

## Thriving Synagogue Learning Tool (TSLT) Introduction to the Survey Set Up Form

### Purpose

The TSLT Setup Form is used to customize the survey that will be sent to all members and participants in your congregation. For example, the short form of your synagogue's name will appear throughout the survey. If you do not have clergy or professional staff, items related to these positions will not appear in your survey. If you are interested in a separate analysis for those in interfaith relationships, the survey will include a question about the religion of the respondent and his/her spouse or partner.

### Instructions

All questions in the Setup Form are required. After you have filled in the requested information, double check your answers to be certain they are correct. Once you hit the "submit" button, you will no longer have access to the Setup Form.

### Requested Information

#### Synagogue Name and Location

1. Full name of synagogue
2. Abbreviated or shortest form of the synagogue name that members will easily recognize
3. Synagogue location (city or town)
4. Synagogue zip code

#### Synagogue Size

5. How many individual adult members does your congregation have? (If you do not know, provide best estimate).

#### Synagogue Characteristics

6. Does your synagogue have clergy? (Yes/No)
7. Does your synagogue have at least three paid staff (either fulltime or part-time) who interact with members of the congregation? This may include executive director, administrative staff, teachers, custodial staff, or others who work for pay in the synagogue. (Yes/No)
8. Does your synagogue have a top professional, such as an executive director, who reports directly to the board? (Yes/No)
9. Does your congregation have a building or other space(s) in which you meet regularly? (Yes/No)
10. Does your synagogue ask members for annual payments such as dues?  
If yes-- what do you call these payments (e.g., dues, voluntary contribution)?

#### Special Content

11. The survey report presents separate results for different demographic groups. Do you want to include demographic questions that ask if the respondent and respondent's spouse are Jewish?

#### Contact Information

12. Name/telephone/email of person that *congregants* should contact if they have questions about the survey
13. Name/title/telephone/email of person on the leadership team who will serve as primary contact for the *Brandeis research team*