



22 January 2021

Greetings from your Rector Search Committee,

The first phase of the search committee process is to gather information about (i) who we are as a church community, which we will use to prepare a portfolio to attract prospective applicants; and (ii) what do we need in our new Rector, which we will use to identify the applicant that best matches our needs. Each person in your household (age 13 and up) may complete a survey. We encourage everyone to participate.

Our preference is for respondents to utilize the online option. The online survey tool is Survey Monkey. For those individuals preferring not to use the online method, a paper copy of the survey may be requested and returned for inclusion. Regardless of the survey method selected, your survey responses are confidential and consolidated at the congregational level. Specific information regarding each survey method as well as additional steps for minor children (age 13-17) participation is attached.

The survey will close on 17 February 2021. We appreciate your prompt response to this survey.

Warm regards,

Your Rector Search Committee

Rick Melrose (Chair)

Bridget Colon

Gerald Cooper

Scott Gilson

Peggy Hobler

Kim Poole

Survey Information & Instruction

Anonymity

Similar to voting, the intent is to ensure everyone has the opportunity to provide input into the process while providing anonymity by not associating the results or any specific response with a specific person. The search committee must also be able verify who has and who has not submitted a survey both to confirm receipt to the individual and to ensure we have done our due diligence to provide everyone the opportunity to participate.

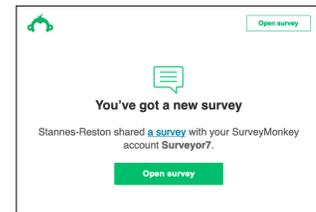
Use of Subject and Attention Lines

Please use the subject (email) and attention (mail) lines specified in the instruction below. Their use will allow the search committee and the church's office staff to efficiently handle your requests.

Online Participation

Our online survey tool is Survey Monkey. Through Survey Money, you will receive an emailed request for participation in the survey. All adults with an email address in the church records will receive this invitation via Survey Monkey. We do not control Survey Monkey's policies regarding storage/use of email or user data.

Each email address is associated with a single individual from the perspective of Survey Monkey. Survey Monkey will allow one response per email address. If your household has only a single email address listed in the church records, but has multiple individuals in the household, please send an email to rectorsearch@stannes-reston.org with the **Subject: Email Address for Survey Monkey**. In the body of the email, please list the name(s) and the associated email address(es) to add (e.g, John Doe email is jdoe@gmail.com) to Survey Monkey. For minor children with an email address, please see the Minor Children section of this letter.



Once you complete the survey online, you will see a confirmation that your survey input was accepted. Survey Monkey will produce a list (email addresses) of completions / non-completions that the search committee will use to track progress toward completion of the survey by the congregation as a whole. Survey Monkey does not associate your responses with your email address; it only records that the email address was used to provide input which keeps your input anonymous.

Manual (hard copy) Survey

We realize some individuals prefer to complete surveys by hand, don't use email, or prefer to maintain a minimal online presence. We want your input, and you do not need to use Survey Monkey to provide it. You can acquire a hard copy survey by:

Call or write the church office and request a survey. It will be mailed to you via the U.S. Postal Service. OR

Download and print the survey at home from St. Anne's website. OR

Email rectorsearch@stannes-reston.org with the **Subject: Hard Copy Survey Request**

We realize some households may have multiple members that prefer a hard copy. Please be sure to tell us if you need more than a single copy.

In order to maintain anonymity of responses and verify respondents at the congregational level, you need to return your response in the following manner:

1. Place your completed survey in a sealed envelope. On the envelope, please write the name of the respondent. (Similar to the mail-in vote process where the inner envelope includes voter information.) This envelope is henceforth referred to as the inner envelope.
2. Place the sealed envelope containing your survey in second envelope. The second envelope is the mailing envelope and will contain both your return address and the mailing address. We will refer to this as the outer envelope. Please use this mailing address and — very important — include the attention line:

St. Annes Episcopal Church
ATTN: Rector Search — SURVEY
1700 Wainwright Drive
Reston, VA 20190

3. Mail the survey.

The search committee will handle the mailed responses as follows:

- ◆ Responses mailed to the church will be set aside by the church staff for pickup by the search committee. The attention line will identify to the staff that it contains a survey. The church staff will not open any letters that include the attention line in the address.
- ◆ Periodically, one of the search committee members will collect the mailed responses from the church office.
- ◆ The search committee will take the following actions:
 - Open the outer envelope and ensure the inner envelope has the respondent's name written on it.
 - Find the respondent's name on the church roster and note that a survey was received.
 - Set aside the inner envelope.
 - Prepare a receipt confirmation note to the respondent using the return address from the outer envelope and the respondent name from the inner envelope. The search committee may choose to call, text, or email the respondent as an alternative to mailing a reply note.
- ◆ Gather the inner envelopes received. Open and separate the survey(s) from the inner envelope(s). The surveys have now been separated from any identifying information.
- ◆ Manually enter the survey data into the survey tool in order to allow the tool to collate the data at the congregational level.
- ◆ Once entered, hard copy surveys will be stored in a "completed" stack. Ultimately, these surveys will be destroyed once the survey process is complete as all of the data from

these hard copy surveys will have been added to the survey tool manually by the search committee.

The search committee recognizes this is not a perfect system and appreciates your trust that we will keep all responses confidential.

Minor Children (ages 13 through 17)

We encourage parents to allow their minor children (ages 13 through 17) to complete the survey. Participation requires parental (guardian) permission. With the exception of Survey Monkey which automatically generates survey communications, any communications between the search committee and a minor child will include the parent — e.g., cc'd on email, joint text messages, joint addressee on USPS mail. Parents have several options with respect to their child's participation:

Option 1 - Online Minor Participation:

Send an email to rectorsearch@stannes-reston.org with the **Subject: Minor Participation Approval**. In the body of this email, provide the child's name, the child's email address, and your approval to add that email address to Survey Monkey. Remember Survey Monkey will automatically generate email to the child's address (you won't be cc'd). We do not control Survey Monkey's policies regarding storage/use of email or user data. Providing your child's information is consent for your child's participation.

Option 2 - Manual (Hard Copy) Minor Participation:

If you prefer your child complete the survey using a paper copy, you can get a survey for them by taking one of the following actions:

Download and print the survey from the St. Annes website for your child to complete. Follow the instructions for mailing the completed survey found in the Manual (hard copy) Survey section delineated earlier in this letter. OR

Request a survey via email. Email rectorsearch@stannes-reston.org with the **Subject: Hard Copy Survey Request — MINOR**. Include in the body of the email, your permission for your child to participate and your child's name. You may request a hard copy via U.S. Postal Service mail or a soft copy (print at home) via email. Follow the instructions for mailing the completed survey found in the Manual (hard copy) Survey section delineated earlier in this letter. OR

Request a survey by calling or writing to the church. Please identify the number of surveys you need. When you return the surveys, you must include a written note that gives your permission for your minor child(ren) (by name) to participate. Follow the instructions for mailing the completed survey found in the Manual (hard copy) Survey section delineated earlier in this letter.