



2018 Clerk's Annual Questionnaire (CAQ)

Contact CAQ@pcusa.org or call (800) 728-7228, ext. 2040

DEADLINE: Thursday, November 15, 2018

Welcome to the 2018 CAQ! It is helpful to gather your information before entering your responses into the online survey form. You may choose to have different people from your congregation respond to different parts of the survey. Once you have the information, it should take about 30 minutes to complete the survey. If you have any questions concerning the CAQ, you may send an email to CAQ@pcusa.org or call (800) 728-7228, ext. 2040. On behalf of all of the ministries that have included questions in the 2018 CAQ, thank you!

About Your Congregation and You

We are going to start asking a few basic questions about your congregation, including a question about technology for the Presbyterian Mission Agency's Special Offerings ministry.

NAME OF YOUR CONGREGATION: _____

1. Which presbytery is your congregation in? _____
2. What is your name and email address (if you have an email address)? We would like to be able to follow up with you directly if we have any questions about your responses.

First Name: _____ Last Name: _____

Email Address: _____

3. What is your role at your church? For example, Clerk of Session, Pastor, Administrative Assistant, etc. :

4. How many members does your congregation have? _____

5. Does your congregation use a screen or TV to display announcement or mission opportunities?

- ☐ Yes
- ☐ No

Curriculum

We are now going to ask you about Christian education, Christian formation, and Christian educators. The survey will give you opportunities to indicate which topics apply to your congregation and which do not apply. The Presbyterian Publishing Corporation has asked us to include some of these questions because they want to know how to better serve congregations such as yours. The General Assembly asked us to include the other questions. Response information will help PC(USA) entities serve Christian educators and their congregations even more effectively.

6. Does your congregation provide Christian education opportunities (Sunday school) for people in any of these age groups at least monthly? (Select **all** that apply.)
- ☐ Children (elementary school age)
 - ☐ Youth (middle school and high school age)
 - ☐ Adults
 - ☐ Children, youth, and adults all together
 - ☐ None → [SKIP TO CHRISTIAN EDUCATORS SECTION ON PAGE 5](#)
7. Who helps determine the curriculum choices for your Christian education ministry? (Select **all** that apply.)
- ☐ Christian education committee
 - ☐ Christian education director
 - ☐ Participants
 - ☐ Pastor or associate pastor
 - ☐ session
 - ☐ Teachers or leaders
 - ☐ Other - Write In: _____
8. What language or languages are the Christian education resources your congregation uses in? (Select **all** that apply.)
- ☐ English
 - ☐ Korean
 - ☐ Spanish
 - ☐ Other - Write In: _____

Curriculum *cont.*

9. Which curriculum is your congregation currently using with each age group? (Select ***all*** that apply. If your congregation does not offer Christian education for a given age group, select ***Not applicable*** for that age group.)

	<i>Children</i>	<i>Youth</i>	<i>Adults</i>	<i>Not applicable</i>
Faith Questions	☐	☐	☐	☐
Cokesbury resources	☐	☐	☐	☐
David C. Cook resources	☐	☐	☐	☐
Feasting on the Word	☐	☐	☐	☐
Growing in Grace & Gratitude	☐	☐	☐	☐
The Present Word	☐	☐	☐	☐
NOOMA	☐	☐	☐	☐
Sparkhouse resources	☐	☐	☐	☐
The Thoughtful Christian	☐	☐	☐	☐
Workshop Rotation	☐	☐	☐	☐
We use book-length study resources	☐	☐	☐	☐
We develop our own resources	☐	☐	☐	☐
Other	☐	☐	☐	☐
We do not use curriculum	☐	☐	☐	☐
Not applicable	☐	☐	☐	☐

Curriculum *cont.*

10. Please select the **three most important** factors in the decision to use the current curriculum for Christian education activities (Sunday school) for each age group. (Select **three** factors only. Select **Not applicable** if your congregation offers no Christian education activities for that age group, develops your own curriculum, or uses no curriculum.)

	<i>Children</i>	<i>Youth</i>	<i>Adults</i>	<i>Not applicable</i>
Art work included	☐	☐	☐	☐
Breadth of activities	☐	☐	☐	☐
Good interpretation and promotion from the publisher	☐	☐	☐	☐
Leader preparation time	☐	☐	☐	☐
Online interaction	☐	☐	☐	☐
Practical applications of the Bible to real life	☐	☐	☐	☐
Price	☐	☐	☐	☐
Reformed theology	☐	☐	☐	☐
Step-by-step lesson plan	☐	☐	☐	☐
Teaches Bible stories	☐	☐	☐	☐
Video options included	☐	☐	☐	☐
Other	☐	☐	☐	☐
Not applicable	☐	☐	☐	☐

11. The curriculum resources produced by the PC(USA) in the past two years include: Being Reformed; Big God, Big Questions; Faith Questions; Feasting on the Word; Giving in Grace & Gratitude; Present Word; The Thoughtful Christian; Westminster John Knox Press books; and 6 Themes Bible study. Tell us about why you have or have not used some of these.

Christian Educators

12. Which best describes your Christian education/Christian formation staff?

- ☐ One or more paid staff people
- ☐ A mix of paid and unpaid staff people
- ☐ One or more unpaid staff people
- ☐ No staff → [SKIP TO FINANCES SECTION BELOW](#)

13. Could you share the name and email address of a member of your Christian education staff so that the Presbyterian Church (U.S.A.) can keep this person updated on opportunities and resources for Christian educators?

First Name: _____ Last Name: _____

Email Address: _____

14. Are any of the staff PC(USA) Certified Christian Educators or Certified Associate Christian Educators?

- ☐ Yes
- ☐ No

15. Would your congregation like to receive information about the certification process for those serving as Christian educators including the Christian Education Associate certification for which training is available free and online?

- ☐ Yes
- ☐ No

Finances

We are now going to ask some questions about your congregation's finances. These will include questions about giving, financial governance, staff benefits, debt, and investments. By responding to these questions, you will be providing critical information for the Board of Pensions, Presbyterian Foundation, PC(USA) Investment & Loan Program, and Presbyterian Mission Agency Office of Faith-Based Investments and Corporate Engagement and Office of Special Offerings. Your information will help these ministries even better fit their programs to the needs of congregations such as yours.

16. How many gifts did your congregation receive from wills, bequests, and estates during the first six months of 2018?

- ☐ None
- ☐ 1-2
- ☐ 3-5
- ☐ 6-10
- ☐ 11 or more

Finances *cont.*

17. Does your congregation accept online donations?
- ☐ Yes
 - ☐ No, but we would like to know more about online giving from the Presbyterian Foundation
 - ☐ No, we do not
18. Which of the PC(USA) Churchwide Special Offerings have you heard of? (Select **all** that apply.)
- ☐ One Great Hour of Sharing
 - ☐ Pentecost
 - ☐ Peace & Global Witness (formerly called Peacemaking)
 - ☐ Christmas Joy
19. Has your congregation used the *Presbyterian Giving Catalog*?
- ☐ Yes
 - ☐ No, but we would like to learn more about it
 - ☐ No, and we are not interested at this time
20. Which was bigger: your congregation's 2017 or 2018 budget?
- ☐ 2017 budget
 - ☐ 2018 budget
 - ☐ They were exactly the same
 - ☐ We do not develop a church budget
21. Which of these does your congregation have? (Select **all** that apply.)
- ☐ An annual external audit
 - ☐ Financial policies that are referenced and followed
 - ☐ A financial committee that meets regularly
 - ☐ External financial guidance
 - ☐ Annual stewardship campaign
 - ☐ A stewardship committee that meets regularly
 - ☐ An interest in consulting with the Presbyterian Foundation about financial governance
 - ☐ An interest in consulting with the Presbyterian Foundation about stewardship
 - ☐ None of the above

Staffing and Benefits

22. How many of each these are paid to serve your congregation?

	0	1	2	3	4	5 or more
Ministers of the Word and Sacrament	☐	☐	☐	☐	☐	☐
Employees other than ministers (including commissioned pastors) who work at least 20 hours a week for your congregation	☐	☐	☐	☐	☐	☐

IF ZERO IN BOTH PARTS OF QUESTION 22, SKIP TO THE FACILITIES, LOANS, AND INVESTMENTS SECTION ON PAGE 8

23. How many ministers or other employees who work at least 20 hours a week for your congregation: (Write **NA** in the space if your congregation has no one paid with that status. Ignore the question about non-minister employees and Pastor's Participation since these employees are not eligible for Pastor's Participation.)

	Ministers	Other Employees
Are enrolled in the Board of Pensions Benefits Plan through Pastor's Participation?		
Are enrolled in the Board of Pensions Benefits Plan through Menu Options?		
Receive benefits from your congregation through other providers?		
Receive benefits from other sources (for example, through a spouse or another job)?		
Receive no benefits?		

24. How much time, other than vacation, does your congregation provide for each of these? (Write **NA** if your congregation has no one paid with that status.)

	Personal Illness (sick leave)	To care for a newborn	For adoption	To care for another family member
Pastors				
Other ministers				
Other employees				

Staffing and Benefits *cont.*

25. Which of these Board of Pensions programs, other than the Benefits Plan, are you aware of? (Select ***all*** that apply.)
- ☐ Adoption assistance for Plan members
 - ☐ Board University educational programs for church workers and ministers
 - ☐ Call to Health, an online wellness program through which all members of the medical plan can earn reduced deductibles for health coverage
 - ☐ CREDO, a vocational and spiritual discernment conference for ministers
 - ☐ Educational Debt Assistance grants for ministers up to \$25,000
 - ☐ Emergency financial assistance for church workers and ministers
 - ☐ Employee Assistance Program (EAP) through which Plan members have access to mental health counseling
 - ☐ Healthy Pastors, Healthy Congregations to support financial literacy among ministers and sessions
 - ☐ Pathways to Renewal (reduced dues for newly established ministerial positions for ministers younger than 40 who have never been in Pastor's Participation
 - ☐ Sabbatical assistance for ministers
 - ☐ Transition to College assistance grants for dependent children of Plan members
 - ☐ None
-

Facilities, Loans, and Investments

26. Does your congregation plan to do any of the following in the next two years?

	<i>Yes, definitely</i>	<i>Yes, possibly</i>	<i>No, not at this time</i>
Expand or renovate its facilities	☐	☐	☐
Make your campus more energy efficient	☐	☐	☐
Make your campus more accessible to those with disabilities	☐	☐	☐

27. **IF YES TO Q26:** What is the total estimated cost of the project or projects? _____

28. Does your congregation have loan balances totaling more than \$50,000?

- ☐ Yes
- ☐ No

Facilities, Loans, and Investments, *cont.*

29. **IF YES TO Q28:** What are the current loan balance and interest rate with each?

	<i>Balance</i>	<i>Interest Rate</i>
Bank or other financial institution		
General Assembly		
Presbyterian Church (U.S.A.) Investment & Loan Program		
Other (specify): _____		

30. Please indicate the value of your congregation's long-term investments.

- ☐ We have no long-term investments → **SKIP TO Q32**
- ☐ \$50,000 or less
 - ☐ \$50,001-\$100,000
 - ☐ \$100,001-\$500,000
 - ☐ \$501,000-\$1,000,000
 - ☐ \$1,000,001-\$5,000,000
 - ☐ \$5,000,001-\$10,000,000
 - ☐ \$10,000,001-\$20,000,000
 - ☐ More than \$20 million

31. Who manages your congregation's investments? (Select **all** that apply.)

- ☐ Presbyterian Foundation
- ☐ Another foundation
- ☐ A bank or investment advisor
- ☐ A committee of the congregation
- ☐ Other - Write In: _____

32. Does your congregation have a policy that pertains to the social responsibility of the long-term invested funds—that is, a faith-based policy that goes above and beyond ensuring a reasonable rate of return?

- ☐ Yes
- ☐ No, but we would be interested in learning more about this
- ☐ No, and we are not interested in learning more right now

Mental Health

We now turn to a question about your congregation's efforts to engage in issues related to mental health. This information will go to the Presbyterian Mission Agency's Compassion, Peace and Justice ministry area.

33. What are some ways in which your congregation, or a group within it, is addressing mental illness or emotional pain? *(Select **all** that apply.)*
- ☐ Addiction support group
 - ☐ Benefits for your employees if any that include coverage of mental health treatment
 - ☐ Mental health issues addressed in a sermon, Sunday school class, Bible study, youth group, or other small group in the past 12 months
 - ☐ Ministry with homeless people that incorporates attention to mental health issues
 - ☐ Ministry with military veterans that incorporates attention to mental health issues including Post-Traumatic Stress Disorder (PTSD)
 - ☐ Ministry with older adults that incorporates attention to mental health issues
 - ☐ Parish nurse
 - ☐ Pastoral counseling service
 - ☐ Support for or publicity about a suicide prevention hotline or other resources
 - ☐ Training by the National Alliance on the Mentally Ill (NAMI)
 - ☐ Use of the General Assembly report "Comfort My People" in the past 12 months
 - ☐ Another way that you address feelings of exclusion or isolation - Write In: _____
 - ☐ None
-

Racial, Cultural, and Ethnic Diversity

Questions about your efforts to incorporate people from different races, cultures, and ethnicities into your congregations come next. Information will go to the Office of the General Assembly and the Presbyterian Mission Agency's Racial Equity & Women's Intercultural Ministries and Office of Diversity and Reconciliation.

34. The General Assembly has encouraged congregations to extend sermon invitations to ministers/pastor of a different race or ethnicity than that of the majority of the congregation. Has your congregation invited a pastor of a different race/ethnicity to preach so far this year?
- ☐ Yes
 - ☐ Yes, but no one was able to do so
 - ☐ No
 - ☐ There is no racial-ethnic majority in our congregation → [SKIP TO Q37](#)
35. **IF YES TO Q34:** On how many Sundays did a pastor of a different race/ethnicity from a majority of people in the congregation preach so far in 2018?
- ☐ 1
 - ☐ 2
 - ☐ 3-5
 - ☐ 6 or more

Racial, Cultural, and Ethnic Diversity, *cont.*

36. **IF “YES BUT NO ONE WAS ABLE TO DO SO” OR “NO” TO Q34:** When was the last time a pastor of a different race or ethnicity than a majority of your congregation preached at your church?
- ☐ In 2017
 - ☐ In 2016
 - ☐ Between 2011 and 2015
 - ☐ In 2010 or before
 - ☐ Do not know
37. What actions is your congregation contemplating to become more intercultural? What changes have you already made, and what challenges do you face?

Communications

The next question asks about how you learn about things going on around the denomination. The Presbyterian Mission Agency Communications ministry is helping fine-tune communication across the PC(USA) and would like to know.

38. How do you typically receive news from the denomination? *(Select **all** that apply.)*
- ☐ Letters regular-mailed to us
 - ☐ Mission co-worker "Mission Connection" letters that email messages alert us to
 - ☐ Online social justice journal "Unbound" posts
 - ☐ PC(USA) newsletters (such as "Grace and Gratitude"; "Presbyterian Peace & Justice"; or "World Mission") emailed to us
 - ☐ "Presbyterians Today" magazine
 - ☐ Other magazines such as "Mission Crossroads," "Mission Mosaic," or "Racial Equity Torch"
 - ☐ Presbytery or synod meetings or other events
 - ☐ Presbyterian News Service articles that email messages alert us to
 - ☐ Presbytery or synod newsletters, email messages, or website
 - ☐ PC(USA) Facebook posts, Instagram posts, or Twitter tweets
 - ☐ Special Offerings promotional materials mailed to us
 - ☐ Visits to other congregations
 - ☐ Word of mouth
 - ☐ Other - Write In: _____
 - ☐ We receive no such news

History

Presbyterians have historically shown a strong interest in the history of their congregations, presbyteries and synods, mission outreach, and leaders, including the ways in which Presbyterians have shaped their local, national, and global communities. The questions below gauge the ways in which your congregation engages with history. Response information will go to the Presbyterian Historical Society (PHS).

39. In which of the following ways has your congregation engaged with history in the past two years? (Select **all** that apply.)

- ☐ Adult new member class
- ☐ Celebration of long-time member or leader
- ☐ Community history celebration
- ☐ Congregational anniversary celebration
- ☐ Congregational history celebration
- ☐ Oral history interview of a member
- ☐ Sunday school class
- ☐ Visit to the Presbyterian Historical Society
- ☐ Writing congregational history
- ☐ Youth confirmation class
- ☐ Other - Write In: _____
- ☐ None

40. Where does your congregation get information about Presbyterian history? (Select **all** that apply.)

- ☐ Asking people in the congregation or community
- ☐ Congregational records
- ☐ Local and regional archives
- ☐ Materials in people's homes
- ☐ PC(USA) website
- ☐ Presbyterian Historical Society (PHS) publication
- ☐ PHS staff (via call, email, or visit)
- ☐ PHS website
- ☐ "Presbyterians Outlook" magazine
- ☐ "Presbyterians Today" magazine
- ☐ Presbytery records
- ☐ Wikipedia
- ☐ Other - Write In: _____
- ☐ Nowhere

History, cont.

41. Which Presbyterian Historical Society (PHS) resources and services have you used? (Select **all** that apply.)

- ☐ Archiving of congregational records
- ☐ Attestations of baptisms, marriages, or church membership
- ☐ Digitization services
- ☐ Information on the PHS website (www.history.pcusa.org) about preserving history, celebrating anniversaries, Presbyterian history timeline, etc.
- ☐ Heritage grant to help smaller, older congregations digitize their records
- ☐ "Journal of Presbyterian History" (PHS journal published twice a year)
- ☐ Pearl (online digital database: www.digital.history.pcusa.org)
- ☐ "PHS Matters" (monthly e-newsletter)
- ☐ PHS's new column in "Presbyterian Outlook"
- ☐ PHS's online exhibit
- ☐ PHS's social media post (on Facebook, Instagram, or Twitter)
- ☐ Records management workshop by PHS staff at PC(USA) conference or other event
- ☐ Research services
- ☐ Workshop or class at your congregation conducted by PHS staff or Board member on a historical topic
- ☐ Other - Write In: _____
- ☐ None

42. Share the name, email address, and street address of a person in your congregation who is interested in church history and would be a good person for PHS to contact about possible collaboration with your congregation.

First Name: _____ Last Name: _____

Email Address: _____

Mission and Ministry

Your responses to the questions that follow will help inform PC(USA) disaster preparedness and recovery, global mission, stewardship of God's Earth, and efforts to promote food security and community development.

43. How has your congregation connected with Presbyterian Disaster Assistance (PDA) in the past two years? (Select **all** that apply.)

- ☐ A person from your congregation has been a Presbyterian Women Disaster Preparedness Trainer
- ☐ Has been part of the PDA Rapid Information Network
- ☐ Assembled Gift of the Heart kits
- ☐ Displayed a "We Choose Welcome" sign
- ☐ Gave money in response to a special appeal (for example, for Hurricane Harvey or South Sudan)
- ☐ Gave money to PDA outside of One Great Hour of Sharing or a special appeal
- ☐ Has a disaster preparedness plan
- ☐ Has had a person from your congregation on PDA's National Response Team or National Volunteer Team
- ☐ Participated in a PDA volunteer work trip
- ☐ Participated in Blue Shirt Sunday
- ☐ Participated in the One Great Hour of Sharing Offering
- ☐ Received and displayed PDA's "Mission Mosaic" magazine
- ☐ Screened one or more of PDA's documentaries, such as "Locked in a Box," "To Breathe Free," or "Trigger"
- ☐ Shared information about PDA's work on social media
- ☐ Other - Write In: _____
- ☐ Has not connected with PDA

44. Is your congregation partnered with local refugee resettlement agency or a local organization supporting asylum seekers?

- ☐ Yes
- ☐ No → [SKIP TO Q47](#)

45. What is the name of the organization with which your congregation is partnered?

46. What form has this partnership taken?

Mission and Ministry, *cont.*

47. World Mission provides support to local congregations. Would your congregation be interested in any of the following mission-related options?

	<i>World Mission already supports our congregation in this area</i>	<i>Yes, our congregation would like support from World Mission in this area</i>	<i>No, not at this time</i>
Learning more about the Young Adult Volunteer program in general	☐	☐	☐
Sending a Young Adult Volunteer (age 18-30) from our congregation or community for a year of service	☐	☐	☐
Bringing a former Young Adult Volunteer to speak at our church	☐	☐	☐
Bringing a long-term PC(USA) international mission worker (serving three or more years) to speak in our church	☐	☐	☐
Supporting a long-term PC(USA) mission worker through prayer, giving, etc.	☐	☐	☐
Joining a PC(USA) mission network (with other congregations focused on a particular country or particular issue)	☐	☐	☐
Planning, leading, and providing follow-up for short-term mission trips	☐	☐	☐
Developing a focused strategic mission plan for our congregation	☐	☐	☐
Developing and sustaining long-term international mission partnerships	☐	☐	☐
Training and resourcing congregational leaders on cross-cultural skills for international mission	☐	☐	☐

Mission and Ministry, *cont.*

48. How have you heard about the PC(USA) Young Adult Volunteer (YAV) program in the past 12 months? (Select ***all*** that apply.)

- ☐ Though social media posts (on Facebook, Instagram, or Twitter)
- ☐ In "Mission Crossroads" magazine
- ☐ In "Presbyterians Today" magazine
- ☐ I know a person from our congregation or community who has served as a YAV
- ☐ I have heard a YAV, YAV alum, or another person speak about the YAV program at a presbytery meeting, in worship, or at another event
- ☐ Other - Write In: _____
- ☐ I have heard nothing about the YAV program in the past 12 months

49. A couple of ways in which the denomination recognizes, resources, and connects PC(USA) congregations that are promoting compassion, peace, and justice is by designating individual congregations as ***Earth Care*** or ***Hunger Action*** congregations. ***Earth Care Congregations*** are congregations that take specific actions to be good stewards of God's Earth and educate others about this kind of stewardship. ***Hunger Action Congregations*** take specific actions to cope with and prevent hunger locally and across the globe. Would your congregation be interested in learning more about becoming either of these?

	Yes	No, we are already involved or at least know about it	No, we are not interested at this time
Earth Care Congregation	☐	☐	☐
Hunger Action Congregation	☐	☐	☐

Theological Education

The final questions ask about your congregation's involvement in coping with the wave of minister retirements, mentoring future ministers, and helping seminary students manage student loan debt. Information gleaned will go to the Presbyterian Foundation's Theological Education ministry.

50. Which seminary or seminaries awarded a theological degree or degrees to your pastor or co-pastors? *Select **all** that apply*

- ☐ Austin
- ☐ Columbia
- ☐ University of Dubuque
- ☐ Evangelical Seminary of Puerto Rico
- ☐ Johnson C. Smith
- ☐ Louisville
- ☐ McCormick
- ☐ Pittsburgh
- ☐ Princeton
- ☐ San Francisco
- ☐ Union (in Charlotte or Richmond)
- ☐ Other - Write In: _____
- ☐ Our pastor has not earned a seminary degree
- ☐ We have no pastor

51. How is your congregation helping prepare the next generation of pastors/ministers? (Select ***all*** that apply.)

- ☐ By fostering an active youth or young adult ministry
- ☐ Through support of a college or campus ministry
- ☐ By celebrating Theological Education/Seminary Sunday
- ☐ By serving as a liaison with an inquirer or candidate for the ministry of the Word and Sacrament from your congregation with your presbytery
- ☐ By providing leadership opportunities for those who may have gifts for ministry
- ☐ By supporting discernment activities.
- ☐ Through direct gifts to Theological Education Fund at the Presbyterian Foundation 200 E 12th ST, Jeffersonville, IN 47130 or online
- ☐ Through gifts to the Theological Education Fund that another agency distributes to the Presbyterian Foundation later
- ☐ Through providing internships for seminary students
- ☐ Through scholarship funds for seminary students
- ☐ Other - Write In: _____
- ☐ We would like more information about how we could support future ministers
- ☐ We are not able to be involved at this time

Theological Education, *cont.*

List the name and email address of the person who leads your congregation's support for future ministers through gifts to the PC(USA) Theological Education Fund.

First Name: _____ Last Name: _____

Email Address: _____

Research Services

52. Who in your congregation can Research Services contact about participating in web-based surveys?

First Name: _____ Last Name: _____

Email Address: _____

53. What feedback could you share about participating in the 2018 Clerk's Annual Questionnaire?

Thank you!

Thank you for participating in the Clerk's Annual Questionnaire.

Please return your completed survey by regular mail:

Research Services
Presbyterian Church (U.S.A.)
100 Witherspoon Street
Louisville, KY 40202

Or by fax:
502 569-8736