

----- Part I -----

1. What is your job title?

2. Do you work...(check only *one*):

- a) ___ for a diocese
 - b) ___ for a parish or cathedral
 - c) ___ for a church-related seminary
 - d) ___ for an agency/organization/publisher
 - e) ___ at the Episcopal Church Center
 - f) ___ other. Please describe:
-

3. Do you engage in this work as a ... (check only *one*; when in doubt, check the response indicating how your communication work is classified by your *employer*):

- a) ___ full-time employee working exclusively in communication
- b) ___ part-time employee working exclusively in communication
- c) ___ full-time employee with responsibilities besides communication
- d) ___ part-time employee with responsibilities besides communication
- e) ___ volunteer
- f) ___ independent contractor.

4. For the above work, what was/is your annual compensation (excluding benefits) in:

- a) 2000: \$ _____ b) 1999: \$ _____

(NOTE: only ranges and group averages will be published; individual salaries will remain confidential)

5. What benefits do you receive from your employer (check *all* that apply):

- a) ___ health insurance
(If yes, are you required to pay a portion of its cost? ___ Yes ___ No)
 - b) ___ retirement plan
 - c) ___ life insurance
 - d) ___ compensatory time (time off to compensate for overtime hours)
 - e) ___ paid vacation time
 - f) ___ tuition assistance
 - g) ___ continuing education
 - h) ___ annual communicators' conference
 - i) ___ other. Please describe:
-

6. Do you have a separate travel budget?

- a) ___ Yes ___ No
- b) If yes, how much was the budget for 2000? \$ _____

(continued)

----- Part II -----

7. Media responsibilities (check **all** that apply):

- a) newspaper
- b) website
- c) e-mail list management
- d) video
- e) television
- f) radio
- g) audio production
- h) brochures
- i) worship booklets
- j) convention journal
- k) annual report
- l) media relations
- m) press releases
- n) promotions/marketing
- o) other. Please describe:

8. Job duties (check **all** that apply):

- a) concept development
- b) communication planning & strategizing
- c) writer
- d) editor
- e) producer
- f) design/layout
- g) original graphic art
- h) narrator/actor
- i) copyediting/proofing
- j) photographer
- k) technical production
- l) project management
- m) communication office management
- n) provide regular workshops/seminars (if yes, to whom? _____)
- o) communication advisor (if yes, to whom? _____)
- p) public relations
- q) information maintenance and updates
- r) web page authoring
- s) other. Please describe:

9. Are there other people who do communication work for your employer?
(include full time, part time, contract, freelance, or volunteer; secretarial or professional)

- a) Yes No
- b) If yes, please explain:

10. Who determines communication policy in your organization?

----- Part III -----

Questions 11, 12 and 13 refer to the category you checked in Question #3.

11. ANSWER ONLY if you are a full-time or part-time employee with responsibilities besides communication:

a) Please state your other job title(s), and describe the nature of the work:

b) What percentage of your work time do you give to communication work (on average)?

12. ANSWER ONLY if you do communication work as a volunteer, please answer the following questions:

a) How many hours per week or month do you work?

b) Do you have other employment? If yes, please describe:

c) Are you otherwise 'retired'? Yes No

13. ANSWER ONLY if you are classified by your employer as an independent contractor:

Please answer the following questions:

a) Details of payment arrangements: _____

b) Hours per week or month worked: _____

c) Do you consider yourself free to control when, where or how you work? Yes No

Please explain your answer to (c) by answering the following questions yes or no:

- d) Yes No Has your employer given you training about how to work?
- e) Yes No Do you have non-reimbursed work-related expenses?
- f) Yes No Have you made a significant investment in your facilities or equipment?
- g) Yes No Do you have a written contract describing your relationship with your employer?
- h) Yes No Does your employer provide you with any employee-type benefits?
- i) Yes No Do you have contracts for similar work with other employers now or sometimes?
- j) Yes No Are you free to take other contracts for similar work?
- k) Yes No Does your employer have an expectation that your work will continue indefinitely?
- l) Yes No In your view, does your work provide a 'key aspect' of the regular business activity of your employer?

For all job categories checked in Question 3:

14. On a scale of 1 to 5, how satisfied are you that your *employment status* is correctly classified (as employee, contract worker, or volunteer)? (circle one):

completely satisfied 1 2 3 4 *not satisfied* 5

15. On a scale of 1 to 5, how satisfied are you with your *employment, pay and benefits*? (circle one):

completely satisfied 1 2 3 4 *not satisfied* 5

16. On a scale of 1 to 5, how satisfied are you with *the work you do in Episcopal communication*? (circle one):

completely satisfied 1 2 3 4 *not satisfied* 5

**----- Part IV -----
Demographics**

The following questions are optional, but help to determine group demographics.

17. Are you: a)___Lay b)___Deacon c)___Priest d)___Bishop

18. By baptized membership OR by regular participation in the life and worship of an Episcopal community, are you:

a) ___Episcopalian b)___Non-Episcopalian

19. What is your race/ethnicity: _____

20. Education: include major, degrees, or years of study

21. Age category:

___a) under 25 ___b) 25-34 ___c) 35-44 ___d) 45-54 ___e) 55-64 ___f) 65 and over

22. Length of time in current position: _____

23. Related communication experience prior to current position:

24. Are you currently a member of Episcopal Communicators? ___Yes ___No

If you have some concerns about your employment and would like someone on the board of Episcopal Communicators to contact you, please provide contact information including phone or e-mail address. Episcopal Communicators cannot provide legal counsel, but can advocate for communicators.

Thanks for taking the time to complete this survey. Return ASAP by:

**Karin Hamilton, 1335 Asylum Avenue, Hartford CT 06105
Or fax: 860-523-1410 – Or email: editor@ctdiocese.org**