

The Clerk's Annual Questionnaire 2017 (CAQ 2017) is ready for distribution to your presbytery's congregations! The CAQ 2017 includes questions from five of the six Presbyterian Church (U.S.A.) agencies and is *one of only two* church-wide surveys.

The link and WORD documents will be sent directly to those 5651 Clerks of Session from Research Services.

Please send the survey and the WORD document to all Clerks of Session in your presbytery. Hopefully, everyone will have the link and/or paper version by November 1.

The same link will be used for everyone. No passwords or special identifiers are required; however, ***the survey must be completed in one sitting***. It will take about 20-30 minutes to complete depending upon the volume of information in the responses. It is highly advised that the survey be printed, the information gathered, then entered in one sitting.

Here is the link for everyone:

<http://www.surveygizmo.com/s3/3846763/69d352ef2371>

The CAQ 2017 is available in English, Spanish and Korean. The English and Spanish Word documents are attached. The Korean Word document will be available November 1.

...I am suggesting three ways that your presbytery's Clerks of Session can return the CAQ 2017 to Research Services. Please select from one of the following ways, then let me know what you decide. The paper CAQ 2017 can be:

1. Returned to the presbytery office for presbytery staff to enter the data using this same link
2. Returned to the presbytery office for the presbytery to send all the paper copies to Research Services, 100 Witherspoon Street, Louisville, KY 40202 or
3. Returned directly to Research Services, 100 Witherspoon Street, Louisville, KY 40202

Once the CAQ 2017 is entered, each respondent should receive an immediate thank you email with a copy of what was entered. This is document can be printed or saved to a hard drive as part of the church's records.

The deadline is December 12, 2017.

I will gladly answer any question about the Clerk's Annual Questionnaire 2017. Please contact me by email: susan.barnett@pcusa.org or by phone: [502-569-5161](tel:502-569-5161).