



# EPISCOPAL CHURCH IN CONNECTICUT

PARTICIPATING IN GOD'S MISSION

## **ONLINE PARISH SURVEY – SECTION AND QUESTION OVERVIEW**

*Note: The first time you work on the survey, you must submit the entire survey at the end of the last page (complete the required portions and at least click through each page). Afterwards, when you log back in, you can make edits and submit the updated survey with the link at the bottom of any page.*

**There are ten sections, an overview of content is below to help you determine if additional information is needed before completing any of them.**

### **Section 1 Parish Information**

This section gathers basic parish information

- Name of parish or worshipping community (as you prefer it listed in directories, which could vary from the name in the login)
- Address line (mailing and street)
- Email (primary and other)
- Phone (main, secondary, and fax)
- Website address
- Social Media (type, and URL, to list up to six social media accounts)
- Note: Clergy in charge info is collected separately from the survey

### **Section 2 Elected Leadership**

This section seeks names and contact info for each of these positions: Wardens (two), Treasurer, Clerk, Vestry member (up to 12), Convention Delegate (two), and Convention Alternate (two):

- Name
- Address (three lines, with city, state, zip)
- Email (primary and other)
- Phone (primary and other)

In addition, position title is also requested for each Warden (e.g. Senior Warden, Co-Warden, Property Warden, etc.)

See the policies for how this information might be used and will be protected.

### Section 3 Staff & Volunteers

This section seeks information about your staff and other non-elected leaders. See the policies for how this information might be used, and will be protected. For each position listed, and any that you add that are specific to your community, not listed, it asks:

- Name
- Position name
- Email address
- Type (volunteer, employee, contract)
- Hours/week (1-19, 20-29, 30+)

The survey acknowledges that many parishes/worshipping communities may have only a few of the positions listed while others have even more. It also acknowledges that you may use different actual position titles. Find the one closest, and use the space provided to enter that specific title. See the policies for how this information might be used and will be protected. The list includes:

- Acolyte Contact
- Adult Christian Formation Director
- Altar Guild Chairperson
- Bible Study Contact
- Bookkeeper/Financial Secretary
- Buildings & Grounds Chairperson
- Church School Director (Children & Youth)
- College Student/Young Adult group
- Communication assistant/Specialist
- Episcopal Church Women Contact
- Eucharistic Ministers Contact
- Eucharistic Visitors Contact
- Finance Committee Chairperson
- Hospitality Committee Chairperson
- Lay Readers Contact
- Lead Usher
- Men's Ministry Contact
- Music Director/Choirmaster
- Newcomers/Welcoming Committee Chairperson
- Nursery/Preschool/Daycare Director
- Organist/Musician
- Outreach Chairperson
- Parish Administrator
- Pastoral Care Committee Chair
- Parish Historian/Archivist
- Sexton
- United Thank Offering Contact
- Verger Contact
- Women's Ministry Contact
- Youth/Children's Choir Director
- Youth Ministry/Program Leaders
- (add additional)

### Section 4 General Information

- Do you have a cemetery? (Yes/No)
- Do you have a memorial garden? (Yes/No)
- Do you have a nursery school or preschool or daycare on your premises? (Yes/No)
- Have you conducted a Safe Church audit in the prior year?
- What languages are spoken during worship, other than English?
- What languages are spoken by parishioners, other than English?
- If you have open loan account with outside financial service providers (more than one can be listed) (this information is requested by the Canon for Mission Finance & Operations)
  - What is the Lender Name? What is the balance? What is the repayment date?

## Section 5 Memberships & Partnerships

This section asks the following:

- Are you a partner in the Consortium of Endowed Parishes (CEEP) (Yes/No)
- Are you a partner in the National Association of Episcopal Schools (NAES) (Yes/No)
- Do you have any Global Anglican Partnerships (within the Anglican Communion). If yes:
  - Name of (partner) organization; Province; Diocese; and Parish Partnership Lead Name, Phone, and email
- Do you have any Episcopal Church Partnerships (within The Episcopal Church). If yes:
  - Name of (partner) organization; Province; Diocese; and Parish Partnership Lead Name, Phone, and email
- Do you have any Interfaith or Ecumenical Partnerships (as part of or separate from a Ministry Network). If yes:
  - Name of (partner) organization; Parish Partnership Lead Name, Phone, and email
- Does your parish/worshiping community participate in a Ministry Network? If yes:
  - Ministry Network Name
  - (add more Ministry Network names if more than one)

## Section 6 Parish Ministries

This section asks if you have any ministries in certain categories, then within those categories, asks you for the name of the ministry and a contact name, number, and email address. You can have more than one ministry in each category. You may also have a ministry that falls outside of these categories, which you can add. The categories are taken from the Episcopal Asset Map, of Episcopal Relief and Development, so that they can be integrated at some point in the future.

### Ministry Categories

- Advocacy/Social Justice
- Aging, Health, and Well-Being
- Career/Education
- Children/Youth
- Care for Creation/Environment/Community Gardens
- Donation Coordination/Distribution
- Economic Development
- Food Pantry
- Immigration Services
- Meal Programs
- Mission Trips/Partnerships
- Prison Services
- Shelter/Housing
- Add another category

*Within each category:*

- Ministry Name, and contact for that ministry: Name, Email, Phone #

## Section 7 Groups

This section asks you to check the box for all the groups/sponsored groups that meet at your church facilities. Add additional groups if needed. Many items are from the Episcopal Asset Map of Episcopal Relief and Development. The list includes:

- Alanon
- Alcoholics Anonymous
- Boy Scouts
- Brotherhood of St. Andrew
- Choir
- Christian Formation Offerings
- Daughters of the King
- Education for Ministry
- Episcopal Church Woman
- Gamblers Anonymous
- Girl Scouts
- Girl's Friendly Society
- Habitat for Humanity
- Integrity Chapter
- LGBTQ Affinity Group
- Men's Group
- Narcotics Anonymous
- Overeaters Anonymous
- Preschool/nursery school
- Union of Black Episcopalians
- Young Adult Group
- Add another group

## Section 8 Property Assets

This section asks you to check the box for all the property assets that apply. The information will be used for disaster response planning only (for ECCT as well as with Episcopal Relief and Development) and will not be included on public directories.

- Gymnasium
- Backup power/generator
- Garden Space
- Shower facilities
- Facility has the ability to house volunteers overnight
- Facility has a disaster response plan

## Section 9 Facility Capacity for Hosting Meetings

This section has many detailed questions that will let meeting organizers know your capacity for hosting meetings. The information will be made available to the event organizer working with the bishops as well as to Region Missionaries

### Parking

- Number of parking spaces (0-24, 25-49, 50-99, 100+)

### Seating :

- Parish Hall seating capacity (tables and chairs) (0-48, 49-80, 81-120, 120+)
- Sanctuary seating capacity (0-99, 100-199, 200-299, 300+)

#### Kitchen amenities (all yes/no)

- Refrigerator
- Standard oven/stove
- Microwave oven
- Full commercial kitchen setup
- Dishwasher
- Meal preparation surfaces

#### Breakout Room/Classroom seating

Indicate how many rooms you have that can hold up to a certain number of people (without counting rooms twice): Up to 6 people; up to 12 people, up to 20 people, more than 20 people

#### Bathroom stalls

Indicate how many bathroom stalls your facility has that are:  
Female stalls; male stalls; gender-neutral stalls

Indicate if there are changing/baby care tables in bathrooms

#### Ease of Access

Indicate the number of accessibility-compliant:  
parking spaces; building entrances; and bathroom stalls

#### Internet access

- Does the parish complex have wired internet access (Yes/No)
- Does the parish complex have wireless internet access
  - If yes, it is available in the primary meeting space? (Yes/No)
  - If yes, it is available in the sanctuary (nave)? (Yes/No)

#### Air Conditioning

- Is the parish hall/large meeting room air conditioned? (Yes/No)
- Is the church sanctuary air conditioned? (Yes/No)
- Are the classrooms/breakout rooms air conditioned? (Yes/No)

### **Section 10: Additional**

- Optional (open-ended text box): Are there other important parish annual events or traditions that you want your bishops and ECCT staff to know about? (Note: This information is not for publication.)