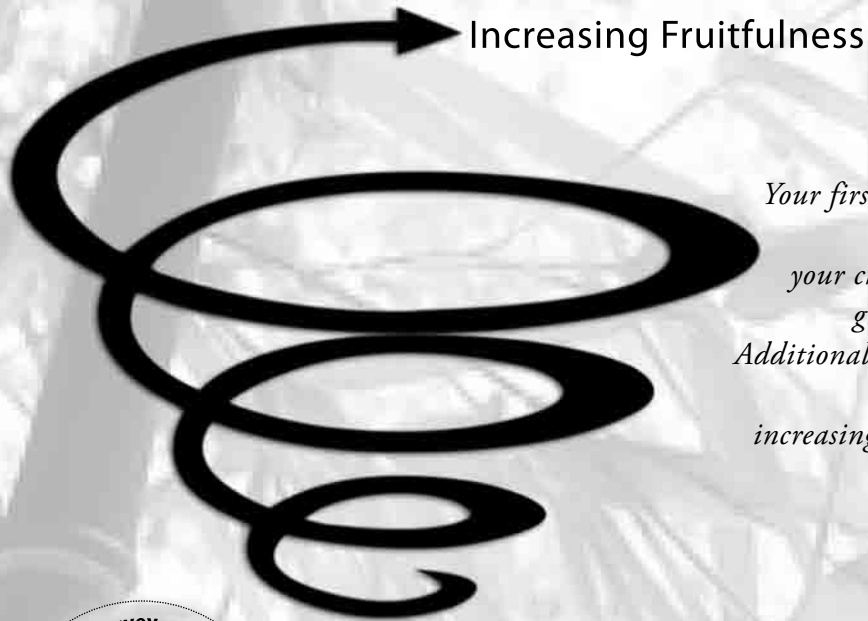
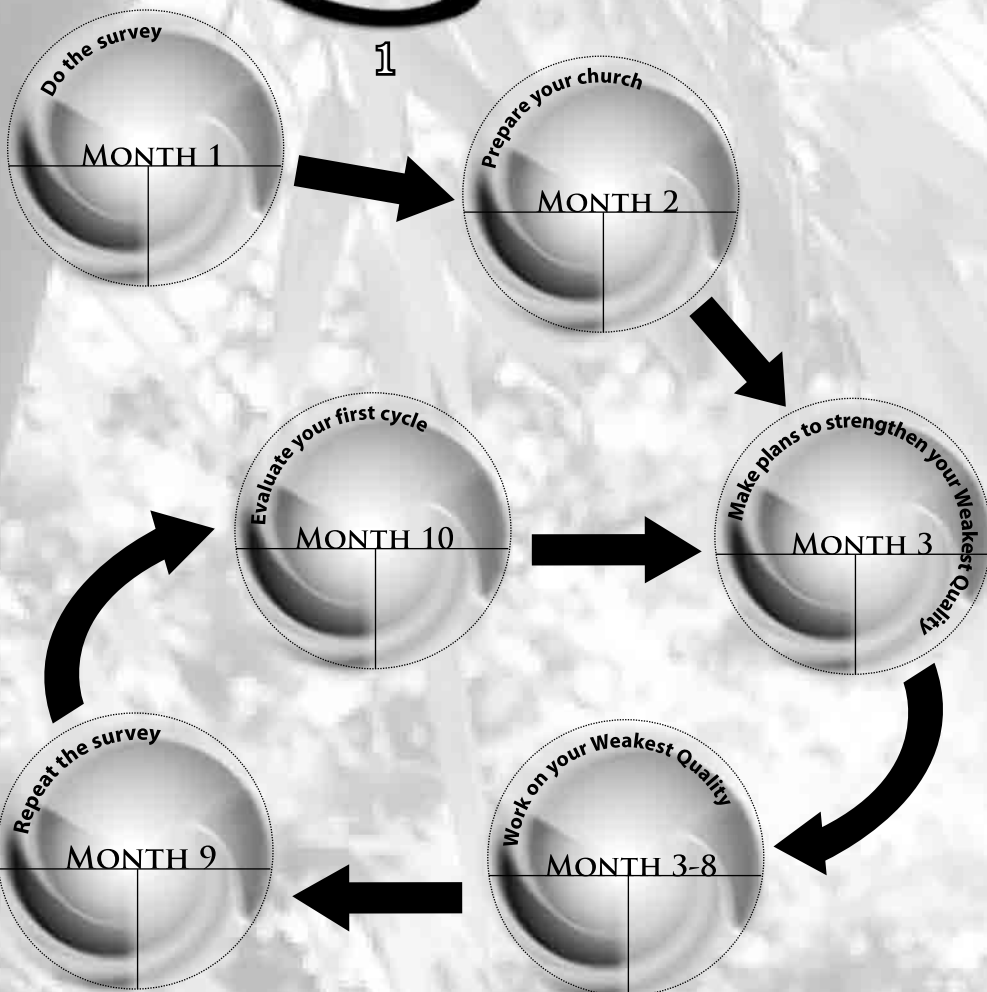


YOUR FIRST NCD CYCLE



Your first cycle should clearly lead your church toward greater health. Additional cycles should produce ever increasing fruitfulness!



NETWORK MEETING #1

Orientation to Natural Church Development

icebreaker

- 1) What is one thing that you know about NCD?
- 2) Ano ang isang pangarap mo para sa inyong iglesya?

We need healthier churches!



- Many of our churches are weak!
- Many churches have died!
We planted 13,000 churches in the 1980s. 6,000 of these died in the 1990s!
- After an evaluation of DAWN 2000, many leaders said we need to do something about church health.
- “The key issue for churches in the twenty-first century will be church health, not church growth.”
—Rick Warren, Leadership Journal.



ALL
BY
ITSELF
the
soil
produces
GRAIN

-Mk. 4:28-

Kung malusog, kusang lalago!

- “This is what the kingdom of God is like. A man scatters seed... the seed sprouts and grows... All by itself the soil produces grain” (Mk. 4:26-28).
- Extensive field research has revealed 8 essential biblical qualities of a healthy church.
- When these 8 qualities are developed in a church, God causes the church to grow “all by itself.”



Eight essential church qualities

Pangungunang
Nakakapagsanay

Enabling Leadership

- 1) The pastor and other leaders of the church focus on equipping the members to do the ministry, rather than doing the ministry themselves.
- 2) Ways to enable others
Some of the ways leaders enable others is through motivating, delegating, training, coaching and encouraging.
- 3) 2 Tim. 2:2
“The things you have heard me say ... entrust to reliable men who will also be qualified to teach others.”
- 4) Additional Scripture references: Eph. 4:11-12; 1 Cor. 11:1; Col. 1:28; Mt. 4:19; Mk. 3:14; Acts 4:36.

Gift-based Ministry

- 1) Church members are mobilized to serve according to their spiritual gifts.
- 2) Gift discovery
The church has a system to help all members discover their gifts.
- 3) Gift placement counselor
A gift placement counselor makes sure members are matched to a ministry na bagay sa kanilang spiritual gifts.
- 4) Joy
May galak kapag ginagamit natin ang ating tanging kaloob!
- 5) Mabisa
When members use their gifts they are effective.
- 6) 1 Pt. 4:10
“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.”
- 7) Resource
Those who desire to identify and use their gifts more effectively will benefit from the book The 3 Colors of Ministry by Christian A. Schwarz, available from Philippine Challenge and PCBS bookstores.
- 8) Additional Scripture references:
1 Cor. 12-14; Rom. 12:4-8; Eph. 4:11-12.

Paglilingkod
na Batay
sa Espirituwal
na Kaloob



Passionate Spirituality

- 1) Churches with spiritual passion are strong in the following areas:
 - Word-based
The Bible is preached, taught, read daily, memorized, meditated on and obeyed.
 - Spirit-directed
Members hear from the Holy Spirit in a variety of ways. Prayer ministries are ongoing.
 - World-focused
The church makes a transforming impact on its community, nation and world. Missionaries are sent and supported.
- 2) Ps. 63:1
“O God, you are my God, earnestly I seek you; my soul thirsts for you, my body longs for you, in a dry and weary land where there is no water.”
- 3) Additional Scripture references: Mt. 22:37; 1 Thes. 5:17; Job 23:12; 1 Pt. 1:15-16; Philemon 6; Rom. 12:11-12.



Effective Structures

Healthy churches have structures that really work.

- 1) Goals
Specific goals are set to help the church grow in quality and quantity.
- 2) Systems
Systems are developed to achieve goals that have been set.
- 3) Evaluation
Evaluation takes place regularly to determine effectiveness.
- 4) Change
Ineffective structures are fixed or replaced.
- 5) Balance
Kung may passion at walang structures, bagsak! Kung may structures at walang passion, bagsak din!
- 6) Lk. 13:7
“For three years now I’ve been coming to look for fruit on this fig tree and haven’t found any. Cut it down! Why should it use up the soil?”
- 7) Additional Scripture references: 1 Cor. 14:40; Jn. 15:8; 1 Cor. 4:2; Prov. 21:5; 1 Cor. 9:20-26; Mk. 2:27; Jms. 5:16; 2 Sam. 12:21; Mt. 7:17; 2 Pt. 1:8.





Inspiring Worship Services

God's touch is experienced by those who attend the worship services. Members attend because they want to, rather than out of a sense of duty.

- 1) Ps. 122:1
"I was glad when they said to me, 'Let us go to the house of the LORD.'"
- 2) Connection to God through worship
Nakakapag-connect ang mga miyembro sa Diyos sa oras ng pagsamba.
- 3) Message received
Nangungusap ang Diyos sa mga umaatend sa pamamagitan ng sermon at iba pang mga pamamaraan.
- 4) Visitors come
Because the worship service is inspiring, members are confident to invite friends.
- 5) Additional Scripture references: Ps. 84:2, 10; 26:8; 69:9; 149:1-2; Mt. 22:37-38; Jms. 1:22.

Comprehensive Small Groups

Small groups usually have twelve members or less. They are comprehensive when they minister to the spiritual, emotional, social and physical needs of their members.

- 1) Components:
 - a) Bible study
 - b) Worship
 - c) Edification
 - d) Fellowship
 - e) Prayer
 - f) Evangelism
 - g) Operation of spiritual gifts
 - h) Pastoral care of each group member
 - i) Leadership development
 - j) Multiplication of the group
- 2) Heb. 10:24-25
"Let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together."
- 3) Additional Scripture references: Rom. 12:10; Acts 2:46-47; Prov. 27:17; Gal. 5:13; 6:2; Jms. 5:16; 1 Thes. 5:11.



Need-meeting Evangelism

- 1) Healthy churches have developed three areas that make them effective in evangelism.

- Prayer

Members have a list of unsaved friends whom they pray for daily for their salvation. These unsaved friends are also prayed for in small groups and by intercessors. Pulpit prayers also ask God for the salvation of unbelievers.

- Care

Members are taught to show acts of kindness and meet the needs of the unbelievers they are praying for. The church studies its community to determine needs and does all it can to mobilize resources to meet these needs. Small groups also do need-meeting outreach projects to minister to the unbelievers they are targeting.

- Share

Siyempre, hindi pa tapos without sharing the gospel. All members are taught to share their testimony and are trained in a simple method of sharing the gospel. Because of much prayer and caring, unbelievers are found to be ready when the gospel is shared.

- 2) Mk. 10:51

“What do you want me to do for you?” Jesus asked him.”

- 3) Additional Scripture references: Jms. 2:15-16; 1 Cor. 9:20-23; Gal. 6:10; 1 Jn. 3:17-18; Mk. 9:30; 2 Tim. 2:10.



Loving Relationships

- 1) Churches that are loving have helped their members to develop three related qualities.

- Compassion

Members have genuine concern for one another, and even for those outside of the fellowship. Because they care they keep aware of what is happening in one another's lives. They pray for one another, and follow up to see how God has answered their prayers. Bihira ang paninirang puri at tsismis dahil hindi ito kasama sa compassion.

- Truth

Loving church members speak the truth. Kapag makikita ang kakulangan hindi takot ituwid. Kung iiwas, this would be unloving. When a rebuke is needed a rebuke is given.



Gagawin kung ano ang kailangan, alang-alang sa paglago ng isang kapatid. Because members operate based on the truth there is trust for one another. Members are generous with words of affirmation for one another.

- Acceptance

Loving church members don't wait for perfection in others bago ibigin. They accept others as they are. Tiyak, darating ang pagkakataong masasaktan din sila. Kapag ganoon, marunong silang magpatawad at umibig. Dabil dito bihira ang tampuhan. When members know they are accepted this produces joy in the fellowship.

2) 1 Tim. 1:5

“The goal of our instruction is love from a pure heart.”

3) Resource

*Those who desire to strengthen their loving relationships will benefit from the book *The 3 Colors of Love* by Christian A. Schwarz, available from *Philippine Challenge* and *PCBS* bookstores.*

4) Additional Scripture references: Eph. 4:2; 1 Pt. 4:8; Gal 5:22; Mt. 22:37; 1 Jn 4:7-8, 20; Jn. 13:34-30; 1 Cor. 13:1-13; Rom. 12:10; Eph. 4:32.

More of the biblical basis for these 8 qualities can be found in *Resources for Church Health* and at www.philchal.org. Click on “NCD/How to Strengthen the 8 Qualities.”



Interaction

- 1) What is your reaction to learning about these 8 qualities?
- 2) Which of these 8 qualities is the key to church growth?
- 3) Which of the 8 qualities are interrelated?

www.philchal.org

DIAGNOSIS
muna. . .



. . . bago
GAMUTIN

NCD analysis clarifies priorities

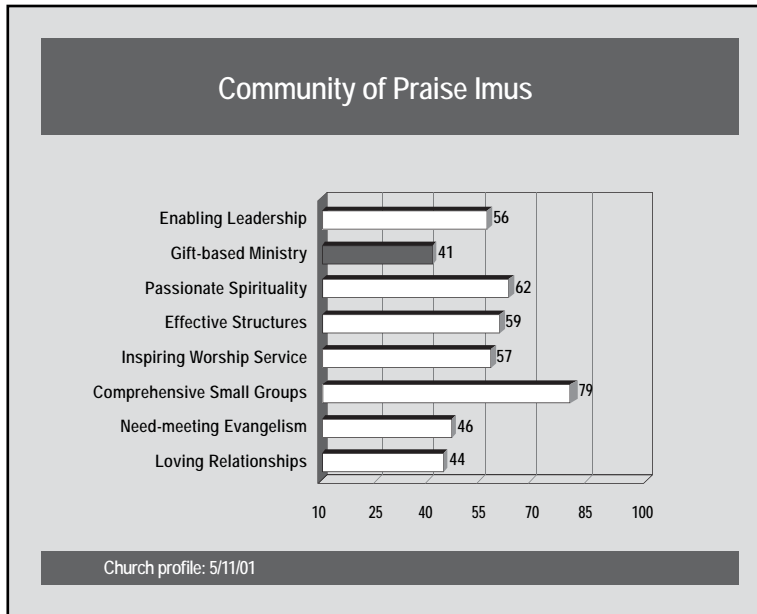
- 1) Identify your church's strengths and weaknesses.

In this sample church, what is their strongest and weakest quality?

- 2) Work on your weakness.

- 3) Use strengths to work on your weakness.

How might this church use their strength to work on their weakness?



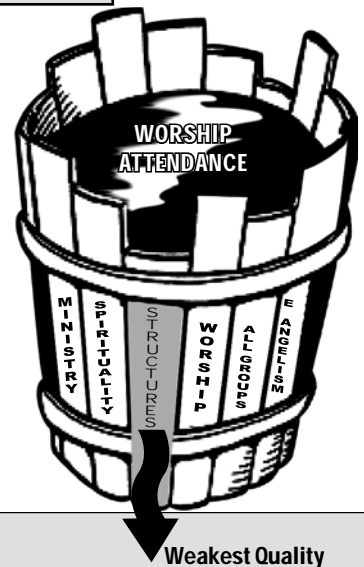
- 4) Other qualities also improve.

As this church strengthens its weakest area, how might this also help strengthen many of the other 8 qualities?

- 5) Working on strengths may not help the church grow.

- 6) NCD clarifies our priorities!

Kapag alam na natin ang ating priorities sa church, hindi na pabara-bara sa gagawin. Hindi sumusuntok sa hangin. Magkakaroon ng malinaw na focus na makakatulong ng mas malaki sa ating church.



Interaction

What are some of the benefits of clarifying a church's priorities through an analysis?

Evangelism is not enough

Some churches make the mistake of thinking that all they need to do to grow in quantity is strengthen their Need-meeting Evangelism. This might be helpful but strengthening Need-meeting Evangelism alone is usually not enough to help a church to grow.

- Kalookan Kulang Community Church led many people to Christ but their leaders didn't train the members for the ministry. Mahina kasi sila sa **Enabling Leadership**. Because of this, their ability to care for new members reached its maximum capacity. The new believers

Sayang! ←

- The pastor of Pastor Powered Pentecostal Church led many people to Christ. But the church members weren't mobilized to use their spiritual gifts. Mahina sila sa **Gift-based Ministry**. Because of this, their ability to care for new members reached its maximum capacity. The

Sayang! ←

additional new believers fell away.

- Balintawak Boring Baptist Church led many to Christ pero napakaboring ng kanilang **Worship Service**. The new believers

Sayang! ←

didn't come back to the church. Nakakaantok kasi.

- Marikina Magulong Methodist Church was very masipag in evangelism, kaya lang, wala silang sistema, programa o plano to follow up on new believers. Mahina sila sa **Effective Structures** kasi. Because of this, they weren't able to effectively care for these new believers. They

Sayang! ←

fell away.

- Wawa Walang Passion Global Outreach led many people to Christ, pero patay ang prayer life sa church nila at walang **Spiritual Passion**. Hindi masyadong idinalangin ang mga bagong mananampalataya.

Sayang! ←

When they faced temptation and persecution they fell away.

- Calamba Congregational Church led many to Christ, but all the meetings at their church were for the whole congregation. They didn't have any form of **Small Groups** —no Sunday School, discipleship groups, men's groups, women's groups, youth group or cell groups. When new believers attended one of their meetings, hindi sila

Sayang! ←

napansin. Hindi sila bumalik.

- Taytay Tampuhan Center had many evangelistic activities. But the church was full of tsismis, sama ng loob at laging may tampuhan. Walang **Loving Relationships**. Kapansin-pansin ito kapag

Sayang! ←

dumarating ang mga baguhan kaya hindi sila bumabalik.

It takes more than evangelism to cause a church to grow.

Interaction Why is evangelism not enough to cause a church to grow?

Keys to church health are the first words

- All churches have leadership. A key to church health is having Enabling Leadership.
- All churches have ministry. A key to church health is developing Gift-based Ministries.
- All churches have spirituality. A key to church health is developing Passionate Spirituality.
- At ganoon din naman sa mga susunod na qualities. The key is in developing the first word of the qualities.

Interaction

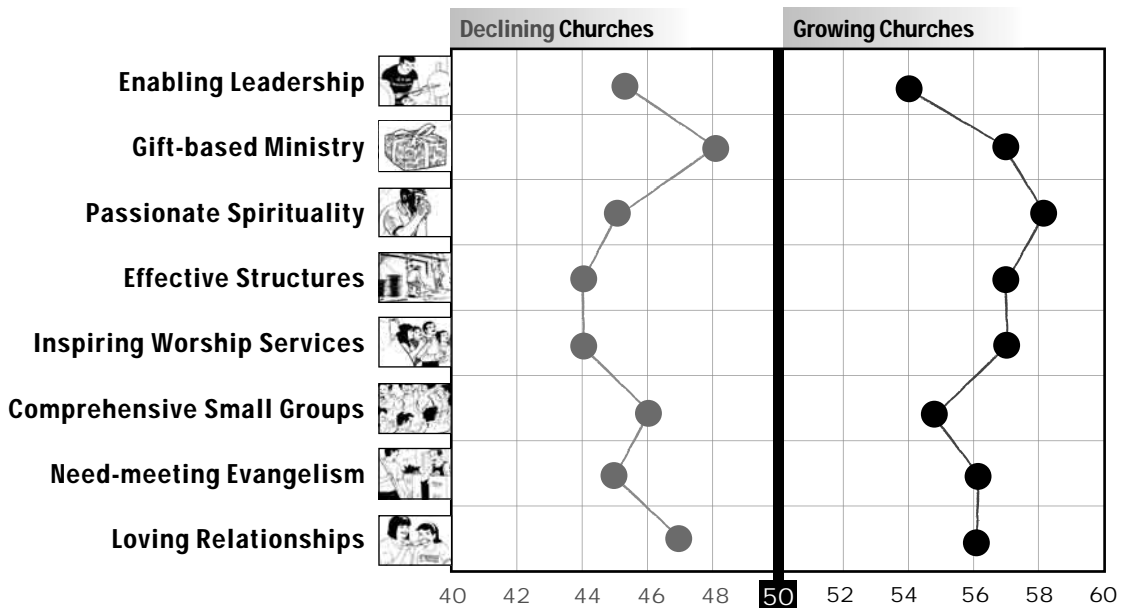
How does this idea help deepen your understanding of church health?

Detailed materials on how to strengthen each of the 8 qualities are available in *Resources for Church Health: Guidelines for Strengthening 8 Essential Church Qualities* available at Philippine Challenge and PCBS bookstores. This is also available for free at www.philchal.org. Click on “NCD/How to Strengthen the 8 Qualities”. Instructions will be given on how to use these materials during upcoming network meetings. We will not cover this topic during this orientation.



www.philchal.org

Declining and growing churches compared



Interaction What does this tell us about the relationship of church health to growth in quantity? Discuss in your group.

Actual results from NCD

- 1) 50,000 users
50,000 churches worldwide have begun to use NCD, with differing levels of commitment.
- 2) 51% increase in growth!
These churches have increased their growth rates by 51%, on the average! These are not just isolated success stories. This is the average for all 50,000 churches. Kasama rito ang mahihinang iglesya at ang mga hindi seryoso tungkol sa NCD!
- 3) 51% additional growth!
This is not saying that these churches have grown by 51%. Their growth is 51% greater after beginning to use NCD than the growth they were already experiencing before starting to use NCD.
- 4) How many people?
This has produced an additional 1.6 million church members! This is not the total number of new members. This is much higher. These are additional members, beyond new members that were produced at the previous growth rates, before NCD was implemented!
- 5) Church members, not just decisions
Hindi kabilang dito ang lahat ng mga tumanggap sa Panginoon, kundi kabilang lang ang 1.6 million sa bagong miyembro ng iglesya, bunga ng NCD!
- 6) Lalo sa Pilipinas
Results have been far greater in the Philippines!

1.6 million
additional
church
members!

Interaction

- 1) What excites you about the possibility of using NCD in your church?
- 2) Pray together in your group. Ask the Lord to seal the truths learned so far to your heart so that much lasting fruit would be produced through you.

PRINCIPLES AND MODELS


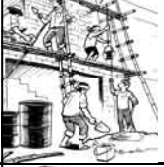



Principles

NCD has done a massive worldwide study to identify the principles used in healthy churches. Principles are general. They are applied in different ways in different churches, depende sa kalagayan. Through research, these principles have proven to be essential for all churches.

Models

Models are specific. Effective models have developed specific methods and materials that have helped their church to grow. They have developed their approach to meet the needs in their specific context. Some models desire to share their success so that other churches may also grow like they have.

Examples:

	PRINCIPLES		MODELS
	Passionate Spirituality	>>>	The G 12 model uses an Encountering God Retreat. This is one way to strengthen spiritual passion.
	Effective Structures	>>>	The Purpose Driven Church model uses this structure: worship, discipleship, fellowship, service and evangelism. This is one possible structure.
	Loving Relationships	>>>	The house church model keeps the size of the congregation to 12 maximum. This is one possible way to strengthen relationships.
	Comprehensive Small Groups	>>>	The G 12 model forms groups of 12. Each group member also leads a group of 12. This is one possible way to develop Comprehensive Small Groups.
	Need-meeting Evangelism	>>>	The Purpose Driven Church model evangelizes through the worship service. This is one possible way to evangelize.

Do you see how principles are general, but models are specific?

Tingnan natin ang kaibahan ng models and principles:

	MODELS	PRINCIPLES
1	Have proven to be effective in some situations. No model is effective in all situations.	Have proven to be effective in all situations.
2	Might be helpful.	Are essential.
3	You could follow a model or not follow a model, and still have a healthy church.	If you don't apply all of the proven principles your church will definitely suffer.
4	Have proven to produce growth in some situations.	When principles are developed sufficiently, growth is guaranteed in all situations.
5	New models arise, old models die.	Are always applicable.
6	If you follow a model you must choose which one.	No need to choose which principles you will apply. All principles will help your church.
7	Sa iba, mas nakaka-excite ang models.	Sa iba naman, hindi nakaka-excite ang mga prinsipyo.
8	Usually learned from one or a small number of churches.	Learned from many churches.
9	Usually learned from mega churches with mega pastors.	Learned from all types of churches.
10	Sometimes hard to imitate if you're not also a mega pastor.	When principles are applied they will help all pastors.

	MODELS	PRINCIPLES
11	There are an infinite number of models.	There are 8 essential principles.
12	Often demand a radical change in much or all of your current church structure.	Maximize current church strengths to overcome weaknesses. Disruptive changes are minimized.
13	Baka hindi bagay, lalo na kung galing sa ibang bansa.	Siguradong bagay sa inyong iglesia.
14	Baka mabigla at mag-react ang mga miyembro sa bagong model.	Walang laban sa loving relationships, passionate spirituality, gift-based ministry, etc.
15	Naguluhan ang maraming church dahil sa adoption ng bagong model.	Are safe for any church. Walang kabiguan (from the principles themselves).
16	Usually teach very set procedures. Kung minsan mahigpit.	Kanya-kanyang diskarte.
17	Gaya-gayahin.	Guide you to determine what is best to do in your particular situation. This releases your church's uniqueness and your God-given creativity.
18	Kung minsan mahirap gayahin, depende sa pinanggalingan ng model.	User-friendly in all churches.

ALWAYS ADJUST.

Pulot sa marami

Kung susunod nang lubusan sa anumang model, baka may mga bahaging hindi masyadong bagay sa inyong iglesya. Kung pupulot mula sa maraming models, mas makikinabang ang inyong iglesya.

Plant a church!

Kung susunod sa isang model nang lubusan, you will probably have greater success by doing this in a new church plant. You can use the model from the start. This model will be the only type of church that your new members will know. This is how most famous models began. They didn't bring a new paradigm into an existing church. Karaniwan, mahirap 'yan.



Interaction

What do you appreciate most about principles?

Masama ba ang models?

Hindi naman. Lahat ng ating mga prinsipyo ay nanggaling sa mga model! If you choose to follow a model, be sure to follow these guidelines:



- 1) Look hard for the principles within the model.
- 2) Look for the parts of the model that are not principles, but specific ways of doing things, preferred by the designer of the model. Isagawa kung bagay sa inyong kalagayan at kung makakatulong. Baguhin kung hindi bagay sa inyong kalagayan.
- 3) Learn from many models. If we follow one model we'll be very limited. If we follow the principles learned from 50,000 models we'll have a great advantage!

The 8 qualities are essential for all churches.

NCD provides us with the essential principles

By studying one model we can probably learn one principle, maybe more. By studying another model we might learn another one or more principles. NCD has studied over 50,000 models (churches). After studying many models, the same principles continued to appear, over and over. They are:

- Enabling Leadership
- Passionate Spirituality
- Inspiring Worship Services
- Need-meeting Evangelism
- Gift-based Ministry
- Effective Structures
- Comprehensive Small Groups
- Loving Relationships

Qualities in growing churches

NCD didn't make its own subjective decision on the qualities of a healthy church. Through research, these qualities were found in growing churches. Research showed that these qualities were missing in declining churches. NCD links growth in quality to growth in quantity.

NCD doesn't give us models to follow

NCD has given us the essential principles. It's up to us to determine how to best apply these principles in our situation. There is no one set approach for all churches.

Ibagay ang mga prinsipyo

Plan Inspiring Worship Services that best guide your congregation into meaningful worship. Strengthen Enabling Leadership by maximizing the leadership styles of your leaders. Develop Passionate Spirituality in harmony with the background of your church. Iba't iba ang iglesia. There is no one set approach that is best for every church.

None of the 8 qualities can be missing

Missing just one of the eight essential qualities can greatly weaken a church's health and prevent it from growing in quantity.

Interaction

- 1) Why do you think many churches follow models rather than principles?
- 2) Do you think it is valuable to understand the difference between models and principles? Why or why not?

Tools and NCD

There are many excellent tools that can help strengthen the health of our churches. Halimbawa:

- EGR (Encountering God Retreat)
- PDL (Purpose-Driven Life)
- EE (Evangelism Explosion)
- Atbp.

Malaking tulong ang mga ganitong tools sa church health. Use them! The big question is: Which tools will you use now? Mahirap gamitin ang lahat sabay-sabay! What is the biggest need of **YOUR** church **NOW**? The NCD survey will help you answer this! Diagnosis muna, bago gamutin. Use the tool you need the most. Then, **how** effective has a tool been in actually helping your church to grow in quality and quantity? A second NCD survey will tell you this!

Tools can help us greatly to strengthen one or more qualities. But no single tool is a cure all, by itself, to strengthen all 8 essential qualities.

Role play

One of your churchmates says, “We shouldn’t use NCD because we will use _____”

(name a specific tool). Itutuwid siya ng iba pang mga churchmates. They will help him to better understand the role of NCD and the possible role of tools. 5 min.

Interaction

How has this teaching on Principles and Models deepened your understanding of NCD?

Source: *Color Your World with NCD* pgs. 19-24, 82-83 and *Natural Church Development* pgs. 16-17, 58-60.

HOW TO DO THE SURVEY

You will gain great insight into your church from your church survey results. This will greatly increase your ability to help your church! Complete these 9 steps to gain these insights.

1) Confirm the support of your pastor

It's essential that your pastor is fully supportive of using the survey to work on the health of your church. The best way to assure this is through his or her participation in this orientation. He needs to be here today. If not, you are at a big disadvantage. You will need to carefully explain the benefits of NCD to him and see if he would like to avail of this opportunity. It might help if you give him the audio tape which covers the beginning of this orientation or the booklet, *ABCs of NCD*.

2) Set the survey date

Set the date, time and place to fill up the questionnaires. You will gather all 30 people together, have them all fill up their questionnaires, then collect the forms. You may want to do this right after a worship service.

It is essential that you have all questionnaire respondents answer the questions together and submit their questionnaires together. This is the only way that we can assure respondents that their answers will be confidential. Do not distribute questionnaires to members and collect them individually. This will destroy anonymity. Members may answer questions insincerely, thinking their pastor and others will read their responses. This will make the NCD survey useless. Work hard to communicate to respondents that their answers will be confidential.

The questionnaires are due one month from today. The best time to do the survey will be within 2-3 weeks from today. This will give you enough time to prepare, but you will need to start soon. The date we suggest for you to do your survey is: _____
(two weeks from tomorrow)

A man
will be
praised
according
to his
insight.

-Prov. 12:8-

3) Secure the NCD questionnaires

Questionnaires are available in Tagalog, Cebuano and English. Decide which dialect you will use and use this dialect with all survey respondents. Do not mix dialects. In the future, we are hoping to have the questionnaires in other Filipino dialects, when we find people that are willing to help. Kindly do not make your own translations of the questionnaire ☺.

You can find the questionnaires on pgs. 233-41. They are also at www.philchal.org. Click on NCD/Questionnaires.

At the beginning of 2007 we will not yet be using the final questionnaires on pgs. 233-41. Temporarily, we will be using the “Transitional Questionnaires.” You can secure these at any of the following:

- www.philchal.org. Click on NCD/Questionnaires
- By e-mail from NCDSurvey@cyberstream.com.ph
- From the Philippine Challenge office
- From your Network Facilitator

If you use the final questionnaire too early it will not be possible to process your survey. We will announce on NCD E-news when the “Transitional Questionnaires” have been phased out and the final questionnaires, on pgs. 233-41, are in use. If in doubt, ask your network Facilitator or Philippine Challenge.

4) Photocopy the questionnaires

Make 30 copies of the questionnaire. There is no copyright problem. Make sure that the copies are clear.



www.philchal.org

5) Select survey participants

Approach 30 members and ask them if they would be willing to fill up the NCD questionnaire. The senior pastor must be one of the respondents. Some churches have had good success by informing these members that they “have been selected by their pastor (or Implementation Team).” Respondents should meet the following qualifications:

- Committed to the church
- Has a regular ministry responsibility
- Is a member of a small group of any type (cell group, discipleship group, men’s group, women’s group, Sunday School class, etc.)
- Can understand the language of the survey

Respondents must be able to read on their own and understand the language that the questionnaire is written in, without the help of anyone who might read, translate or explain to them. They must be able to answer the questionnaire.

What if you have more than 30 qualified members?

If you have more than 30 people who meet the 4 qualifications for respondents, select a variety of people, such as:

- Male, female
- Youth, older adults
- New Christians, those who have been Christians for many years
- Etc.

It’s important to get a cross-section as representatives of your church. There is no advantage to having more than 30 people respond to the survey. Itatapon lang ang sobra.

What if you don’t have 30 qualified members?

Use all of those who do meet the four qualifications, whatever number that may be. This will still give you an accurate result. A church of any size can do the NCD survey.



Warning!

If you do not follow the directions on pg. 26 the results on your church profile will be unreliable!

Worksheet

You may want to use the “NCD Survey Participant Worksheet” on pg. 37.

What if your church has no pastor?

The top leader in your church should be one of the respondents.

6) Inform the survey respondents about NCD

Explain what NCD is. Share your vision for how you hope NCD will help strengthen your church. It would be even better if you could do this with the whole church.

7) Fill up the questionnaires

Same type of writing instrument

Have a meeting to fill up the questionnaires, sabay-sabay. It is best if you prepare the same type of writing instruments for all respondents. Halimbawa: kung bolpen, puro blue o puro black. Kung lapis, puro lapis. If someone has a writing instrument different from the other respondents, this person may fear that their questionnaire will be distinct and that their answers will be read. This might influence the way they answer the questions and could produce a less accurate survey.

Do not explain the questions

All respondents must read, understand and answer the questions on their own. Do not read the questions to respondents. Do not translate or explain. Doing this could influence answers and cause some inaccuracy.

Answer honestly

Carefully read and explain the instructions at the top of the questionnaire. Clearly instruct all respondents that they should answer the questions very carefully and honestly. Some respondents give overly positive answers to make their pastor or church look good. Discourage this.

Answer questions on all pages

Clearly instruct respondents to look at every page of the questionnaire. A problem we have had in the past is that some respondents have left a whole back page of the questionnaire blank.

Confidential

Do all you can to strongly assure all questionnaire respondents that no one will know any of their answers. (The only exception will be those who will briefly check questionnaires for completeness.) This will help you get an accurate survey result.

No names

Respondents should NOT write their name on the questionnaire.

15-30 minutes

Most members finish the questionnaire in 15-30 minutes.

Collect sabay-sabay

After all respondents have completed the questionnaire, collect all forms sabay-sabay rin, if possible. This is ideal, as this will give greater confidentiality.

Some members will probably complete the questionnaire very quickly. Others may take a long time. You may want to have two or three people ready to collect questionnaires as they are completed, so that those that finish quickly can go home. This is also acceptable, but not ideal. If this is the case, have those who have submitted their questionnaires leave the room, so that they won't be a distraction to the ones that haven't finished yet.

Check for completeness

Assign two or three members to receive the completed questionnaires. Respondents should hand completed questionnaires to these people. These members should quickly scan the questionnaire to make sure that no whole pages have been overlooked.

Some careless respondents answer all of the questions the same! Halimbawa: puro "Talagang ganito." Hindi nila napansin na binaliktad pala ang ibang mga tanong! These should either be redone immediately or discarded na lang.

Laban sa gutom

Churches that have done this close to 12:00 have noticed that some members rushed through the questionnaire dahil gutom na. If it will be close to lunch-time when you have members fill up the questionnaire you might want to provide a small merienda ☺.



8) Submit completed questionnaires

We will meet again, approximately one month from today, for NCD network meeting #2. Submit all of the paper copies of the filled up questionnaires to your Network Facilitator at that time. He or she will take care of the processing, and give you your survey results.

30 lang

There is no advantage to submitting more than 30 questionnaires. Itapon na lang ang mga sobra.

Do it yourself

Convenient online processing is available, beginning in early 2007. This can be used by anyone: individual churches, Network Facilitators, representatives of Ministerial Fellowships or denominational officials. You can do this anytime, anywhere you have internet access: your home, office, kapitbahay, church or internet café. This gives you instant results! Instructions are provided in Appendix 1 on pgs. 35-36. This will guide you to process your own church surveys. You can also use this to train someone from your network, Ministerial Fellowship or denomination.

Online processing only

After the system for online processing is in place, this will be the only way to process surveys. Dongles will no longer work. We will keep you informed through NCD E-news and through your Network Facilitator.

Others who might be able to help you

Many denominations, Ministerial Fellowships and churches have personnel who can process your survey for you. If this is faster or easier for you, go ahead.

Early results

If you secure your survey results before our next meeting, kindly bring a copy of your survey results and submit it to your Network Facilitator.



Train processors

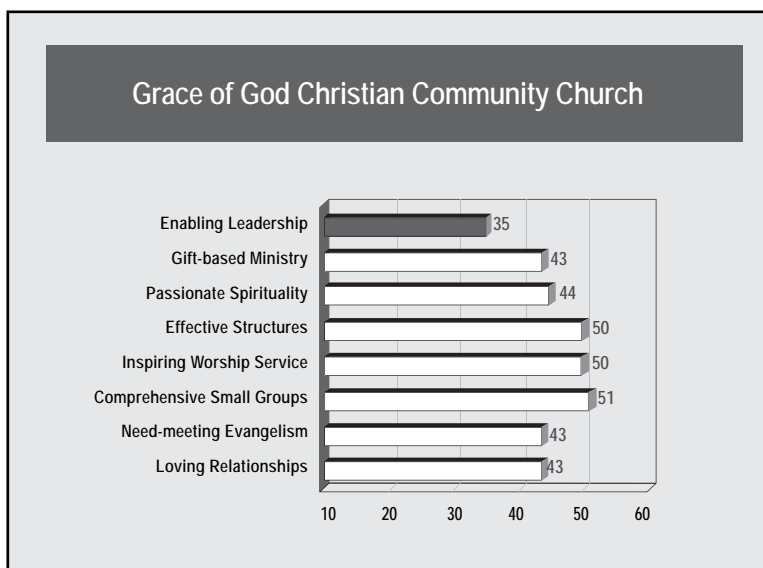
Philippine Challenge can also process your survey for you, but for a fee 😊. Hindi dahil mukhang pera kami, kundi, we would rather enable others to do this (Enabling Leadership). We are happy to train others so that they can process surveys.

Less than 30?

If you were not able to get completed questionnaires from 30 members just proceed with the number you have (29 or 28 will be OK). If some members you enlisted were absent from the meeting where you answered the questionnaire, do not try and get their answers after the meeting, individually. You have lost the opportunity for confidentiality. Churches that have tried to do this have found that members are resistant to submit the questionnaires at this point. The reason probably is that they fear that their pastor or others will read their responses. Anticipating this, some have answered the questionnaire in a way they hope will please their pastor. Their answers may be inaccurate. This will give you an inaccurate church profile. Sumuko na kayo. Huwag nang habulin ang mga absent.

9) Receive your results

We will submit your church profile to you, showing the score of your church in each of the eight qualities, like the sample below. We will also give you instructions on how to strengthen your Weakest Quality, helping your church to grow in quality and quantity.



Just knowing your survey results will be of little benefit to your church. Ngunit, napakalaking tulong kung malalaman ang inyong Weakest Quality at sadyang palakasin ito.

Magkano kaya?

1) Regular fee – P400 per church analysis

This is the fee if you or someone from your organization does the encoding and processing. See Appendix 1 for instructions. Philippine Challenge can train you if needed. Madali lang.

2) Discount to dongle owners – P350 per church analysis

Dongles have been phased out as processing is now done online. Philippine Challenge will provide this discount to former dongle owners.

3) Full service fee – P700

If Philippine Challenge does all encoding and processing for you we will charge you P700. Kayo na lang ang gumawa para matipid.

Payment for your church analysis will be due one month from today, when you submit your questionnaires. (Or, you may process your survey yourself or have someone else process it for you. See Appendix 1 for instructions.)

ACTION PLAN

We will meet again one month from today to submit the questionnaires, and learn how to prepare our churches for NCD. Additional trainings will also be provided to guide your church to strengthen its Weakest Quality.

Action plan for our next meeting

1) **Day**

What day of the week would you like to meet?

(Saturday is usually best, so members can be included.)

2) **Date**

On what date would you like to meet?

3) **Time**

What time would you like to meet?

(8am-3:00pm? 9am-4:00pm?)

4) **Venue**

5) **Multi-locations**

Should your churches meet in two or more different locations, to keep transportation costs down?

6) **Prayer**

Manalangin ngayon, sabay-sabay. Hilingin na palaguin ng Panginoon ang bawat iglesya sa quality at quantity.

Action plan for your local church

- 1) How do you think NCD might be helpful to your church?
- 2) Would your church like to do the NCD survey?
 - a) Yes _____
 - b) No _____
- 3) If yes, when will you do the survey?
Date: _____
Time: _____
- 4) If yes, who from your church will participate in our next NCD meeting to submit your completed questionnaires and learn how to prepare your church for NCD? You may bring up to 5 delegates.

Puwede bang makahabol?

Can other churches, that were not here today, do an NCD survey and join the forming network for our next meeting and additional trainings that will be made available? Puwede. Kaya lang, mahihirapan sila kung wala sila ngayon. Malaking tulong if someone could re-echo today's seminar for them.

Appendix 1

How to Process NCD Surveys Online

1) Pay for your TAN (Transaction Account Number).

You will need this number to proceed with the online processing. If you ordered TANs in the past to use with your dongle, the procedure is the same now as before.

TAN fee

TANs can be purchased for P400. If you owned a dongle before, you can purchase TANs for P350. Each TAN is good for processing one church survey.

Pay at Metro Bank

Kindly submit your payment to Philippine Challenge for each TAN ordered. To do this, make a deposit at any Metro Bank branch. Write on the deposit slip:

“Philippine Challenge, Inc.
SA #086-3-01050943-2”

Pay at Philippine Challenge office

You can also pay in person at the Philippine Challenge offices in Cainta, Rizal or Davao City.

Plan ahead

To be prepared to quickly process surveys at any time, it would be good if you have a supply of TANs ready.

2) Provide notification of payment to Philippine Challenge.

When informing Philippine Challenge of your payment kindly supply the following information:

- Your name
- Your contact information on how we can send your TANs to you.
We prefer to send TANs by e-mail. Cell phone, landline and Fax are also acceptable.
- Number of TANs purchased
- Peso amount deposited at Metro Bank
- Date of deposit

Fax Philippine Challenge

We prefer that you Fax a copy of the deposit slip with the info requested above to (632) 240-2250 to 51 and 240-0432.

Other means of notification

If you cannot Fax Philippine Challenge you can also send the information requested above by:

- E-mail: philchal@cyberstream.com.ph
- Cell phone: 0920-264-5262
- Landline/Fax: (632) 240-2250 to 51 and 240-0432

TANs can only be purchased from Philippine Challenge.

3) Receive your TANs.

We should be able to supply your TANs to you in 1-3 working days. We prefer to send TANs by e-mail. Cell phone, landline and Fax are also acceptable.

4) Secure the 30 filled-up questionnaires from the church.

5) Encode the data.

Go online and enter the answers provided on the filled-up questionnaires. You will need to use your TAN to do this.

For complete instructions on how to encode and process your survey online, go to www.philchal.org. Click on "Natural Church Development/Online Processing." You will find a link to NCD International which will provide step-by-step instructions.

6) Receive your survey results online.

Pindut lang, at may resulta na kayo!

7) Distribute the survey results.

You can print or e-mail copies of the church profile.



www.philchal.org

NCD SURVEY PARTICIPANT WORKSHEET

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