**PARISH CULTURE SURVEY 2024**

**Letter to Parishioners**

**LETTER1 – About the Survey**

This is an example of a letter that can be used to send to parishioners to inform them about the survey and to provide them with the link to do the survey. It is only a guideline or a template to be used as appropriate and where it assists.

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Dear Parishioners, Friends in Christ

Last year all parishioners in the Archdiocese of Cape Town were invited to participate in the Parish Culture Survey. You may remember it? It is a survey that is conducted in every parish, for the benefit of each parish – but across the whole Archdiocese of Cape Town. All parishioners are asked to give their assessment and feedback on how their specific parish is doing in each area of parish activity (Liturgy, Community Engagement, Faith Formation, Parish Community Building, Youth & Young Adults, Marriage & Family Life, Evangelisation).

In the Great Commission, Jesus calls each of us saying “Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, until the end of the age.” *Matthew 28:19-20.*

This missionary mandate defines the purpose of the Church. In the spirit of the synodal way and guided by the PPC statutes of the Cape Town Archdiocese, we seek to be a more invitational, welcoming and listening church. Hence, we are asking all parishioners to participate in this Parish Culture Survey. Your feedback is very important and gives valuable information about how everyone experiences our parish.

The survey takes about 5 minutes to complete. It is confidential and complies with POPIA. It is also anonymous. The results of the survey will be captured into a Parish Culture Survey Report for each parish and this report will be given to the Parish Priest and PPC Chair to be used internally in the parish only.

The Survey can be completed ONLINE or via a HARDCOPY PRINTED FORM.

* ONLINE: To complete the survey online – please use the link below and follow the instructions on the form. <INSERT THE PARISH LINK TO THE SURVEY HERE>
* HARDCOPY: Printouts of the survey are available for anyone who prefers this method. The form will them be entered by the Parish Office into the computer system. Please contact <INSERT CONTACT DETAILS HERE> to get the survey form.

Please complete the survey as soon as you can. The survey closes on **31 AUGUST 2024. A**fter this the results will be processed, and we will receive our parish report by end of October 2024.

Thank you for your time and being part of this journey together.

Yours in Christ

<NAME>