish Leaders to Complete Survey

Key Parish Leaders will automatically receive email reminders to complete the survey.

If you see that they are not completing, you should follow up with them with a phone call or email.

Logging Out of the Called for More Platform

To log out of the system, you click on your name which is displayed in the upper right side of the screen and click on Log out.

Questions Users Might Have/Issues You May Encounter

Question Number 22

This question is a two-part question. If you answer No, the second part does not display. If you answer Yes, the second part displays.

Survey Won't Load

If the survey won't load, it may be because of the Internet Browser you are using. You should use one of the following: Microsoft Edge, Google Chrome, Mozilla Firefox (or Safari on a Mac or Apple device).

Survey Won't Advance to Next Question

Some questions require you to rank each individual selection uniquely. This means you cannot repeat numbers and you can't leave an option blank. See below for an example.

11. Of all the things you might take away from a homily, rank in order of importance what you want the most: (1 being the highest rank)

	1	2	3	4	5	6
Joy	○	●	○	○	○	○
Hope	○	○	●	○	○	○
Truth	○	○	○	●	○	○
Relevance	○	○	○	○	●	○
Knowledge	○	○	○	○	○	●
Call to Action	●	○	○	○	○	○

Incorrect Email Address for Key Parish Leader

If you discover you have sent the survey to an invalid or incorrect email address, you can add the individual again with a new email address. If you have any issues, contact onlinesupport@catholicleaders.org

Changing Answers After Submitting

Answers cannot be changed after they have been submitted.

Deleting a Key Parish Leader

If you need to delete one of the Key Parish Leaders you selected, reach out to CLI at onlinesupport@catholicleaders.org and they will delete the entry.

Can My Answers Be Connected to Me?

The answers to the Key Parish Leader Survey are anonymous.

Questions/More Information? Contact CLI at onlinesupport@catholicleaders.org

DISCIPLE MAKER INDEX QUICK START GUIDE (Called for More Participants)

1. Once you have set up your username and password, log in to the Catholic Leadership Institute Portal at https://portal.catholicleaders.org
2. After logging in you will see a screen with a blue background with a white box, asking you to navigate to either your Called for More or Disciple Maker Index dashboards.
   a. A priest user will see "Priest CFM" or "Priest DMI," while Parish Primary Points of Contact options will be represented with your Parish Name followed by "**CFM**" or "**DMI**."
   b. **If you are assigned to multiple parishes you will see an option for each parish.**
3. To navigate to your Disciple Maker Index dashboard, where you can view your schedule, access the survey link to share with parishioners, and print paper copies, select the "DMI" Option.
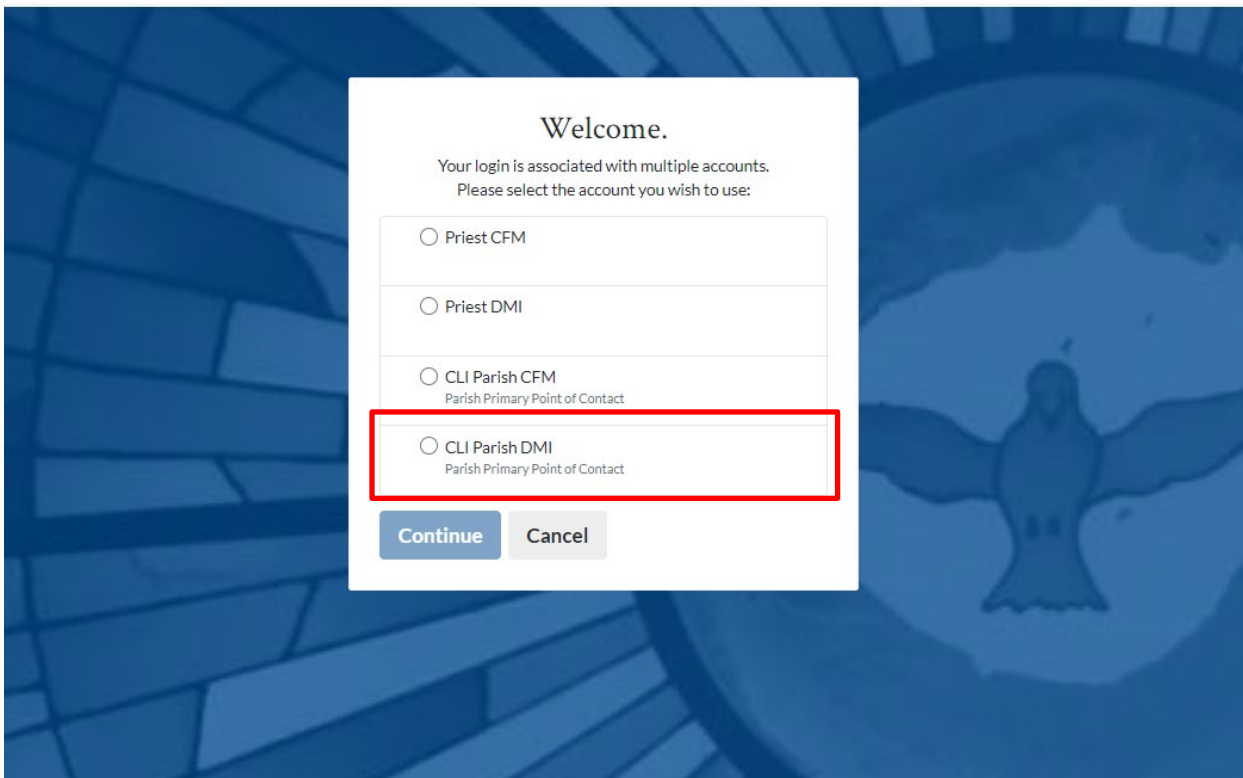
4. Once on your Parish DMI Dashboard, you can view your **Parish Roadmap**, which contains Key Dates including Survey Open and Survey Close dates, the **unique link** you will share with parishioners to take the survey, options for **printing paper surveys**, and the ability to **add planning team members**.

5. Your **Parish Roadmap** contains key dates to remember.
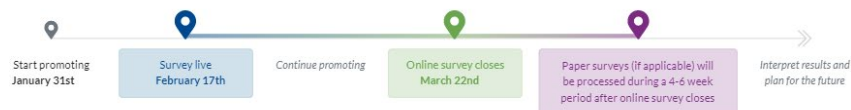
6. Your **unique survey link** can be found on this dashboard. Copy this link to paste it into your bulletin announcements, emails, or web page and social media posts to invite parishioners to complete the survey. (This link will not be active until the Survey Live date as seen on the Roadmap.)

Survey Access

Copy this link to share your DMI Survey:

https://portal.catholicleaders.org/dmi/survey/dcy7t1cy79

📋 **Click to copy**

7. **To print paper copies to** distribute to parishioners, click on "Download Paper Surveys" which can be found directly below the unique link. The survey is available to be taken in 17 different languages. Click on the blue download icon to the right of your preferred language to access the language you want to print copies of.

CLI Parish

Parish Profile   Data Snapshot   Key Parish Leaders   Priests   Survey Results   Heatmap   DMI

◀ Go to DMI Dashboard

Access Paper DMI Surveys

Choose from available DMI Survey languages below, then print the downloaded file(s) to distribute paper surveys to your parishioners.

Burmese (Unicode Version)	🔽	Chinese (Simplified)	🔽	Chinese (Traditional)	🔽
English	🔽	French	🔽	French (Canadian)	🔽
Haitian Creole	🔽	Italian	🔽	Kinyarwanda	🔽
Kirundi	🔽	Polish	🔽	Portuguese (Brazilian)	🔽
Portuguese (EU)	🔽	Spanish	🔽	Swahili	🔽
Tagalog	🔽	Vietnamese	🔽		

Catholic Leadership
INSTITUTE
Disciple Maker Index Survey

Diocese:	Diocese of Saginaw
Parish:	CLI Parish
Pastor:	Mike School

Dear Parishioner,

Thank you for participating in the Disciple Maker Index survey. This survey will provide you the opportunity to reflect on your own spiritual growth and provide feedback on the efforts of the parish to help you grow.

The survey should take you between 10-15 minutes to complete. Please do not skip questions unless instructed to do so. Please note that your responses are kept confidential. Your parish and Catholic Leadership Institute will not have access to individual survey responses.

We thank you again for your participation in this important initiative!

9. While not needed for initial set up, as you get closer to receiving a consultation about your survey results, you have the opportunity to add individuals in your parish who you would like to be a member of your "Planning Team." These individuals will be invited to view the results & reporting once it is available to the parish. To add Parish Team, first click on "Planning Team" in the DMI Set up on the left side of the screen.

10. On this screen, you can type in between 3 and six team members. You'll need their full name, email, and select the role which is the best fit their role in the parish.

Planning Team

It is important to build your team to ensure success. You should add at least three, and up to six, team members. We suggest having this team in place for reviewing your results, but you can skip this step for now and complete it later.

Build Team

Choose three to six people to help make this project a success.

Full Name	Email Address	Role	
Tim Test	testtim@gmail.com	Select a role ▲	🗑
		Parish Staff	🗑
		Parish Administrator	
		Volunteer	
		Other	🗑

+ Add another team member

Skip this step for now >

11. Hit the blue "next" button on the bottom of the screen, and then you will have the option to send the invites. Once reporting is complete, they'll receive an email with the link to access the dashboard.

Key Parish Leaders Survey
V5.22.2020

About You

1. How many years have you been a member of the parish?

   Year(s):

2. How many different pastors have you experienced during your time as a member of the parish?
   Number of Pastor(s):

3. How many different parish-based ministries or parish-based organizations have you participated in during your time as a member of the parish? (select one)
   - 0-3
   - 4-6
   - 6-10
   - 10+

4. For how many of those ministries did you serve in a leadership position?
   Number of Ministries:

5. Of all the below factors that might have drawn you deeper into the life of a parish, **check 3** that have been the most influential **in your history** with the parish: (check 3)
   1. Relationship with the pastor(s)
   2. Relationship with other parishioners
   3. Parish-hosted or sponsored retreats
   4. Parish-hosted social events
   5. Parish-organized service and outreach to the community
   6. Parish-supported faith sharing opportunities (e.g. small groups, bible study)
   7. Celebration of the Eucharist
   8. Hospitality and welcome
   9. Prayer and worship (outside of Mass)
   10. Parish care and support for life events (e.g. death/illness, weddings, family issue)

6. Of all the below factors that might keep someone connected in the life of a parish, **check 3** that are most influential in your **current experience** with the parish: (check 3)
   1. Relationship with the pastor(s)
   2. Relationship with other parishioners
   3. Parish-hosted or sponsored retreats
   4. Parish-hosted social events
   5. Parish-organized service and outreach to the community
   6. Parish-supported faith sharing opportunities (e.g. small groups, bible study)
   7. Celebration of the Eucharist
   8. Hospitality and Welcome

9. Prayer and Worship (outside of Mass)
10. Parish care and support for life events (e.g. death/illness, weddings, family issue)

7. I encourage community service in my parish because: (rank in order, 1 being the highest rank)
   - Jesus calls us to serve the poor
   - It builds community
   - It creates an opportunity for encounter

8. What is the Mass time you most frequently attend at your parish on the weekend? Please indicate day and time. (Example Saturday 5:00pm or Sunday 10:30am).

   Mass Day:
   Mass Time:

About Leadership

9. If you could only select 5, which of the following expectations of a pastor for **your community** would be **most** important**:** (check 5)
   - Providing spiritual direction/counsel
   - Providing pastoral care
   - Preaching homilies
   - Teaching the faith
   - Forming your people
   - Promoting Stewardship
   - Raising money
   - Managing staff and volunteers
   - Managing finances
   - Managing Catholic Schools
   - Overseeing care for the facilities
   - Setting Vision and Direction
   - Celebrating the sacraments
   - Modeling personal prayer life
   - Empowering service and outreach to the poor

10. Of the 5 expectations you selected from the last question, rank in order the following expectations of a pastor for **your community** that would be **most** important**:** (1 being the most important)

11. Of all the things you might take away from a homily, rank in order of importance what you want the most: (rank in order, 1 being the highest rank)
    - Joy
    - Hope
    - Truth
    - Relevance
    - Knowledge

- Call to Action

12. Besides the pastor and any other priests in the parish, who is the most visible staff member at the parish? (list 1)

    Staff Member:

13. The most important role of the Pastoral Council is: (select 1)
    - Representing the parish community
    - Serving as an advisor to the pastor
    - Creating and Implementing the parish strategy

14. A bishop wears many hats. Rank the importance of each: (rank in order, 1 being the highest rank)
    - Spiritual shepherd to the faithful
    - Spiritual father to priests
    - Guardian of the faith
    - Voice of social conscience
    - The Chief Executive of the Diocese

About the Parish

15. All parishes have opportunities for growth. If you could **only select 3 of the following things** that the parish needs more of, which would they be: (check 3)
    1. More young people involved
    2. More money for parish needs
    3. More volunteers participating in ministries
    4. More lay involvement in decision making and leadership
    5. More clarity on parish vision, direction, and goals
    6. More transparency
    7. More paid professional staff
    8. More catechesis on Church teaching
    9. More inclusive spirit and welcome
    10. More contemporary forms of worship
    11. More traditional forms of worship
    12. More savvy communication strategies

16. In your opinion, what is **the most important ministry** in your parish today? (list 1)

    Parish Ministry:

17. Rank in order of importance the following priorities for your parish: (rank in order, 1 being the highest rank)
    - Education and Formation
    - Service and Outreach
    - Evangelization and Discipleship
    - Governance and Stewardship
    - Sacraments and Worship

18. Rank **the community values** that would best describe the culture of your parish community. (rank in order, 1 being the highest rank)

- Prayerfulness
- Parish Traditions
- Stewardship
- Social Justice
- Family Focused
- Diversity and Inclusion
- Service and Outreach
- Sharing the Faith with others

19. Which would best describe your assessment of the financial health of the parish? (select 1)
    - We are usually in the black but never complacent
    - We hold our own but there's not a lot of room for extras
    - We've had some ups and downs and are shooting for stability
    - We are consistently struggling to meet our financial needs
    - I don't know enough to answer this question

20. Which would best describe your assessment of the physical shape of your Church building? (select 1)
    - Lots of Beauty! Recently renovated and/or really-well maintained
    - Lots of Character! Really nice structure and "bones" but needs some normal cosmetic renovation or improvement
    - Lots of Work! Really nice structure and "bones" but has significant deferred maintenance and needs a lot of cosmetic and structural improvements.
    - Lots of Memories! The Church has a lot of deferred maintenance and isn't the most welcoming or attractive of spaces.

21. Which would best describe your assessment of the physical shape of the other buildings and property outside the Church building (e.g. rectory, parking lot, parish center, etc)? (select 1)
    - Great! We have sufficient space for our needs and everything is in good shape
    - Good! We could use some more space and there are a few projects that need attending to, but it is well within the parish's reach
    - We make it work! Our current space limits us in our ministries and communities and we don't have sufficient resources to improve it at this time
    - Help! We need significant work to continue to make this a welcoming and fruitful place for our community

22. Is there a school connected to your parish?

    YES   NO

NOTE: THIS QUESTION APPEARS ON SAME SCREEN IF PERSON SELECTS "YES":
If yes, please select the phrase that best describes the relationship between the school and the parish from your perspective? (select 1)
    - Of one mind and heart! I think our parish families and school families consider themselves one in the same and there is excellent integration between the two.
    - Of one heart! There are some distinct "school families" and "parish families" but everyone believes in the importance of the school.

- Of one mind! We share space and resources but as our parish changes, there seems to be a need to build a stronger bridge between the school families and the parish families
- Of one space! Most of the families in the school don't belong to the parish and they really are two different communities.

23. What is your most preferred method of bringing others closer to Christ? (select 1)
- One-to-one conversation
- Leading by example
- Going door to door to invite others
- Being visible in the community

24. To what degree do you think your parish needs to change in order to best fulfill its mission in the next 5 years. (select 1)
- In a really good place right now and need to do more of what is working
- On the right track and need some minor tweaks
- Getting a little complacent, time to look toward the future
- Need to shake things up significantly now

25. In what areas do you think change is most needed? (check all that apply)
- Education and Formation
- Service and Outreach
- Evangelization and Discipleship
- Governance and Stewardship
- Sacraments and Worship

26. The following are 5 real life parish purpose statements. Pick the statement that most closely aligns with the primary mission of your parish. (select 1)
- To become family to one another in Jesus. Through education, evangelization, charity and service, we are called to use our diverse gifts to grow together and encounter Jesus in word and sacrament.
- To become one in Christ as a community of fervent disciples, who listen attentively for the guidance of the Holy Spirit, and who lovingly embrace Jesus present in the poor, the alienated, and the spiritually hungry.
- To embrace our evangelizing zeal and rich traditions in order to nurture and inspire others to passionately live out their Catholic faith.
- To proclaim Christ through prayer, worship and evangelization. We are committed to sharing our gifts and resources through works of charity and service, acts of peace and justice, and respect for the earth and all creation, with special care for children and all those in need.
- In the unity with the Holy Spirit, to foster a love for the liturgy which encourages compassion for people, inspires holiness, and nurtures an intimate relationship with our Lord, Jesus Christ."