

Missional 
Waypoint
T O O L

MANUAL

Welcome

Welcome to the *Missional Waypoint Tool* manual. This guide will assist the parish priest to effectively use the tool to gather valuable insights about the parish community's missional posture. By **missional posture**, we mean that the parish is doing the things that one would expect from a parish that is fully engaged in the great commission to “Go, make disciples of all nations...” It is not intended to measure the fruits of those efforts; rather, it validates the proper focus on mission and the adoption of the missional identity by the whole parish.

While the tool is designed to be used by anyone at any time, **its full value is best experienced as a whole parish project**. This handbook is intended as a resource to help implement the *Missional Waypoint Tool* for the whole parish. By following these steps, you can ensure that the survey process is smooth and productive for both parishioners and leadership.

Preparation:

♥ Parish Priest:

- Take the assessment yourself (app.missionalwaypoint.org), identifying yourself as a “priest” when asked about your role.
- Initial access to the general survey tool is through app.missionalwaypoint.org.
- Or by using this QR code



- Choose your diocese and parish from the drop-down lists. If you cannot find your parish, you can create it.
- If you are a multisite parish, you may choose to create individual names for each site or do the assessment for all sites as one parish.
- When you have completed the assessment, you will have custom links to share with your parish leadership and parishioners.

♥ **Leadership Team:**

- Discuss the survey with the parish leaders and have them complete the survey using the custom link from your results page prior to giving it to the rest of the parish.

♥ **Announcement at Mass:**

- The week before using the survey, make an announcement during Mass to inform parishioners about the upcoming survey.
- Emphasize that the survey is about perception, not knowledge. It aims to understand how individuals perceive the parish's mission and activities.
- Highlight that the survey will aid parish leadership in making informed decisions to enhance the parish experience and remain faithful to its mission.
- Encourage parishioners to bring their smartphones and/or tablets for ease of participation. However, assure them that paper copies will be available for those without access to electronic devices.

Day of the Survey:

♥ **Introduction:**

- Begin by introducing the purpose of the survey to the parish community.
- Emphasize that the survey is designed to help understand the parish's missional posture, which refers to its orientation toward mission and evangelization.
- Clarify that the survey captures perceptions, not factual knowledge. It is essential for participants to share their honest impressions.
- Define "evangelization" to ensure a common understanding among participants. Explain that it involves sharing the Gospel with new people and differs from catechetics or faith formation.
- Encourage participants to answer survey items to the best of their ability and to rely on their first impressions rather than overthinking their responses.

Using the Survey:

♥ **Accessing the Survey:**

- Share the custom link or QR code for parishioners from the results page of the priest's survey. The link and code are unique to your parish and will ensure that those taking the survey are associated with your parish and are properly identified as a parishioner.
- Consider sending the unique link to your parish email list ahead of the announcement to fill out the survey so parishioners can easily find the link in their inbox.

♥ **Completing the Survey:**

- Encourage participants to read each question and answer intuitively.
- Remind them to provide honest responses based on their perceptions of the parish's mission and activities.
- Remind them that their responses are anonymous, even if they provide their email.
- Offer assistance to individuals who may encounter difficulties with technology or understanding the survey questions.
- Paper versions will need to be entered into the system after they are completed. (Simply have volunteers complete additional surveys on the system entering the responses from the paper versions.)

Post-Survey:

You will be emailed with a link to your results dashboard when it completed.

♥ **Action Planning:**

- Share the survey findings with parish leadership and stakeholders. (The reports provided will help to make sense of the data and present it to your stakeholders.)
- Facilitate discussions to develop action plans based on the insights gleaned from the survey.
- Prioritize initiatives that align with enhancing the parish experience and furthering its mission.
- If you do not already have a Divine Renovation coach or guide to discuss your results, Divine Renovation would be happy to connect with you. (divinerenovation.org/regions)

Communication:

- Communicate the survey results and action plans to the parish community.
- Maintain transparency throughout the process, acknowledging both strengths and areas for growth.
- Encourage continued engagement and feedback from parishioners as the parish works towards fulfilling its mission.

Conclusion:

The *Missional Waypoint Tool* serves as a valuable resource for understanding and improving your parish's missional posture. By following the steps outlined in this manual, you can ensure a successful survey process that empowers parishioners and leadership alike to contribute to the vibrant mission of the Church.

The **Missional Waypoint** tool is provided at no cost, thanks to the *generous spiritual and financial support* of individuals passionate about parish renewal.



Sample Mass Announcement
(Week Prior to Survey)

Dear Parishioners,

We would like to inform you about an upcoming initiative aimed at enriching our parish community.

Next week, during Mass, we will be launching a parish-wide survey called Missional Waypoint. This survey is not a test of knowledge but rather an opportunity for each of us to share our perceptions and experiences regarding the mission and activities of our parish.

The purpose of this survey is to gain insights into how we perceive our mission and activities. Your feedback will play a vital role in guiding our parish leadership in making informed decisions to enhance our parish experience and ensure that we remain faithful to our mission.

We encourage you to participate in this survey and share your thoughts openly. To make participation convenient, we kindly ask you to bring your smartphones and/or tablets next week. However, for those who may not have access to electronic devices, paper copies of the survey will be available.

Your input is invaluable in shaping the future of our parish community. Together, let us continue to journey in faith and unity as we strive to serve the Lord and one another.

Thank you for your cooperation and support.

Sample survey introduction:
(Introduction on the day of the survey)

Dear Parish Community,

I'm thrilled to introduce you to an exciting initiative we're launching today called the Missional Waypoint, and I want to invite each of you to participate.

At the heart of this initiative is a survey designed to help us understand our parish's approach to mission and evangelization. It's not about testing knowledge but about capturing your perceptions and feelings about our collective journey in spreading the Gospel.

Let's talk about "evangelization" for a moment. It's about sharing the message of Jesus Christ with others, welcoming them into our community, and supporting them on their faith journey. It's an essential aspect of our mission and is not the same as faith formation or catechism.

As you engage with the survey, I encourage you to be genuine and share your honest impressions. Don't worry about finding the "perfect" answer; instead, trust your instincts and share what comes to mind naturally.

*****Insert your procedure for accessing the survey *****

Examples: "Scan the QR Code on the screen" or "Scan the QR code on card in your pew," ...

For those of you who do not have access to a digital device (phone or tablet), the ushers will be happy to provide paper versions, which will be input later. The survey should only take about 10 minutes to complete and if you are really unsure about how to answer a particular item, please choose the neutral option.

Together, let's embark on this journey of reflection and growth. Your participation in the Missional Waypoint survey is invaluable as we strive to better understand and live out our call to mission and evangelization as a parish community.

Thank you for your involvement and contributions to this important endeavour

Frequently Asked Questions

1. What is the Missional Waypoint Survey?

The Missional Waypoint Tool is designed to measure the “missional posture” of a parish. By missional posture we mean that the parish is doing the things that one would expect from a missional parish. It is not intended to measure the fruits of those efforts, rather it validates the proper focus on mission and the adoption of the missional identity by the whole parish.

2. How does it work, and will anyone know how I answered?

Parishioners are asked to provide their perceptions of various aspects of the parish. They are not expected to “know” an answer, but simply to offer their perspective. The survey is anonymous and individual responses will only be used as part of summary information so there is nothing that can reveal your identity.

3. When do we fill out the survey and what happens next?

The survey is best filled out online using a smart phone or tablet. You are encouraged to bring these with you on the day we will complete the survey. If these are not available to you at the time, a paper version can be used, and your responses will be entered by a member of the parish team. The responses will be analysed by Divine Renovation who will present a report to the parish leadership. For those individuals who complete the survey online, you will immediately receive a report of your individual perceptions of the parish and a fun indicator of your own alignment with the missional identity of the parish.

4. Does this survey really represent our parish?

The survey truly represents the perceptions and alignment of the parish and its mission provided that people feel that they can answer openly and honestly.

5. How often can the survey be done?

Ideally, the survey would be done each year at about the same time, but the leadership of the parish can determine the best frequency for your individual situation.