

## **Transforming Church Index Instructions for Ordering Metropolitan Chicago Synod – ELCA**

1. E-mail Dina Tannous to let the synod office know that your congregation is going to sign up to do the survey (dtannous@mcselca.org; 773-248-0021, ext. 16.)
2. Please go to the website: [www.transformingchurch.net](http://www.transformingchurch.net)
3. From the pull down tabs at the top of the home page, select TCIndex and click Order the Survey.
4. Then fill out the information requested for each field. In the Denomination field, please type Metropolitan Chicago Synod – ELCA. Your church will then automatically be billed the discounted cost of \$299 rather than the full price of \$499.
5. Once you have completed the form, please click Submit and your order will then be placed.
6. Your order will be sent to our TCIndex administrator, Karen Robbins. Within 1 to 2 business days, she will enter your order into the database and send you all the information you need to get started with the survey. You will receive the following documents via email:
  - Instructions for your church with the log-on ID and password.
  - The paper survey document to duplicate for those people who aren't comfortable using a computer.
  - A PowerPoint presentation to use to announce and promote the TCI.
  - A TCI promotional guide with suggested ways to publicize the TCI.
7. In terms of process, we suggest:
  - Distribute the TCI instructions to the membership. Publish the instructions in the bulletin, newsletter, and if possible via email. The survey is open to anyone who attends your church, but we prefer to have people over the age of 14 or 15.
  - Make sure the survey is announced each weekend during the survey period.
8. Contact Information:  
For questions about the survey process, contact Karen Robbins via email at [krobbins@tagconsulting.org](mailto:krobbins@tagconsulting.org) or by phone: (703) 352-0660, ext. 251.