1. Administrator sets up Church Name and Access Code.
2. Primary User registers (Name, email, password, church).
3. Primary User determines who to invite to participate in the Assessment Tool (Survey):
   1. Rector/Vicar,
   2. Currently of the Vestry,
   3. Staff,
   4. Ministry Leaders,
   5. Selected members of the Congregation.
4. Primary User sends out invitation to take survey with Link and Access Code (provided by the Administrator).
5. Participants/Standard Users take the Survey (Access Code and Church Name, Primary Role).
6. Primary User checks progress and when all have completed the survey views and prints the result.
7. Primary User convenes a meeting/workshop with Participants to share and discuss the results, looking for:
   1. Areas of what’s working/not working,
   2. Areas of agreement/disagreement,
   3. Strengths/opportunities for improvement,
   4. Changes from last year/progress (if available)
8. Vestry updates Plan based on agreed new Goals/Objectives.
9. Vestry communicates results in terms of the updated Plan.