Church Assessment Setup Instructions

Growing Young Assessment Supporting Materials

Overview

The following pages provide printable instructions for how to set up your church assessment, *after you have purchased the appropriate version of the assessment*.

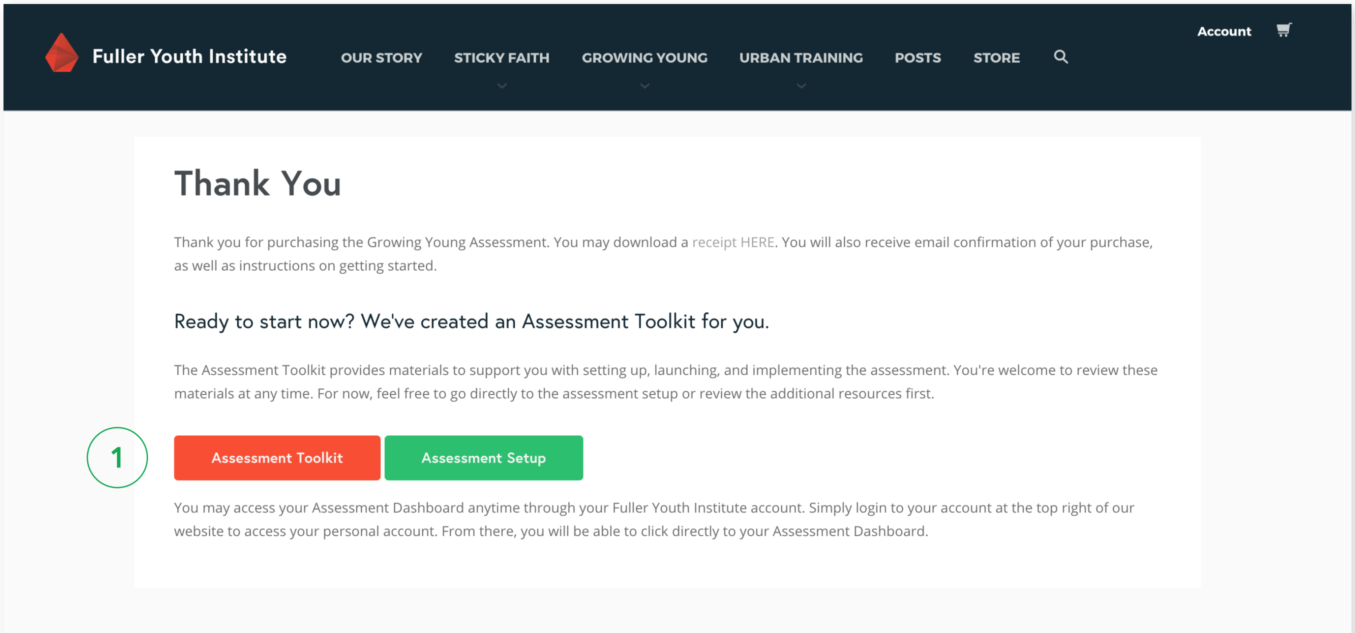
http://fulleryouthinstitute.org/assessment/individual/toolkit

The instructions that follow assume you are setting up a church assessment, though the setup for the team and individual versions is similar (in fact, the individual assessment is much shorter and skips several steps explained here). No matter what version of the assessment you're setting up, you should find the following instructions a helpful reference point.

If at any point you get stuck, please contact our team at:

fyi@fuller.edu | 626-584-5580.

After purchasing the appropriate version of the assessment, you'll be directed to a page that looks like the following:



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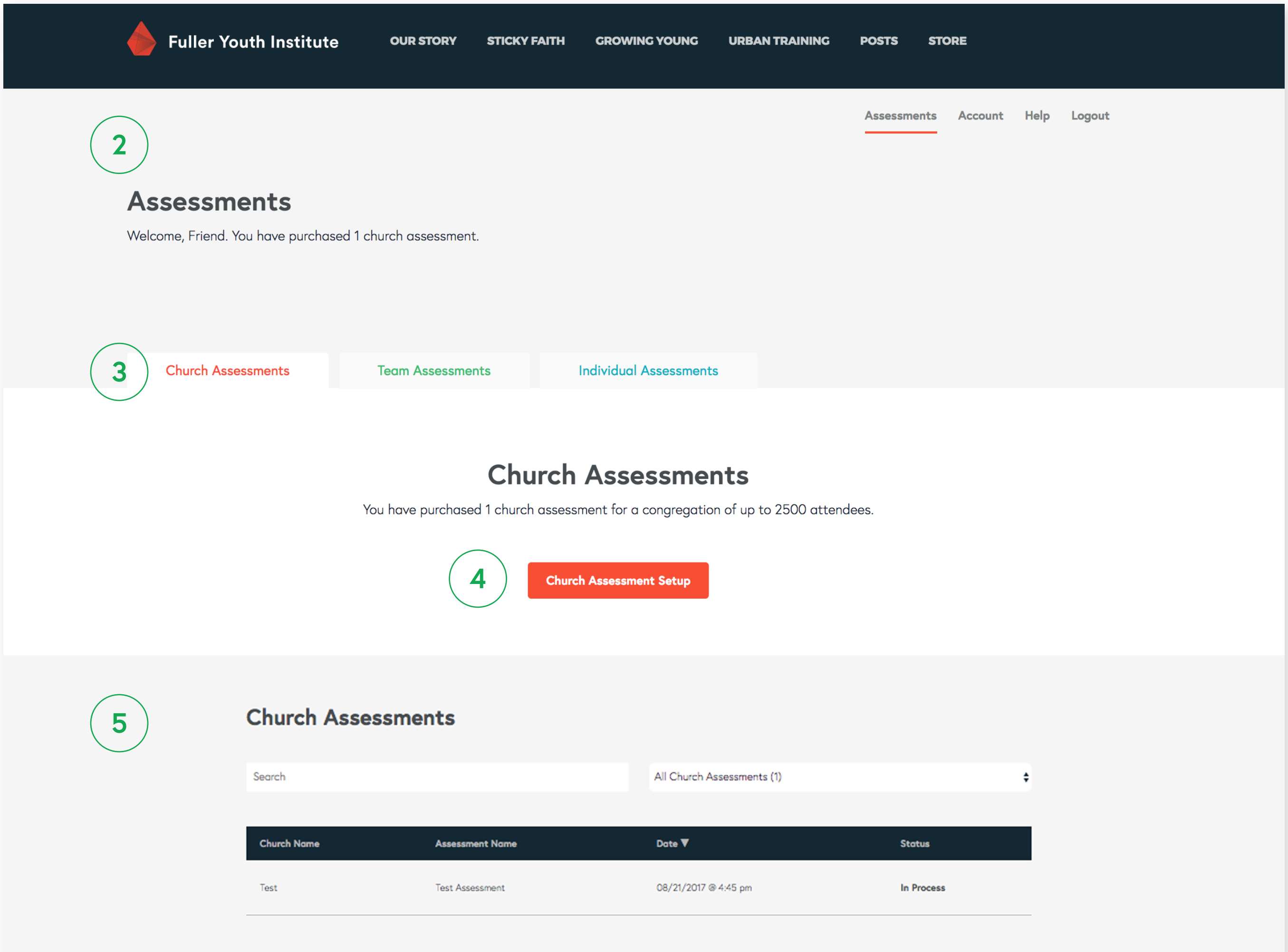
1 Even if you decide to go directly to the “Assessment Setup” and get your assessment started, we strongly recommend that once your assessment is set up you review the materials available in the “Assessment Toolkit.”

These tools include:

- An execution timeline to plan your assessment process from setup to inviting your congregation to running team meetings to announcing the results of your report.
- Bulletin inserts, announcement slides, and a video to share the assessment with your congregation.
- Team discussion guides to get the most out of your assessment results
- And much more!



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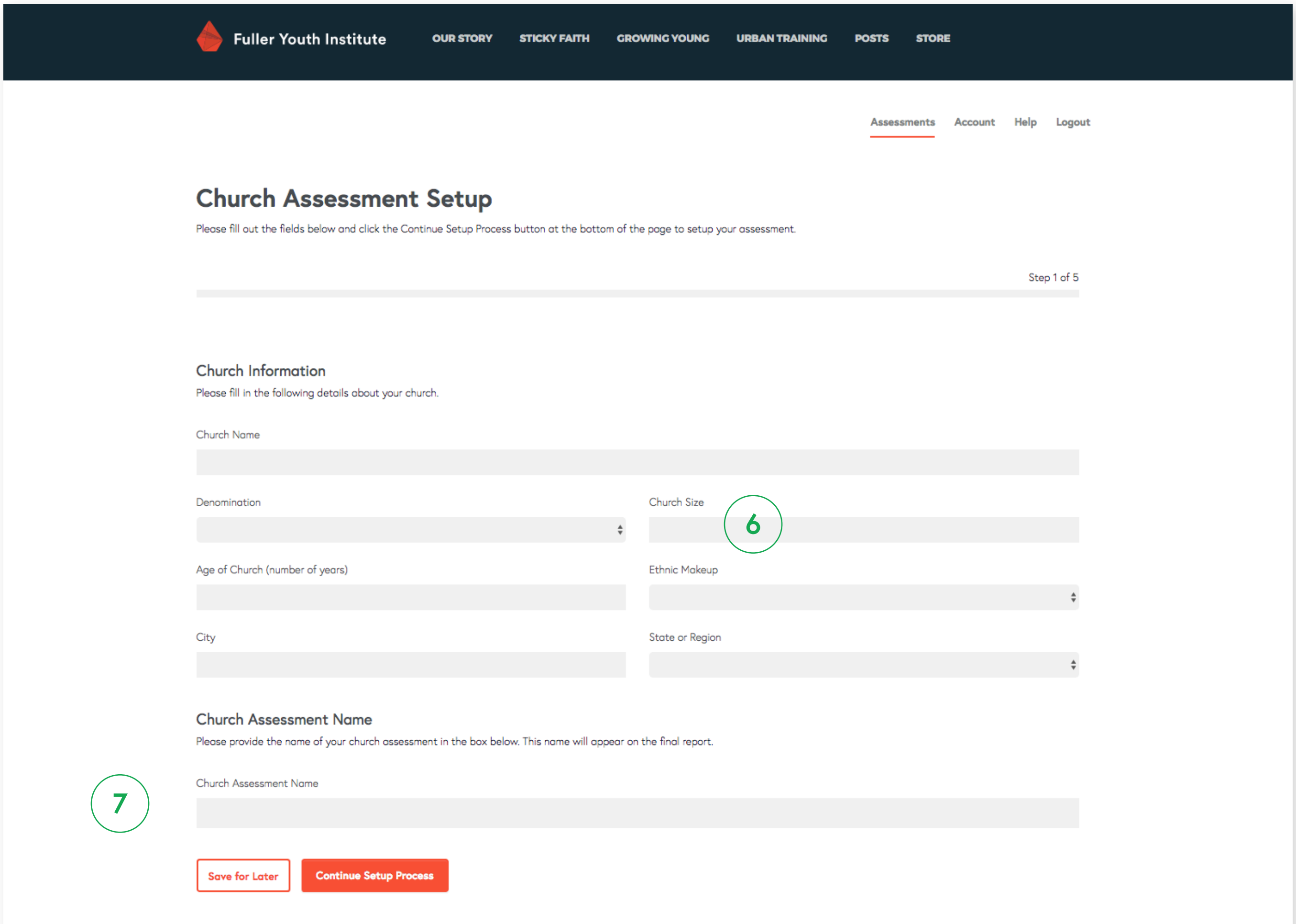
2 This page is your assessment dashboard and can be used to access information about any assessments you have completed, purchased but have not set up, or have in process.

3 If you have purchased or completed an individual, team, and/or church version of the assessment, you can view the details of that assessment by clicking each of these tabs.

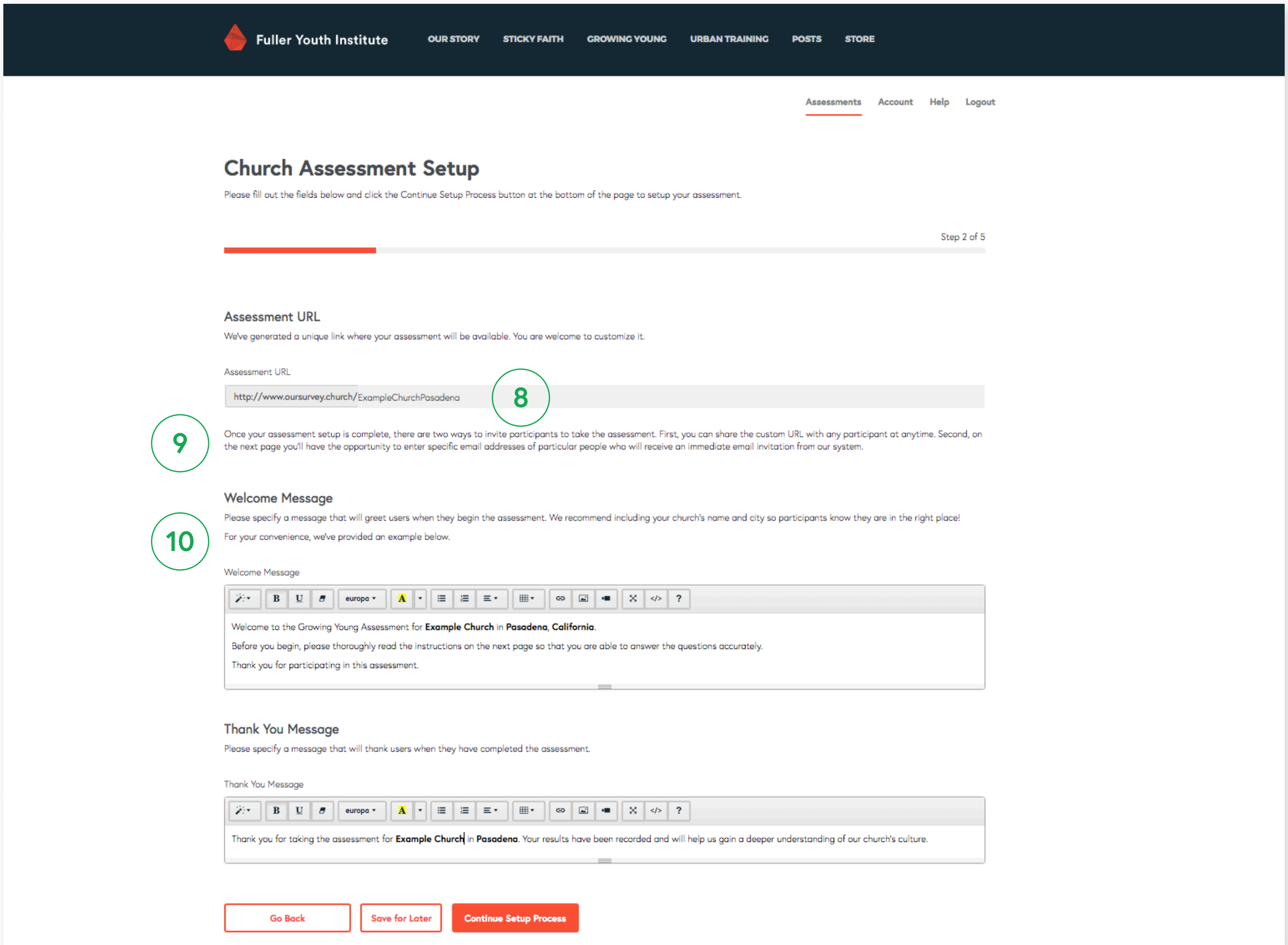
4 Once you are ready to begin setting up your assessment, please click “Church Assessment Setup” to proceed to the first step.

5 The area below will reflect any church assessments you have purchased and/or completed to date. If this is your first purchase, you will likely not see any information listed here. If you decide to retest your church 6-12 months from now and purchase a new assessment, you will be able to view the older assessment here.



6 Please provide number based on average attendance across all worship services and regular programming.

7 You may choose to keep the name of your assessment the same as the name of your church, or you can provide another unique name.

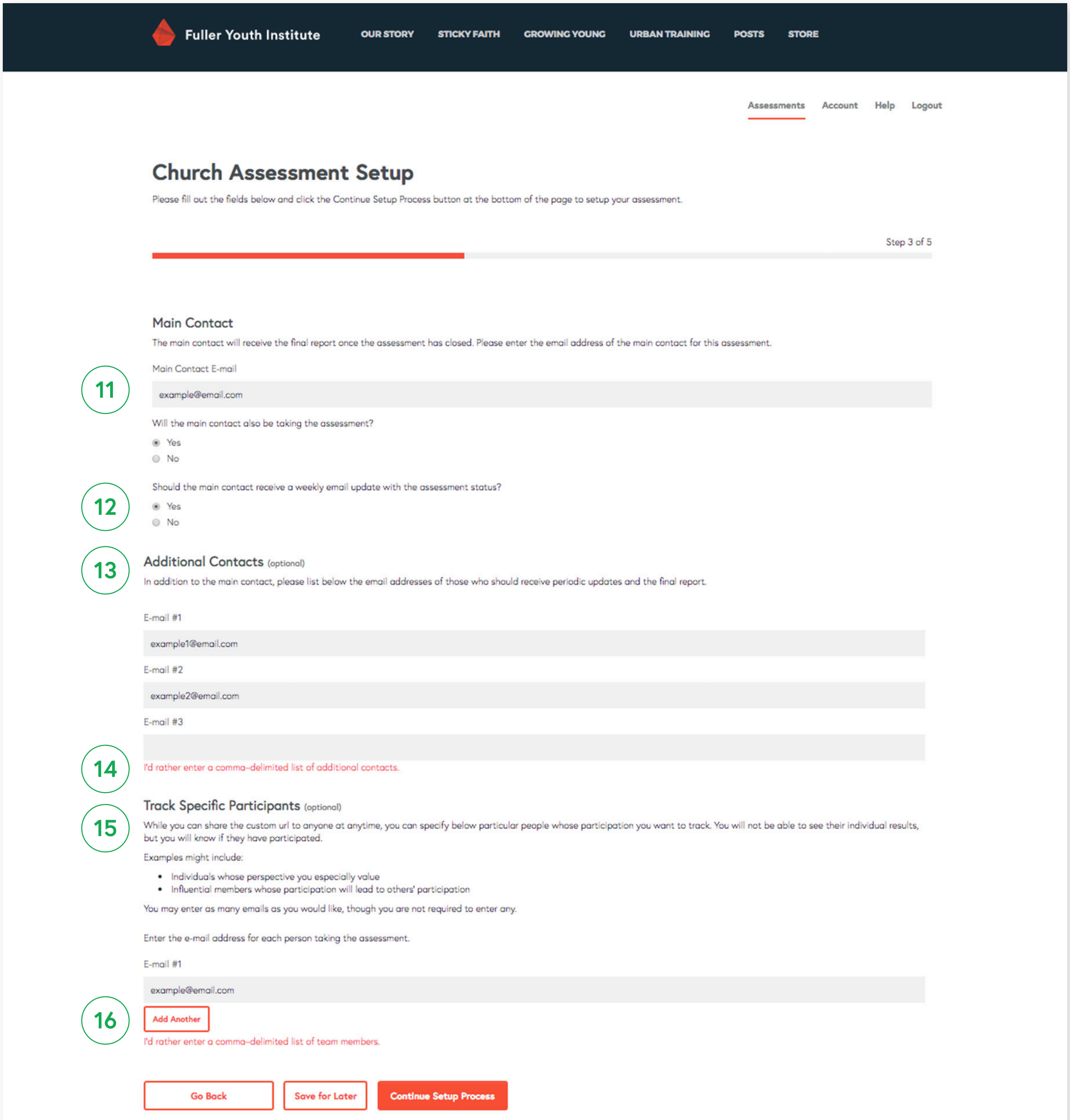


8. While you can create any customized URL for your assessment, we recommend keeping it as simple and memorable as possible. It is common that participants will misspell and/or forget complicated URLs.

9. We recommend you utilize a blend of both approaches for inviting people to take the assessment. We have found that the custom URL is effective for ensuring wide participation by sharing it in emails to your overall congregation, printing it in a bulletin or newsletter announcement, and other methods. Please be cautious when sharing on social media, as you only want to share the link with attendees (e.g. avoid sharing on any personal profiles).

   We have found entering specific email addresses (on the next page) is especially effective if there are individuals who you want to be invited to take the assessment before it is announced to the rest of your church. In addition, entering email addresses here allows you to track if these particular individuals have completed the assessment, and you can schedule automatic email reminders to be sent at specified times if these people do not complete the assessment.

10. Keep in mind participants will have other instructions to review in addition to your welcome message. We recommend a welcome message that is warm and personal, but also brief.



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Church Assessment Setup
Please fill out the fields below and click the Continue Setup Process button at the bottom of the page to setup your assessment.
Step 3 of 5
Main Contact
The main contact will receive the final report once the assessment has closed. Please enter the email address of the main contact for this assessment.
Main Contact E-mail
11
example@email.com
Will the main contact also be taking the assessment?
Yes
No
Should the main contact receive a weekly email update with the assessment status?
12
Yes
No
13
Additional Contacts (optional)
In addition to the main contact, please list below the email addresses of those who should receive periodic updates and the final report.
E-mail #1
example1@email.com
E-mail #2
example2@email.com
E-mail #3
14
I'd rather enter a comma-delimited list of additional contacts.
Track Specific Participants (optional)
15
While you can share the custom url to anyone at anytime, you can specify below particular people whose participation you want to track. You will not be able to see their individual results, but you will know if they have participated.
Examples might include:
Individuals whose perspective you especially value
Influential members whose participation will lead to others' participation
You may enter as many emails as you would like, though you are not required to enter any.
Enter the e-mail address for each person taking the assessment.
E-mail #1
example@email.com
16
Add Another
I'd rather enter a comma-delimited list of team members.
Go Back
Save for Later
Continue Setup Process

11 Chances are likely you are the main contact for this assessment. However, if you are setting up this assessment on someone else's behalf (such as your supervisor) you can include either your email or your supervisor's email. If you would like both yourself and your supervisor to receive the final report, please enter the additional email below in "additional contacts."

12 We provide the option for the main contact to receive a weekly email update so you'll know when it's time to end the assessment. This report will include information about how many people have participated in the assessment, as well as a demographic breakdown of participants.

13 You can also enter additional contacts who will receive these updates and the final report. If you are setting up the assessment for someone else, you can enter your email address or theirs here under "additional contacts." You might also consider entering email addresses of particular stakeholders who you would like to automatically receive periodic updates and the final report. You will also have the option to download your PDF report and send it to additional people once the assessment is closed.

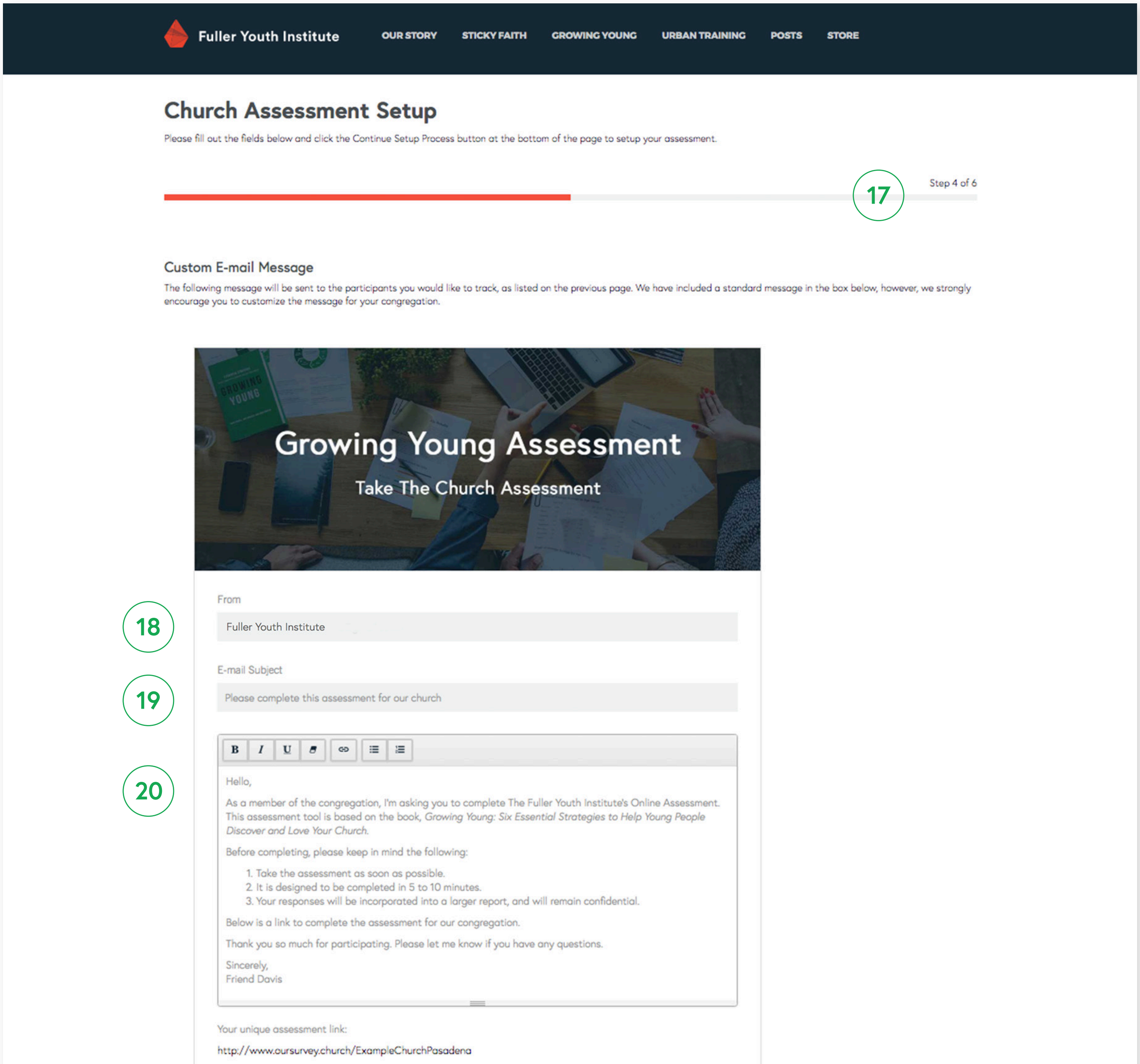
14 If you would like to specify a large number of people as additional contacts, please click on this red text and enter each email address, separated by commas (email one, email two, email three, etc.)

15 As a reminder, this is an OPTIONAL feature. There are two ways to invite participants to take the assessment. First, you can share the custom URL with any participant at any time. Entering email addresses here is the second way to invite participants.

When you enter someone's email address here, they will automatically receive an email invitation once the assessment is set up. From your assessment dashboard, you will be able to see if that person has completed the assessment. If they have not, you can automatically send them email reminders.

If you are utilizing this assessment with your entire congregation, we recommend inviting most people through the URL link. Then utilize this "Track Specific Participants" function with a smaller group (perhaps 5-20 people) who you want to be sure participates.

16 If you would like to specify a large number of people as specific participants to track, please click on this red text and enter each email address, separated by commas (email one, email two, email three, etc).



17 If you did not enter specific participants to track, please note that you will not see this step in your setup process.

18 Please note that the custom email will be sent by the Fuller Youth Institute. However, you can enter your own email as the "reply to" address. Please enter the email address of the person you would like to field questions about the assessment for your church.

19 If you choose to customize the email subject, please choose a subject that is likely to result in the email being opened and read by those in your church.

20 You are welcome to customize this text, though we recommend you consider retaining the instructions about how long the assessment will take and the fact that participant responses remain confidential.

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Church Assessment Setup

Please review this information before completing the setup process.

21

Step 5 of 6

Main Contact

The e-mail address of this team's main contact is: **example@email.com**

Edit

The main contact **is** participating in the church assessment.

The main contact **will be** receiving e-mail weekly assessment status updates.

The following people will receive updates throughout the assessment, including the final report via e-mail:

1. **example1@email.com**
2. **example2@email.com**

Team Members

You entered **1** team member's e-mail address. E-mails will be sent to each of the following people inviting them to take the assessment.

1. **example@email.com**

Custom E-mail Message

The following message will be sent from **Friend Davis <macypdavis@gmail.com>** in **HTML format** to each team member:

Edit

Hello,

As a member of the congregation, I'm asking you to complete The Fuller Youth Institute's Online Assessment. This assessment tool is based on the book, *Growing Young: Six Essential Strategies to Help Young People Discover and Love Your Church.*

Before completing, please keep in mind the following:

1. Take the assessment as soon as possible.
2. It is designed to be completed in 5 to 10 minutes.
3. Your responses will be incorporated into a larger report, and will remain confidential.

Below is a link to complete the assessment for our congregation.

Thank you so much for participating. Please let me know if you have any questions.

Sincerely,
Friend Davis

Your unique assessment link:

http://www.oursurvey.church/ExampleChurchPasadena

22

Scheduling Option

If you wish, we can send the e-mail for this assessment at a future time and/or date.

☐ Yes, please send the e-mail for this assessment at a future time and/or date

Send E-mail

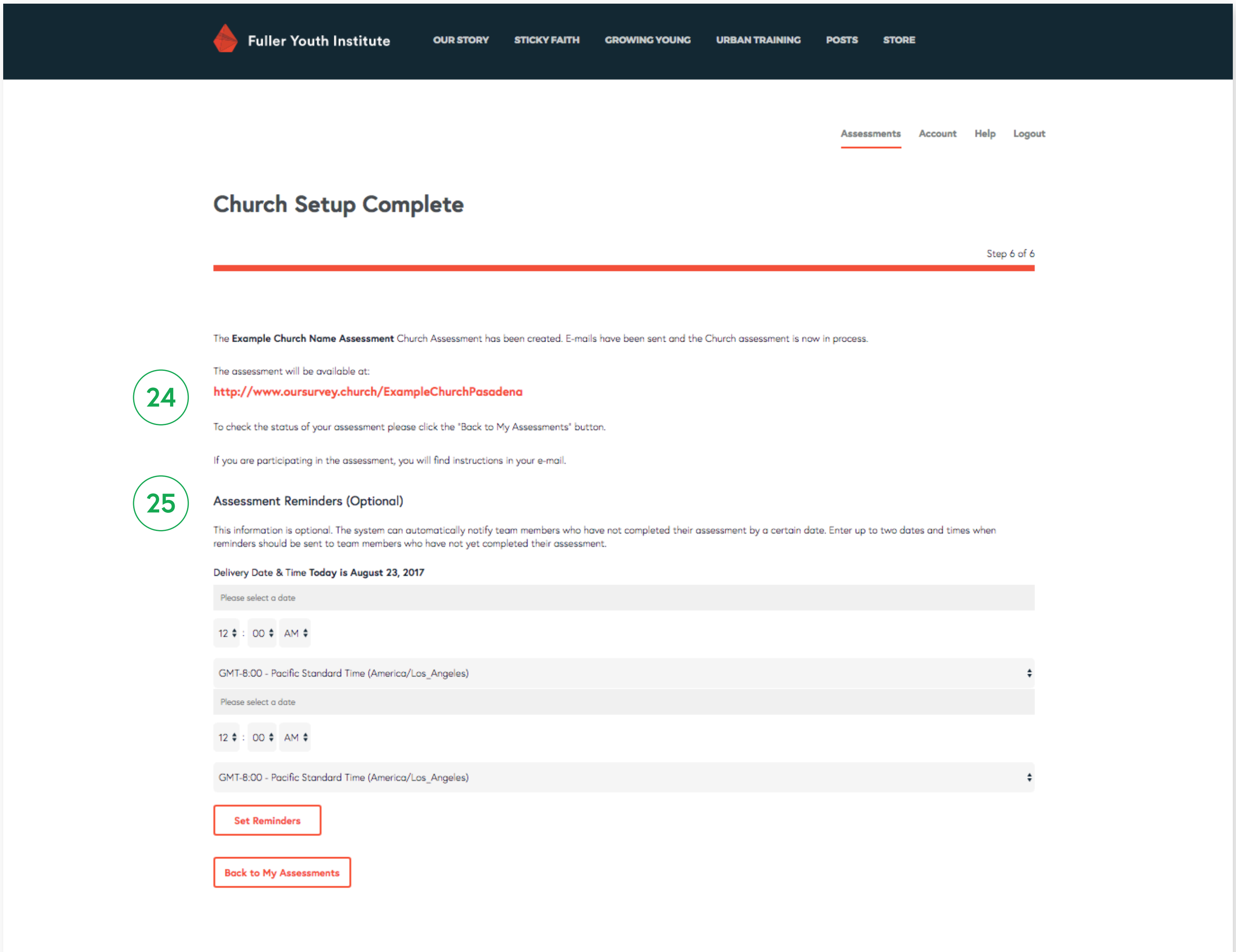
Once you click **Send Now** you will be unable to make any additional changes. Click **Save for Later** to come back and send the assessment at a later time. Click the **Go Back** button to make any necessary edits.

Go Back   Save for Later   Send Now   23

21 There is no new information to enter on this page. Simply confirm that all of the information you have entered is correct. If you notice errors, please click the appropriate “Edit” button or use the “Go Back” button at the bottom of this page to correct those errors.

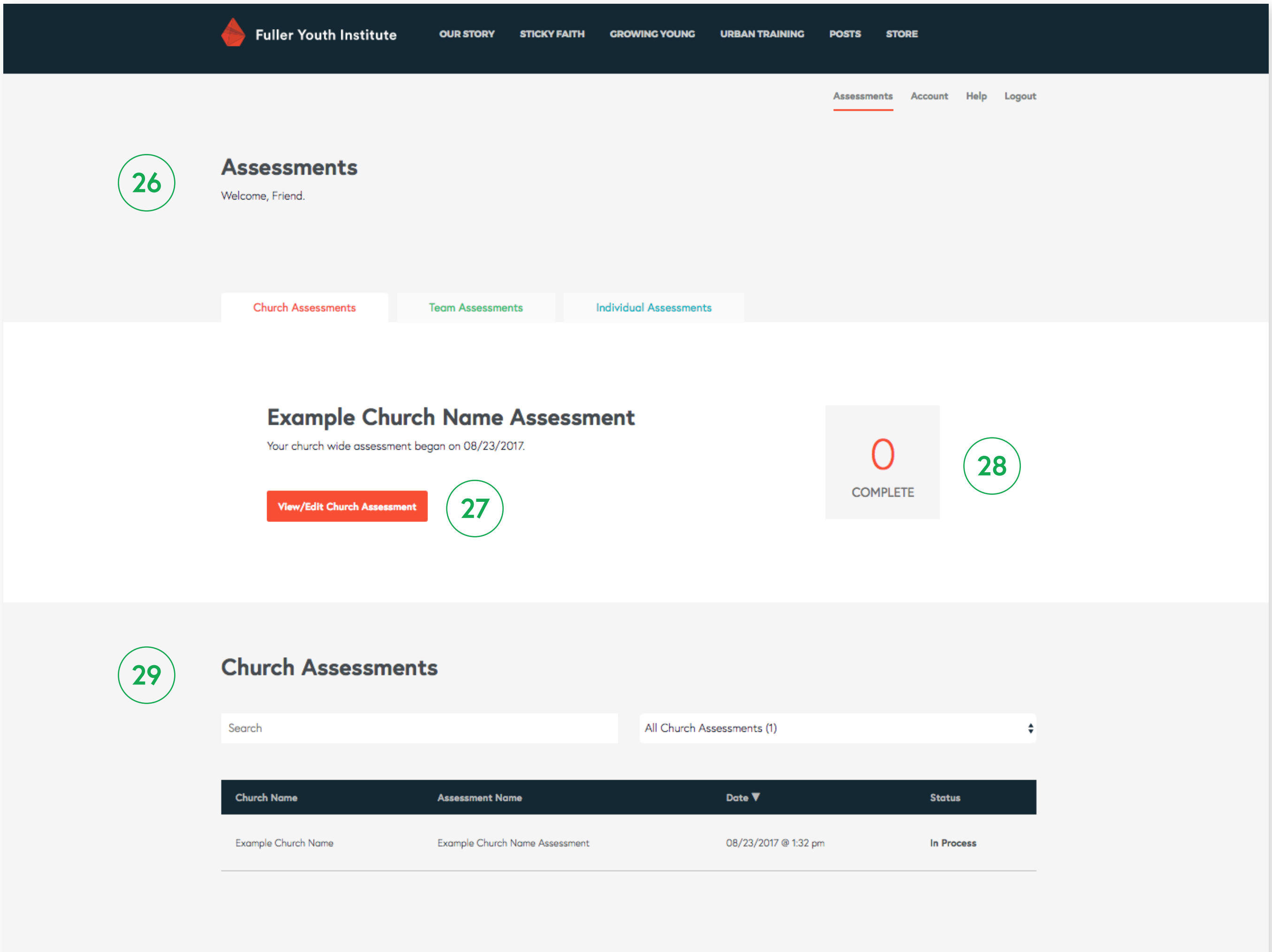
22 Once you click “Send Now” your assessment will be live and invitations will be sent to participants.

23 If you are NOT ready to invite participants now (perhaps you want to make an announcement about the assessment first, or for some other reason want to wait to invite people to participate), please use this feature to send the emails to the specific users you entered on the previous setup pages.



24 This is the live custom link for your assessment. You can now share it with participants at any time.

25 These reminder emails will be sent to the people whose participation you wanted to track. You do not need to enter information below to send reminders, but you can do so if you would like.

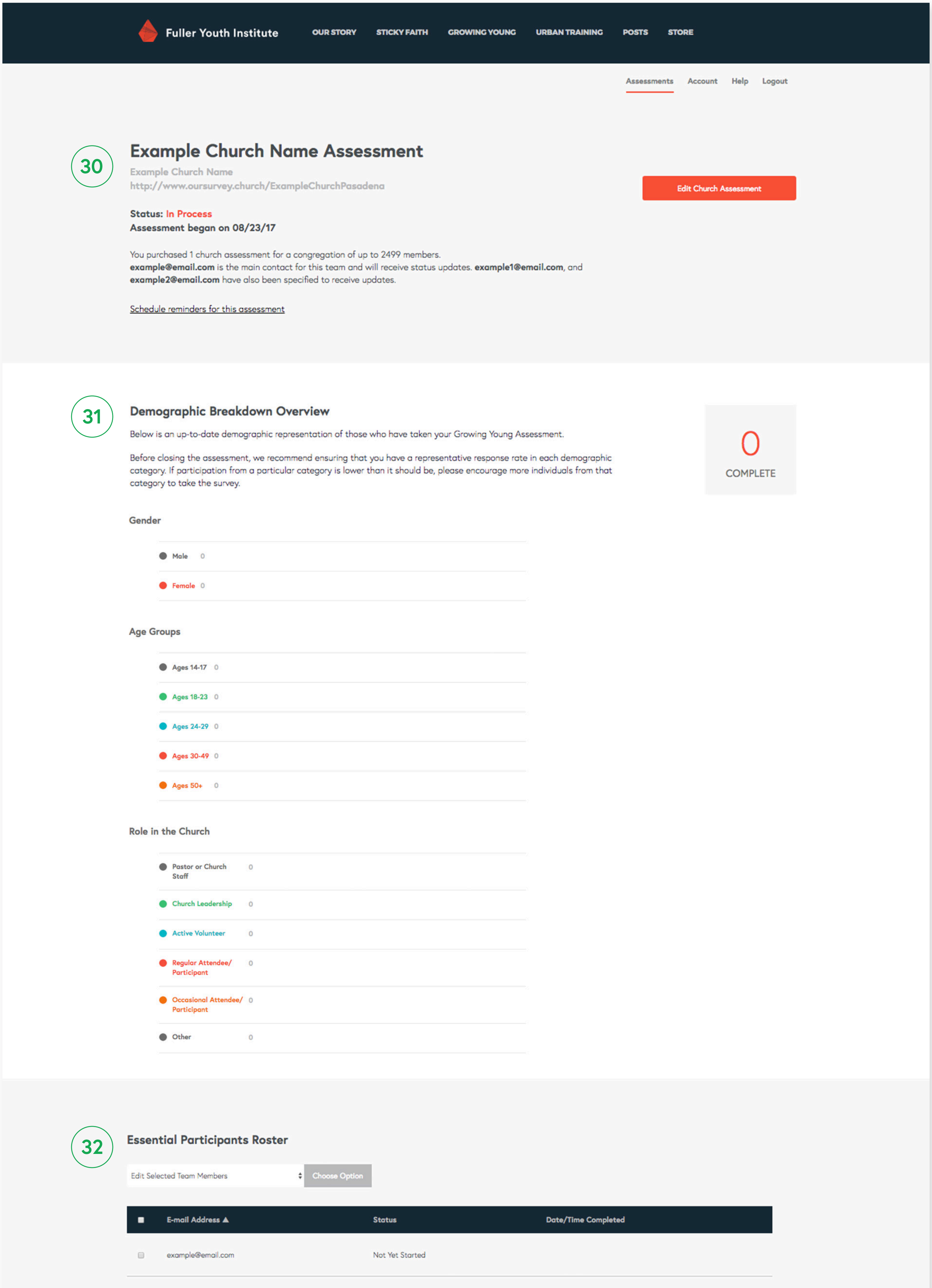


26 This is the main view of your dashboard after you have successfully set up your church assessment. The default is the "Church Assessments" tab. If you have completed team or individual assessments and would like to view them, please click on those tabs.

27 Click on this button if you would like to view more detailed information about your church assessment, including a demographic breakdown of participants.

28 This number shows the total number of people who have participated in your assessment.

29 Any assessments that are completed or in process will be reflected below. For example, if you completed a church assessment one year ago and are re-testing now, you will see both the old assessment and the one that is in process.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30
Example Church Name Assessment
Example Church Name
http://www.oursurvey.church/ExampleChurchPasadena
Edit Church Assessment
Status: In Process
Assessment began on 08/23/17
You purchased 1 church assessment for a congregation of up to 2499 members.
example@email.com is the main contact for this team and will receive status updates. example1@email.com, and example2@email.com have also been specified to receive updates.
Schedule reminders for this assessment
31
Demographic Breakdown Overview
Below is an up-to-date demographic representation of those who have taken your Growing Young Assessment.
Before closing the assessment, we recommend ensuring that you have a representative response rate in each demographic category. If participation from a particular category is lower than it should be, please encourage more individuals from that category to take the survey.
0
COMPLETE
Gender
Male 0
Female 0
Age Groups
Ages 14-17 0
Ages 18-23 0
Ages 24-29 0
Ages 30-49 0
Ages 50+ 0
Role in the Church
Pastor or Church Staff 0
Church Leadership 0
Active Volunteer 0
Regular Attendee/ Participant 0
Occasional Attendee/ Participant 0
Other 0
32
Essential Participants Roster
Edit Selected Team Members
Choose Option
E-mail Address ▲
Status
Date/Time Completed
example@email.com
Not Yet Started

30 This page provides the more detailed information about your church assessment. You can use the information immediately below to make limited edits to the assessment, copy and share the URL link, or schedule email reminders.

31 The information below provides more detailed information about those who have participated in your assessment. Your weekly email updates sent to the point person will contain similar information.

32 The information below provides updates on the status of those whose participation you wanted to track. It will show if they have started, completed, or are in-process of completing the assessment

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We hope that you have found these instructions helpful as you set up your assessment.

http://fulleryouthinstitute.org/assessment/individual/toolkit

If you're feeling stuck or not sure how to move forward:

Please contact our team at **fyi@fuller.edu or 626-584-5580.**