

Note To Facilitator

We are delighted that your congregation has been nominated for participation in the *Romans 12 Project*. This project seeks to identify vital congregations that embody the Wesleyan model of being and forming disciples. We hope to learn from each congregation and then to distribute that information throughout The United Methodist Church in practical and meaningful ways so that others might learn as well.

Your congregation was nominated by church leaders (bishops, district superintendents, or others) based on one or more of the following criteria:

- J Clarity around the mission and vision of the congregation.
- J Practice of spiritual disciplines both corporately and individually.
- J Nurture of growth in discipleship through mutual support and accountability.
- J Cultivation of intentional and mutual relationships with the most vulnerable the poor, children, the imprisoned, the powerless.
- J Consistent concern for inviting people into relationship with Jesus Christ, combined with wise practices for initiating them into the Body of Christ.
- J Connectional relationships that facilitate participation in God's mission of global transformation.
- J Shared clergy and lay leadership.

To learn more about the project go to www.gbod.org/congregational/romans12.

Our next step is to gather information about each nominated congregation and we need your help. Your role as facilitator is multifaceted and essential for ensuring this stage of the process is successful.

1. Be our primary point of contact.

If your pastor hasn't already done so, please send us your contact information (full name, address, email and phone) either by email (clatona@gbod.org) or by completing and mailing in the enclosed small response postcard. We will be communicating with you primarily by email.

2. Invite 25 congregants to participate in the online survey.

These 25 people should reflect the age, gender and ethnic diversity of your congregation (including your pastor(s), staff, administrator of survey and you). Please use the *Romans 12 Facilitator's Survey Participant Record* to track for diversity and completion. We need at least 17 of these people to participate in order to consider your self-study valid. You will invite them using the enclosed 25 large postcards that contain information about the project, your congregation's identification number and the survey website. Before distributing the postcards, you'll need to do two things

- œ **Place a label** with your congregation's ID number in the blank space on the back of the postcards.
- œ **Write in your contact information** on these postcards on the lines provided, before distributing them.

3. Share the story of your congregation's role in the *Romans 12 Project* as it unfolds.

Spread the news via newsletters, announcements or whatever means you feel appropriate. We've enclosed "Announcement Options" that you may use or modify to better suit your purposes. Following the survey process, a few nominated congregations will be selected for follow-up interviews. If your congregation is among them, you will either continue to serve in the capacity as facilitator OR you will help select a new facilitator for that stage of the process.

If there are people in your congregation who don't have Internet access or people who need the survey translated into another language, you may want to ask someone with good typing skills and/or translation skills to serve as a data entry person. We have enclosed instructions and a paper version of the survey for the data entry person's use.

Thank you in advance for agreeing to perform this very important role. If you have any questions, please don't hesitate to contact us using the information provided below.

Place a congregational ID # sticker here:

Romans 12 Project Facilitator's Survey Participant Record

Facilitator's Name: _____ Congregation's Name: _____

Use this form to help you keep track of who received a **Romans 12 Project** survey postcard and to check that those participating represent various types of diversity within your congregation. Don't forget to invite yourself and pastor(s)! Please fax a copy to **240-371-0078** once you have completed all but the last column of this chart. We will send you periodic updates of who has completed the survey and will also provide you with reminder emails to forward as needed.

1.	Name	Email	Phone (xxx)xxx-xxxx	Age*	Gender	Ethnicity	Years at Church*	Postcard (J)	Complete (J)
2.				Y YA M O	M F				
3.				Y YA M O	M F				
4.				Y YA M O	M F				
5.				Y YA M O	M F				
6.				Y YA M O	M F				
7.				Y YA M O	M F				
8.				Y YA M O	M F				
9.				Y YA M O	M F				
10.				Y YA M O	M F				
11.				Y YA M O	M F				
12.				Y YA M O	M F				
13.				Y YA M O	M F				
14.				Y YA M O	M F				
15.				Y YA M O	M F				
16.				Y YA M O	M F				
17.				Y YA M O	M F				
18.				Y YA M O	M F				
19.				Y YA M O	M F				
20.				Y YA M O	M F				
21.				Y YA M O	M F				
22.				Y YA M O	M F				
23.				Y YA M O	M F				
24.				Y YA M O	M F				
25.				Y YA M O	M F				

* We seek a distribution of ages: Youth (13-18), Young Adult (19-30), Mid-Adult (31-55) and Older-Adult (55 & older). We also would like participants to represent a broad range of experience in the congregation, not just in terms of ministry area, but also in terms of longevity with the congregation.



Romans 12 Congregation Announcement Options

Our Congregation Has Been Selected As A Romans 12 Project Nominee!

This GBOD project seeks to identify vital congregations that embody the Wesleyan model of being and forming disciples. We hope to learn from each congregation and then distribute that information throughout the United Methodist Church in practical and meaningful ways. Our congregation was nominated by United Methodist church leaders (bishops, district superintendents and others) based on one or more of the following criteria:

- J Clarity around the mission and vision of the congregation.
- J Practice of spiritual disciplines both corporately and individually.
- J Nurture of growth in discipleship through mutual support and accountability.
- J Cultivation of intentional and mutual relationships with the most vulnerable: the poor, children, the imprisoned, the powerless.
- J Consistent concern for inviting people into relationship with Jesus Christ, combined with wise practices for initiating them into the Body of Christ.
- J Connectional relationships that facilitate participation in God's mission of global transformation.
- J Shared clergy and lay leadership.

All nominated congregations are being asked to provide congregational information via an on-line survey. We need 25 men, women, youth, young adults, newcomers and long-timers to take a 60-90 minute online survey. These answers will inform the **Romans 12 Project** team as they look for trends, patterns and stories among those nominated congregations. If you are interested in participating in this online survey, please contact (INSERT FACILIATOR'S NAME AND CONTACT INFORMATION)

We Are Looking for 25 Windows into Our Congregation's Life

Our congregation was nominated by United Methodist church leaders (bishops, district superintendents and others) to be a part of the GBOD's **Romans 12 Project**. We need 25 men, women, youth, young adults, newcomers and long-timers to take a 60-90 minute online survey. If you are interested in participating in this online survey, please contact (INSERT FACILIATOR'S NAME AND CONTACT INFORMATION).



Romans 12 Project Facilitator FAQs

How long does the *Romans 12 Survey* take to complete?

The *Romans 12 Survey* takes 60-90 minutes to complete. The timeline from the time of notification of a congregation's nomination until the last representative has taken the survey takes from 4 to 6 weeks.

- § 1-2 weeks to invite, select and distribute post cards to representatives
- § 2-3 weeks for people to take the online survey
- § 1 week to follow up with those who need extra reminding and/or support

Who takes the survey?

You may choose to make an open invitation to the entire congregation. This will reveal those who care deeply about the church who you may not have known about. Combine this with intentional recruitment that samples the diversity of your congregation - by age, ethnicity, gender, length of membership and involvement. A diverse sample reveals the complete reality of your congregation's vitality. The most accurate results come from a diverse sample of 17-25 people.

Can more than 25 people take the survey?

You may have up to 30 persons take the survey. We have found that more than 30 people can skew the results. As your congregation's *Romans 12 Project* facilitator, you perform several important tasks: explaining the *Romans 12 Project*, recruiting members to take the survey and serving as the point of contact between the GBOD project team and your congregation.

How will our answers be used?

The *Romans 12 Project* team at the GBOD will collect your congregation's answers and look for trends within your congregation and among all those congregations who were nominated for consideration in the *Romans 12 Project*. Anything we learn from this study which we believe will be of value to other congregations and leaders within The United Methodist Church will be shared in practical and meaningful ways. Individual congregation's names will not be used without obtaining permission. Each congregation that participates in the survey will receive a copy of their survey data at some point during the study.

What if some of the congregational representatives don't have internet access?

We recommend recruiting a data entry person who is a fast and accurate typist and who enjoys spending time on the computer. We have included a "Note to the Data Entry Person" and paper version of the survey if they choose to use it

What if some of the congregational representatives don't speak English well enough to make their answers useful?

Please contact us at clatona@gbod.org and we can discuss the best way to proceed, given your context. Some people assign a Translator/Data Entry person who translates the questions and inputs the answers in English. Others choose to have us provide a translation of the questions and have the Translator/Data Entry person only translate the open-ended questions into English.