

# 台灣天主教會堂區暨個人生活基本問卷調查

## 調查執行種子人員須知



台灣天主教會堂區暨個人生活基本問卷調查

## 調查執行種子人員須知

有關台灣天主教會堂區暨個人生活基本調查問卷之進行，承蒙各教區推派種子人員加入調查行列，才能得以順利進行。在問卷即將進行實地施測之際，請容許我們將問卷調查執行時的須知彙整如下，以作為種子人員在執行施測時之參考。主要說明的面向包括：

- 一、堂區版問卷填寫注意事項
  - 二、堂區版及個人版問卷填答者身分界定
  - 三、如何進行個人版問卷填答者抽樣程序
- 

### 一、 堂區版問卷填寫注意事項

1. 所有堂區以及其分堂（以 2017 年天主教手冊內之資料為依據）均需填答問卷一份。  
**沒有堂區編號的分堂或堂口，請撰寫所屬本堂的編號及分堂名稱。**
2. 此份問卷採集體完成之方式進行填寫，亦即需由對堂區有深入了解的同道，例如神父、修女、教友領袖、資深教友等，共同集思廣益討論完成填答。請務必遵守填答規定，勿由神父或教友單獨一人完成。
3. 問卷中部分題目可能需要查詢相關資料才能進行作答，亦可能需要大家經過數次共同商討才得填寫。為求問卷填答之完整性，並確保資料之可靠性，煩請堂區問卷填答團隊務必竭心盡力，以最適當的方式完成。
4. 針對需填入數值的題目，請盡量作答，若無法得知精確之數目，請填入最佳估計之數值即可。
5. 請堂區問卷填答團隊務必盡其所能，依據所知之訊息，盡力填寫。
6. 若在執行過程中發現某些堂區久未運作且已關閉者，敬請通報本計畫問卷小組，以進行資料更正。

## 二、 個人版問卷填答者身分界定

個人版問卷填答者共分為 ABC 三類，分別說明如下：

### 1. A 類別：

- (1) 所有在堂區服務的神父、執事及修士。
- (2) 所有在堂區服務或平常均在堂區參加彌撒的修女
- (3) 堂區教友領袖，指的主要是堂區各類組織的幹部，例如傳協會的委員、善會幹部、義務使徒、聖詠團的幹部.....等等。這一類沒有硬性規範，請堂區自行決定堂區的教友領袖是哪些人，比方說：目前雖不是幹部，但長期以來一直是教友的領袖。這類人不在 B 類人員（請看下文「B 類」的解說）當中，因此，請各堂區在進行 B 類隨機抽樣前，先確定哪些人屬於此類，在抽樣前先行排除，以利抽樣。
- (4) 所有堂區機構的領薪人員（限望教友以及教友）。

### 2. B 類別：進堂教友定額

填寫問卷的對象，是指 15 歲以上參加主日彌撒，而且，不屬於 A 類的人。這類的人必須是在主日彌撒後以「系統性隨機抽樣」的方式取得的樣本，請務必依循這個法則抽樣。每個堂區分配的數額由教區規定。

### 3. C 類別：不常進堂教友

選擇的對象儘量兼顧有不同的年齡層或類別的區分，並且是居住在堂區所屬區域內，而不常進堂的教友（小堂至少找 2 位，大堂至少找 5 位）。希望每個堂區也能透過這樣的機會去拜訪那些不常進堂的教友，最好能夠「超過」規定人數。

## 三、如何進行個人版問卷填答者抽樣程序

### 1. 時間點

- (1) 七月選一個避開節日或慶日的平常主日。
- (2) 於彌撒結束前之堂務報告時段，進行問卷抽樣說明，彌撒結束後進行抽樣程序。

### 2. 抽樣程序步驟

- (1) 第一步：先區隔 A 類別之填答者，並將之劃分開。其餘者屬於 B 類別者，以此類別者進行抽樣程序。抽樣方式以屬 B 類別者之總數，除以各堂區所需完成之份數。舉例，某堂區，B 類別者有 66 位，教區訂定該堂區需收回 4 份（ $66 \div 4 = 16.5$ ），採無條件捨去法，以 16 做為數數基準，從 1 數至 16 即取一人為填答者。

- (2) 完成 B 類別的抽樣程序後，集合 A 類別及 B 類別之填答者於一處，由種子人員進行問卷填寫說明。切記！種子人員勿影響填答者之填寫選擇。
3. 針對沒有時間留下來填答者：請種子人員與他另約其他時間進行問卷填答，或由填答者帶回家填寫。此種情況種子人員務必留下他們的聯絡方式，並進行後續問卷填寫繳回追蹤。請務必提醒那些將問卷帶回家填寫者：問卷從頭到尾必須都是由同一人填寫，且在填寫時勿與他人針對題項進行討論及意見交換。主要之用意在於必須確認答案是填寫者自身的親身經驗及看法。
  4. 針對無法自行填寫者：種子人員可以以訪問並幫忙填寫答案的方式，協助他/她完成。切記！勿於填答過程影響其答案。為使填答者能夠無所顧忌自由表達想法，由不熟識者進行訪問乃是最佳之方式。
  5. 針對抽樣到外籍堂區教友者：種子人員可以以訪問並幫忙填寫答案的方式，協助他/她完成。切記！請使用中文個人問卷，勿用英文或越文問卷，問卷勿於填答過程影響其答案。
  6. 填答時請盡量完成各個題項的填寫，若無法找到符合情況選項時，請選擇較為接近的答案填寫，避免空白。
  7. 回收問卷時，請當場檢查有沒有未填的題目。若有，請填寫者盡量填上，若填答者不了解題意，則請種子人員協助說明。如果填答者不願意回答，則請種子人員在問卷題項前註記：不答。
  8. 問卷採匿名方式進行，填答者無須於問卷上寫明姓名。除堂區編號及類別號之外，問卷上請盡量避免其他註記。
  9. 種子人員必須確認每份問卷都有確實寫明堂區編號（前面 5 碼），最後一格（第 6 格）則請依填答者不同身分填入數字：A 類別=1; B 類別=2; C 類別=3。（填答者身分認定參考第二點說明）。為避免編號填寫錯誤，種子人員可依填寫者身分，於問卷發放前事先填寫好問卷標號，再發予他填答。
  10. 對於不常進堂教友的填答問卷執行上較為困難。種子人員可先在堂區進行個人問卷，有了初步經驗後再進行不常進堂教友的調查。種子人員需考量哪些是較為適合去拜訪的不常進堂教友，透過這樣的機會與他們開啟聯繫，給予關懷。過程中，盡量避免造成他們的疑惑不安，讓他們感覺到是可以自由地表達他們的想法，甚至是對教會負面的看法。問卷最後的留言頁面，請種子人員寫下訪問心得及他們不願進堂的原因為何？（如：什麼時候開始不參加彌撒；或者偶爾會去或都不去了等等）。

#### 四、英文和越文版問卷抽樣注意事項

1. 在每個團體中選一個問卷負責人，選擇問卷填答者須兼顧性別、年齡層（大於 15 歲）等分佈。
2. 小的團體至少 10 份，大的團體最多 70 份（堂區種子人員可利用數個主日彌撒統計出適當的份數）。
3. 由堂區種子人員決定所需份數，回報教區，請教區印製問卷。

有關更多問卷調查進行的詳細說明，請上本問卷計劃小組 QR-Code 製作影片（參見手冊最後一頁），謝謝。

### Orientations for the parish survey committee

#### I. The parish questionnaire

1. **All the parishes and mission stations that, according to the 2017 Catholic Church Directory Taiwan have an identification number, must fill one questionnaire.** Those that do not have such a number do not fill the parish questionnaire but their parishioners fill the personal one.
2. **The mission stations must fill one questionnaire too.** If there are only a few parishioners going there for Mass, so it is not possible to fill the questionnaire completely, then they do it partially, providing the information that they can get.
3. **If some parishes are still in the Church directory but in reality, they are closed down,** with no people going there, then the parish must notify it to the survey committee.
4. **The questionnaire must be filled by the parish priest together with the parish council** and eventually other members of the community, knowing well the history and development of the parish. **It is not acceptable that one person alone fills it, not even the parish priest.**
5. **Some of the questions necessitate making some research** in order to find the required information. It will take few meetings to fill the questionnaire in an acceptable and useful way. Thanks for your cooperation!

6. **It is impossible to answer some of the questions with a precise answer.** In that case, an estimated answer will be also acceptable. It is preferable to give an approximate answer than not to answer at all.

## **II. The personal questionnaire**

### **Who has to fill the personal questionnaire?**

#### **1. Category a:**

- 1- All the priests, deacons, and seminarians serving in the parish.
- 2- All the sisters serving in the parish or regularly attending Mass there.
- 3- All the leaders presently serving in the parish on a regular basis, like pastoral council members, cadres of movements and associations, Sunday children teachers, catechists, faithful doing voluntary services, choir's cadres, etc. **There is not a strict standard on which people to include or to exclude from this category, so each parish makes its own choice.**
- 4- All the salaried staff working in the parish ( Catholic and Catechumen ) .

#### **2. Category b: a sample of normal parishioners**

**A representative selection of parishioners**, aged of 15 or older, who more or less regularly attend the Mass, but do not belong to group "A" (are not leaders). This selection must be done by sampling: you must choose them in a random way, not according to preference or any other criterion.

The number of these people vary for each parish in proportion to the number of people who regularly attend the Sunday Masses. Each diocese determines the quota for each parish.

#### **3. Category c: non-practicing parishioners**

**A selection of parishioners, of different age and gender, living in the parish but usually not going to Church.** (For a small parish at least 2 of them and for a big parish at least 5). Hopefully, each parish will seize this opportunity to visit and interview more than the minimum prescribed.

## **III How to take the personal questionnaire?**

### **1. Time and space**

1. **Choose a normal Sunday** of July where there are no special celebrations or parish activities.
2. At the end of the Mass, at the moment of parish announcements, do the survey.

## **2. How to make the sampling**

(1) **First**, give the questionnaire to all the people of “**category a**” serving in the parish, and then separate them from the rest of the congregation. Then sample the parishioners “**category b**” not engaged in services. For instance, if at that Mass there are 66 non-serving parishioners, and you have to choose 4 of them, you start to count them and you choose one every 16 ( $66:4=16,5$ ). (You must choose by counting, not by other criteria).

(2) **Then, after Mass, in a common place, you take the survey all together**. In that way, you can explain to them how to interpret and answer some questions that are not so easy to understand. You can explain the meaning and the way to answer, but you have to be careful of not influence the answer.

**3. If some people cannot stay immediately after Mass** for the survey, then you can organize another moment convenient for them (the next Sunday or one evening). Otherwise, they can take the questionnaire and do it privately at home. In this case, you must take their telephone number and, in case of delay in giving it back, call them and solicit it. The questionnaire must be filled by the same person from the beginning to the end.

**4. If someone prefers not to fill himself the questionnaire**, you can help him/her by asking the questions and writing the answer, but you must be very attentive on not influencing him/her (According to survey’s rules, it should be an unknown person who makes the interview, to make sure the interviewed one is really free to express himself/herself without embarrassment).

**5. If some foreigners are selected by sampling**, then help them to fill the common Chinese questionnaire and do not use the English or Vietnamese one (which are for the English and Vietnamese Masses and have different questions).

**6. Every questionnaire is limited**: if you do not find the option that corresponds to your situation, choose the one which is somehow more related to you. That will give a useful indication for the general survey. It is much better to give a partial answer than to write nothing at all.

**7. When you collect the questionnaire, you must verify that all the questions have been answered**. If some are not, then explain the question to the parishioner and ask them to answer. If he/she is not willing to do it, then write: “no answer”.

**8. The questionnaire is anonymous**, so do not write any name on it.

**9. Every questionnaire must be completed with its coding number**. The first five spaces are for the Parish code. If not already written, the parish writes them before giving it to the parishioners (to

avoid mistakes). The last space is used to clarify the parishioners' status according to the survey's criteria: 1 for the people of the "category a" serving in the parish; 2 for the parishioners of the "category b" not engaged in services; 3 for the parishioners of the "category c" not going to Church. The parish also writes this number before giving it to the parishioners.

**11. The interview of the non-attending parishioners:** you will do it after the general one, in order to be more familiar with the survey.

You should consider which person may be best suited to visit them: one able to convey the loving care of the community for them, avoiding to embarrass them. They must feel free to express their views without restriction, even if critical of the Church.

On the back of the questionnaire it is better to write some simple notes on the reasons that the person is not going to Church and on his/her general situation (when he/she stopped to attend Mass; if he/she never go to Church or sometimes, ...).

#### IV English and Vietnamese surveys

1. Each community will choose a representative sample of faithful, **including people of different gender, age, and involvement in Church service (minimum age: 15 years old).**
2. Approximately, **a minimum of 10 questionnaires for small communities and a maximum of 70 for large communities.** (Parishes with several Sunday English Masses can apply this criterion for each one of the Masses).
3. **Each parish decides how many surveys to take** and then communicates the number to the diocese. The diocese will print and provide the questionnaires.

#### 聯絡方式

研究計劃小組專任助理 徐汶菁小姐

電話：02-2905-2000 分機 2446

e-mail：parishlifesurvey2018@gmail.com

**For more explanations on the survey, you can watch this explanatory video: 有關更多問卷調查進行的詳細說明，請上本問卷計劃小組 QR-Code 製作影片：**  
<https://youtu.be/vi5TxPXhTUc>

