

AGENCIES/INSTITUTIONS SURVEY FORM

Name of Institution, Agency or Organization: _____

Telephone: _____

Address: _____

City/State/Zip: _____

Person Interviewed: _____

Position of Person Interviewed: _____

Ask these questions:

1. What service(s) do you provide?

2. What do think are the needs in this community?

3. What do you feel a church can do to help meet these needs?

Person Conducting Survey: _____

Telephone: _____ Date of Interview: _____

AGENCIES/INSTITUTIONS SURVEY

A dynamic relationship should exist between the church and its community. The church is both in and a part of the community. Because the church is interested in the whole person, it should work constructively with community agencies and institutions. The church should recognize, appreciate and develop good communications and working relationships with community agencies and institutions that share any concern for the worth and welfare of people.

Prepare for the Agencies/Institutions Survey

Before taking the Community Survey, check with your associational director of missions, mission survey director, Brotherhood director and WMU director. These associational officers may have information from previous surveys that will be helpful. These officers also may help coordinate survey efforts of several churches so that only a few contacts are made with community agencies and institutions in the area.

Compile a list of agencies and institutions serving the community, including addresses and telephone numbers, and a notation of the kind of service each agency or institution renders. This list is valuable to us in (1) conducting interviews with representatives of agencies and institutions to discover needs that the church can help meet, and (2) referring people for help when referral services are needed in mission action. Large communities (or counties) have Community Service Council, Community Welfare Council or a Health and Welfare Council. These councils often are associated with other social service organizations; and they serve as a medium through which all community forces, both public and private, can plan together for health and welfare services. The councils may have a directory of community agencies and institutions, listing services they render. This directory usually is a priced item and/or the information may be found in a city/county library. If the community has a council, this is the first place to obtain information.

The community may have a Volunteer Bureau that serves as a central place where individuals and groups volunteer for community service and where community agencies and institutions register requests for volunteers to carry on their work.

If the community does not have these services, make a directory of agencies and institutions. Some people and agencies that may be interviewed include: (1) department of institutional, social and rehabilitative services; (2) county nurse or medical officer; (3) police department; (4) juvenile officer of judge; (5) County Mental Health Association; (6) superintendent and staff of public schools; (7) city recreational director; (8) probation officers; (9) alcohol treatment centers; (10) Council on Aging; (11) Council on Drug Abusers; (12) Office of Economic Opportunities; (13) Legal Aid Society; (14) Public Health Nursing Services; (15) child guidance clinics; (16) Alcoholics Anonymous; and (17) ethnic organizations, councils and businesses.

Contact community agencies and institutions to find service opportunities for the church. Church members may be selective in contacting community institutions, knowing there will be some limit on the amount of service they can render and needs they can meet. If an In-Church Survey has been conducted, make the first community contacts with institutions with needs mentioned most frequently by church members or start with those institutions located nearest the church.

Contact the Agencies/Institutions Survey

Contact the agency or institution and make an appointment with the executive. Ask these basic interview questions: (1) What service do you provide? (2) What do you think are the needs in this community? (3) What do you feel a church can do to help meet these needs?

Keep the interview brief, yet be thorough in getting the information. List what the person says, whether it seems possible or acceptable. An interviewed can achieve a more successful interview by using his/her own terminology. Use the Agencies/ Institutions Survey Form to list questions and record answers and impressions.

Some institutions have regulations about religious activities and the distribution of materials. Ask interviewee directly, but tactfully, about any regulations and assure the agency that the church will honor these. Explain briefly the church's purpose and resources in assistance. An attitude of warmth and openness can do much to enhance the relationship between the church and community agencies.

The agency may have had an unpleasant experience with previous groups who failed to sustain their ministry or tried to take the place of professionally trained workers. Explain that the church is interested in discovering ways they can help meet needs. Explain that the interview does not include promises to provide mission action. Let the interviewee talk during and after the questions. Listen.

Before closing the interview, be sure all information has been recorded accurately. Do not read meanings into what the interviewee has said. If there is a doubt or questions, get clarification. Make sure that nothing has been overlooked. Express thanks to the interviewee for time and interest.

Compile the Agencies/Institutions Survey Information

The Agencies/Institutions Survey Forms should be returned to the appropriate person(s) when they have been completed. Survey groups should compile and review the information on the forms noting needs and resources of various agencies and institutions. Some sorting should be done to identify agencies with which the church can most likely develop projects. A list of agency resources should be compiled for reference in determining project priorities.

Share information collected with your associational Mission Development council, WMU director and Brotherhood director.