



Instructions for Administering the Lake Region Conference of Seventh-day Adventists Pastoral Survey

The LRC Administration asks that you follow the instructions listed below so that the survey may be completed in decency and in order.

1. The survey should be completed by official congregational members of the Lake Region Conference on Sabbath, April 29, 2023. A make-up day for the survey will be on May 7, 2023.
2. The attached letter should be read aloud by the Church Clerk following divine worship service. **We ask that all streaming to have ended at this point.**
3. Pastors are asked to leave the sanctuary as this process begins.
4. The First Elder and Church Clerk will oversee the process of instructing the members on filling out the survey.
5. Please inform the members that surveys are to be filled out as individuals and should be completed only once.
6. During the survey time, post the survey link as well as the QR code on your church screens so that members may complete the survey digitally.
7. Please have printed copies of the PDF version of the survey available so that those who are not technically or digitally inclined can participate. Kindly provide writing instruments (pens/pencils) to be passed out as well.
8. Once the printed surveys are complete, they should be collected at that time and given to the church clerk, who will place all printed survey's in an envelope addressed and sent to the Lake Region Conference Secretariat Office.
9. For any questions or comments regarding the survey, contact LRC Communications at jlendor@lrcsda.com.