APPENDIX II

COMPILATION OF ORIGINAL DATA

Original data used in compiling the NPI-Hispanic Parishes database was gathered from various sources. Because of the variety of computer programs used, the data was presented in different structure. The largest of these varied data sources came from a Catholic organization with 3,000 entries. Our database was constructed using the basic structure of their Excel spreadsheet.

We created the NPI-Hispanic Parishes database using the relational database program Microsoft Access 97. This allowed us to break much of the data we received into smaller tables for easier coding, data retrieval and to reduce redundancy.

Hispanic Parishes: ParishID (unique), Name, Address, Phone numbers, etc
Denomination: DenID (unique), name of Denomination

Within the Hispanic Parishes table we created a unique identifier for each parish/church entered. Data such as Parish name, address, phone numbers, city, state, zip, contact person was included. Using the remaining tables, we created unique codes that were used to link together data in the Parish table. For example: in the Denomination table - ID + Denomination, contained the 15 denominations we gathered. Using the DenID in the Hispanic Parishes table eliminated the need to type the denomination name every time, instead we simply entered the DenID (a numerical number generated by Access).

Additional tables were created as the need arose, which resulted in a total of 15 tables. As of this writing the additional tables are as follows:

Census Region Codes: RegID (unique), Region, Division
Census Region State Codes: State abbreviations
Contact Code Table: CodeID (unique), contact person's title
Decline Reasons: codes for returned questionnaires
Follow-up calls: additional Parishes contacted via call for contact info
Follow-up calls – Q5: additional Parishes contacted via phone to questionnaire
Hispanic Parishes Secondary Contacts: Lay leaders
Lay Leader Choices: choices Lay leaders used in their response
Lay Leader Questions: questions asked Lay leaders
Organizations or Other: List of organization Lay leaders associated with
Questionnaire: information used to track response rate of sample Parishes
Secondary Contacts Details: Lay leader answers

As data was entered we produced several reports to track our progress. The following is a list of reports created:

Count by Denomination
Count by Denomination – Sample Removals/Returns
Count by Parish – ALL
Lay Leader Answers at Large
Lay Leader Gender Functions
Lay Leader Return Count
Phone/Mail
Sample DenId w/o Phone Number
Sample DenID w/Phone Number
Etc.

Various labels were created basic on the sample and type of mailing being done. For example:

1 Label 3x by DenID: one Parish printed three times (3 across)
3x Tracking by DenID: one tracking number label for each Parish (3 across)

We created 21 different label reports.

In addition, to reports, queries were also generated. These queries were used to pinpoint specific areas, such as number of Parishes within a Region by Division and Denomination. Other queries were used to determine when responses were received, returned unanswered and other information. The following is a small listing of the over 55+ queries created:

Gender Query
Count by Denomination
Gender Query
Hisp 97 Query by City; DenID; Division; Region; State
Hispanic Parishes – Parish ID Specific
Lay Leader Query by Gender
Lay Leader Query by Question
Lay Leader Query by Question/Choice
Sample Only – DenID Specific Unanswered
Sample Only – DenID Specific w/o Phone

In total we entered over 6,000 parishes in our database.

DERIVING SAMPLE DATA

In most cases we sent questionnaires to all of the congregations off all the denominations listed. We used a random sample for the Roman Catholics, Southern Baptists and the Pentecostal Church of God. MS Access is not a statistical analysis program. It was necessary for us to extract data from these three database and import it into another program. SPSS 8.0 was used. We were asked to use 33% of the database.

Using the Parish table in our Access database we imported its info into SPSS. We saved the original imported data and then we selected random sampling with 33% the number required. SPSS returned the randomly selected Parish ID (we requested that the unselected Parishes be deleted). This 33% sample was saved under another name. We now had our sample.

We continued to use the Access database to entered returned questionnaire information, such as contact person, number of members, lay leader responsibilities. This information tracked the rate of responses and whether or not follow-up was needed. The Access database may also be used for follow-up or in some future longitudinal study.

All data with the SPSS data file may be identified only by decoding a unique code made up of ParishId, Zipcode, DenId and Contact Code. Without using any names, data was entered and retrieved in the SPSS file based on a single identifier in the Access database.

In sum, there is no personal data, addresses or names in the SPSS data file for the study. The Access database alone contains that information. In order to protect confidentiality, only our staff possesses the code that links the two databases.

COMPILATION OF ORIGINAL DATA

Original data used in compiling the NPI-Hispanic Parishes database was gathered from various sources. Because of the variety, the data was presented in different programs and/or structure. We created the NPI-Hispanic Parishes database using the relational database program Microsoft Access 97. This allowed us to break much of the data we received into smaller tables for easier coding, data retrieval and to reduce redundancy. Tables were created as the need arose, which resulted in a total of 15 tables.

As data was entered we produced several reports to track our progress. Reports consisted of data such as:

Count by Denomination
Count by Parish – ALL
Lay Leader Gender Functions
Lay Leader Return Count, etc.

In addition, various labels were created based on the sample and type of mailing being done. We created over 30 reports/labels for the database.

In addition, to reports, queries were also generated. These queries were used to pinpoint specific areas, such as number of Parishes within a Region by Division and Denomination. Other queries were used to determine when responses were received, returned unanswered and other information. The following is a small listing of the over 55+ queries created:

In total we entered over 6,000 parishes in our database.

DERIVING SAMPLE DATA

MS Access is not a statistical analysis program. It was necessary for us to extract data from the database and import it into another program. SPSS 8.0 was used. We were asked to use 33% of the database. Using the Parish table in our Access database we imported its info into SPSS. We saved the original imported data and then we selected random sampling with 33% the number required. SPSS returned the randomly selected Parish ID (we requested that the unselected Parishes be deleted). This 33% sample was saved under another name. We now had our sample.

We continued to use the Access database to entered returned questionnaire information, such as contact person, number of members, lay leader responsibilities. This information tracked the rate of responses and whether or not follow-up was needed. All data was easily identified by a unique code. Without using any names, data was entered and retrieved based on the identifier.