

GENERAL APPENDIX



The following questionnaire, The Parish Profile Inventory (PPI), is placed at the end of the entire book rather than after a specific chapter, since it is referred to in several chapters. The PPI was developed by Hartford Seminary for use as a general study instrument for congregations and, at the time of this writing, has been used in some 200 congregations for a variety of purposes, including program evaluation, needs assessment, planning and, especially, pastoral search consultants.

Two recently developed, shorter versions of the PPI, more tailored for particular uses, are available, one specifically designed for pastoral search processes, the other for planning. The longer, general instrument is included here because of its relevance to the four dimensions of the congregation discussed in this handbook.*

*Further information about the PPI is available from the Center for Social and Religious Research, Hartford Seminary, 77 Sherman Street, Hartford, Conn. 06105.

Parish Profile Inventory

The purpose of this questionnaire is to help your church think about its present life and plan for the future.

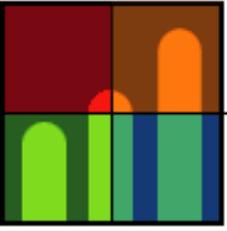
Simply check the appropriate box or supply the required information as indicated. When answering questions with a limited number of choices, please choose the answer that comes *closest* to the right answer for you, even if it does not fit perfectly. Unanswered items reduce the usefulness of the inventory.

Please, do not sign your name on the questionnaire. We want to guarantee that your individual answers will be held in strictest confidence.

In some cases, more than one person in a household will receive an inventory. That is the way it is supposed to be, and it is important for each person to work independently and complete separate questionnaires. You will receive instructions from your church on how to return your inventory. If you misplace these instructions, you may use the address printed on the back cover.

Feel free to share any comments or concerns you have about the inventory. Space is provided on the back for that purpose, and for sharing any additional information about your church that you think would be helpful.

Thank you for your cooperation. We hope you enjoy filling out the questionnaire, and that in addition to assisting your church, you may find it a helpful means of reflecting on your faith and the meaning of your church experience.



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Church Assessment Inventories

Each year, churches across the country of every denominational grouping use Hartford Institute's church assessment inventories. These assessment questionnaires are the Church Planning Inventory, the Parish Planning Inventory, and the Pastoral Search Inventory. All three questionnaires include items dealing with tasks of the church, organizational processes, congregational identity, church facilities, and member's backgrounds. Each of the three, however, is designed for specific purposes.

The Church Planning Inventory

This instrument (with 180 items) is designed for congregations engaged in a general planning process. It focuses most specifically on church programs.

The Parish Profile Inventory

This survey (with 101 items) is a short version of the Church Planning Inventory. It contains only a few items not found in the Church Planning Inventory.

The Pastoral Search Inventory

This form (with 125 items) replicates the Parish Profile Inventory but includes additional items focusing on what the congregation seeks in its ministerial leadership. It is designed for congregations looking for a new minister.

To order any of these inventories, or for additional information, call (860)509-9543, email at mross@hartsem.edu or write: Hartford Seminary, Hartford Institute for Religion Research, 77 Sherman Street, Hartford, CT 06105. Questionnaires are shipped via UPS one or two days following receipt of your order.

The cost of inventories is as follows:

Church Planning Inventory

.40 per blank questionnaire
2.50 per questionnaire tabulated
75.00 Administrative fee

Pastoral Search Inventory

.30 per blank questionnaire
2.25 per questionnaire tabulated
75.00 Administrative fee

Parish Profile Inventory

.30 per blank questionnaire
2.25 per questionnaire tabulated
75.00 Administrative fee

The cost for tabulating questionnaires includes a \$75 administration 

fee plus a charge for each completed and returned questionnaire of \$2.50 for the Church Planning Inventory and \$2.25 for the Parish Profile or the Pastoral Search Inventories.

Tabulation takes three weeks from the day that the completed questionnaires are received in our office.

Additional information about the Inventories:

LARGE CHURCHES SAVE MONEY BY SAMPLING

Unless there are reasons why everyone in your church should receive a questionnaire (such as a conflict situation), we suggest that churches larger than 300 members save money by distributing the questionnaire to a sample of members rather than the entire congregation. This is because the percentage of questionnaires returned affects the accuracy of results much more than the number of questionnaires returned. Thus the time, energy, and money of large churches are more effectively spent on obtaining a high return rate than on securing a large number of completed questionnaires.

We recommend that churches of less than 300 persons distribute questionnaires to everyone, those with 300 to 350 distribute to three-fourths of the congregation, those with 450 to 700 to one-half of the congregation, those with 700 to 1000 to one-third of the congregation, and those with more than 1000 to one-fourth of the congregation.

HOW TO DRAW A SAMPLE

Drawing a true random sample of your members is a laborious task. Thus we recommend the following practical and quite acceptable method. First make a "clean" list of members and active non-members who are over age 15, live in the area, and who are physically capable of filling out the questionnaire. This can be based on a family address list if it lists each family member. (Remember, you are sampling individuals, not families). Flip a coin to determine whether to start with the first or second person on the list. If the sampling fraction is $\frac{3}{4}$, send a questionnaire to the starting person and the next two persons, skip one name, send to the next three, skip one, and so on through the entire list. Use similar methods for other sampling ratios.

DISTRIBUTION AND RETURN OF QUESTIONNAIRES

Many congregations distribute the questionnaire along with a cover letter and a return envelope already stamped with first class postage. The cover letter should stress the importance of a high return rate and describe the projected uses of the questionnaire results. The letter should also include clear instructions telling people how, and by what date, they should return the completed questionnaires to your church. You should allow three to four weeks for people to return completed questionnaires. Some churches ask respondents to put their name on the return envelop but not on the questionnaire. This allows the church to contact non-respondents with a reminder after a week or two. Announcements and reminders in bulletins, newsletters,

and from the pulpit are very important. Remember, the accuracy and usefulness of your results is heavily affected by your rate of return.

ASSISTANCE IN INTERPRETATION

Occasionally Hartford Institute staff have consulted with individual congregations (both in person for local churches and by phone or in writing for distant congregations) regarding the patterns within and implications of their survey findings. This service is negotiated on a case by case basis with individual Institute staff members for an addition fee.

CENSUS DATA ON YOUR COMMUNITY

Since many churches are heavily influenced by their surrounding community, we optionally provide churches with reports describing the demographic and economic characteristics of their community. These reports, based on data from the Census Bureau, include information on the number of persons by age, race, education, occupation, employment status, and sex, number of households by household income, and number of housing units by housing value, monthly rent, occupancy, and rented/owned. These reports include both current information and future projections. The reports can be customized to include only persons and households within a particular zip code, several zip codes combined or within a radius of several miles from a particular street or highway intersection nearest your church. The census reports allow you to compare the characteristics of your congregation with the characteristics of persons in your community.

Zip code reports cost \$25. (When requesting reports based on radius be sure to specify the state, the county, the city or township, the names of the streets or highways that intersect nearest your church, and the radius (in miles). We are unable to use street address numbers or building addresses, such as the name of a shopping mall.) 

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