



WHOLE CHURCH INITIATIVE

Readiness 360 Launch Guide

You are looking for ***at least 35 people or 25% of your average worship attendance*** to take the survey, whichever is more.

3 Weeks Before Launch

- Identify someone from your WCI to be the point person for rolling out the process. Request access to the Readiness 360 by emailing Nancy Butterfield (nancyb@rmcumc.com)
- Identify who you most want to take the survey and plan for best ways to get them engaged. In most circumstances, it is wise to get the bulk of your active participants—newcomers, old timers and everyone in between—to take the survey.

2 Weeks Before Launch

- Login to your R360 Admin Dashboard to customize the survey including two open-ended questions.
- Review the email and announcement template to develop your communications plan. See Below.
- Create a link to the survey on the homepage of your website and/or create postcards with information to supplement email.

1 Week Before Launch

- Place announcement in bulletin.
- Edit & insert into PowerPoint or Worship media software.
- Plan to have laptops available for people before or after worship.

Launch Survey

DAY 1 (Friday): Send email with survey passcode and link

DAY 3 (Sunday): Make a verbal announcement (with or without PowerPoint slides). Most congregations set up a computer lab with helpers to allow support for folks who aren't comfortable with doing things online and/or those who don't have access to a computer at home.

DAY 7 (Friday): Check completion rate in your R360 Admin account and send email reminder you created before launch along with a thank you to those who already completed the survey.

DAY 9 (Sunday): Make a second verbal announcement with or without PowerPoint slides.

DAY 11 (Tuesday): Generate the report to close the survey. The survey will not be closed until the reports are generated. Once reports are generated, the survey may not be reopened.

You will get three different reports from the survey. The *Complete Report* is only intended for a very small group of people. Likely just the Pastor and Lay Convener. The middle report is the version your team will use as part of the WCI process.



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Note: Change bold fields at minimum.

Sample Bulletin Announcement

Our church is asking some important questions this week.
We value your answers.
We want you in the conversation!

We are seeking to discover our people's opinions and experiences in a variety of areas, so that we can determine our readiness as a group to step out into significant new mission endeavors.

To take the Readiness 360 survey,
Go to: <http://app.readiness360.org/survey/login>
Enter our survey code: **<<insert number>>**

It will take less than 20 minutes to complete. Please complete the survey by midnight, Monday **<<MM/DD>>**.

Thanks for your help!

Sample Email

We are taking seriously our call to make disciples of Jesus Christ for the transformation of the world. To that end we are asking you to take an online survey called Readiness 360 as part of our congregations participation in the Whole Church Initiative.

The Readiness 360 will help us identify opportunities for strengthening our multiplication DNA through assessing our spiritual intensity, dynamic relationships, missional alignment, and cultural openness. After a critical mass within our congregation takes the online survey, we will report back our findings and discover next steps together.

Please go to <http://app.readiness360.org/survey/login> to log in and type in our congregation's survey code: **<<insert number >>**. Set aside 20 minutes to take the survey between now and **<<mm/dd/yy>>** at midnight.

If you need help, please contact: **<<name, email, phone number>>**

Thanks in advance for helping our congregation assess and grow into God's preferred future.