

INSTRUCTIONS TO RUN THE ATTENDER *survey*

For leaders of worship services or activities at each local church site or Mass centre

Dear church leader,

These Site Instructions are to be used at the church site or location shown on the day your attenders complete their surveys.

* If this local church has multiple sites or locations, see **Survey Coordinator's Guide** for the full list.

Site: [Church Name for a given site or location will appear here]

Church Code for this site or location

[Your Church Code]

DO SURVEY TOGETHER TO GET BEST RESULTS

1. BEFORE

Choose your Survey Day

1. **Choose** a Survey Day or Week that suits your church.
2. **Prepare** the NCLS Church Code PowerPoint slide.
3. Get the **Display Poster** or **Invitation Video** (optional).
4. Have enough **paper Attender Surveys** (including any non English translations) for this site
5. Arrange enough **blue or black pens** (not pencils).

For Display Poster, PowerPoint slide, Video, & other resources, go to:
2026ncls.org.au/administer

**Your church will have ordered
paper surveys, online
surveys, or both.**

attendersurvey.ncls.au

childsurvey.ncls.au

2. COMPLETE SURVEYS

On your Survey Day

1. **Set aside 20 minutes** to run the survey at the beginning, midpoint or end of your gathering.
2. **Distribute** Attender Survey forms (or have on seats before the service).
3. **Display your NCLS Church Code** prominently.
4. Display the **website links** for those who will use their device for the online survey.
5. **Play 'Survey Day Video' OR read out instructions.**
6. After 20 minutes, **instruct attenders:**

See over for
instructions
to read out.

"Please hand in your completed survey form and reply slip. If you have not finished, please stay behind at the end of the service to complete the survey. Thank you."

7. **Collect** all completed paper surveys and reply slips into an Attender Survey Collection Envelope and **return them** to your church's Survey Coordinator.

MAKE SURE PEOPLE DON'T MISS OUT

3. FOLLOW UP THOSE NOT PRESENT

The survey is to help build a picture of the life and health of your church. If any regular attenders in your faith community missed out on Survey Day, then arrange for them to fill in a paper or online survey afterwards. Give them a copy of the same instructions.

SITE INSTRUCTIONS

Both paper and online survey forms are available.

To complete the Attender Survey and Child Survey online, go to:

attendersurvey.ncls.au

childsurvey.ncls.au

For 8 to 15 year olds

INSTRUCTIONS TO READ ALOUD OR SEND TO PEOPLE

"Thank you for taking part in the 2026 National Church Life Survey along with hundreds of thousands of others. The Survey is a chance to review our church's qualities as we look to the future.

Afterwards we will receive our own church results.

- *This is a voluntary, anonymous and confidential survey.*
- *Most people complete it within 15 to 20 minutes.*
- *Choose one response for each question unless it states otherwise.*
- *Do not fill in a second form if you have already completed one.*
- *Not all survey forms are exactly alike. There are many issues being covered.*

Download this from
[2026ncls.org.au/
administer](https://2026ncls.org.au/administer)

Paper: On the paper survey, please fill in our NCLS Church Code at the top right corner.

Online: Go to attendersurvey.ncls.org.au and enter our NCLS Church Code.

- Click 'Finish' before you share your device with someone else.
- To stay in touch with NCLS Research or sponsors, provide contact details on the optional Reply Slip.

When you have finished, please keep your survey jacket. Return your survey form and reply slip separately to your Survey Coordinator. It will be sealed in the Attender Survey Confidential Collection Envelope.

For more information about the National Church Life Survey and the research team, go to 2026ncls.org.au."

Special instructions related to 16 and 17 year olds for the **ATTENDER** survey

The Attender Survey is optional for everyone. It has been designed for young people aged 16 & 17 to complete, alongside adults. Hearing from them about their church experience is valuable, demonstrates respect, and the risks are estimated as low.

People who know the young person well may consider that some 16 or 17 year olds do not have the capacity to take part. Please make the Parent/Carer Information & Consent Sheet available to parents and carers. If consent is withdrawn, do not give a survey to the young person.

If a parent or carer has not indicated a view, but a senior local leader believes a 16 or 17 year old does not have the capacity to participate, we recommend they are still invited to complete a paper survey. Later, attach a note to the survey before returning to NCLS Research so it can be processed accordingly.

CHILD survey for 8 to 15 year olds

If your church ordered Child Surveys for attenders aged 8 to 15, they will be in your Survey Kit. They can be completed alongside the adult Attender Survey, or in an activity for children or youth.

Parents must give written consent before surveys are given to children to complete.

For detailed instructions:
Please read the Child Survey Instructions or go to 2026ncls.org.au/child-survey.

Please provide an alternate activity for any children not taking part in the survey.

A 'Young Children's Activity Sheet' is available to download at 2026ncls.org.au/child-survey