

## **Guidelines for the Diocesan Pastoral Council Diocese of Honolulu**

### **I. THE PURPOSE OF THE DIOCESAN PASTORAL COUNCIL**

The Diocesan Pastoral Council (DPC) is called by the Bishop to serve in a consultative role by advising and collaborating with him in the pastoral mission of the diocese. The DPC will share responsibility with the Bishop for this mission by engaging the parishes and vicariates, clergy, and religious and lay associations in a review of issues and concerns. Based on this data, the DPC will make recommendations to the Bishop regarding pastoral priorities for the diocese.

The very nature of a pastoral council is expressed in the role of the faithful who, “according to the knowledge, competence, or outstanding ability which they may enjoy, are permitted and sometimes even obliged to express their opinion on things that concern the good of the Church.” (Dogmatic Constitution on the Church, #37)

#### A. Concerning Pastoral Priorities:

1. To assist the Bishop in planning for the future of the diocese.
2. To review the diocesan mission statement every three years and recommend revisions as needed.
3. To make recommendations to the Bishop concerning pastoral priorities.
4. To be an effective means of communication throughout the diocese regarding issues of concern and recommendations for response.
5. To evaluate the implementation and impact of pastoral initiatives.

#### B. Concerning Other Issues:

1. To assist the Bishop with reflection and recommendations regarding matters which he may refer to them.
2. To propose issues to the Bishop and the DPC for discussion and resolution.
3. To model and encourage collaborative planning, consensus building, and action.

## **II. MEMBERSHIP AND TERMS OF OFFICE**

The membership of the DPC shall be composed of the following:

- A. 10 lay men and women representing the nine vicariates, plus Moloka'i or Lāna'i
  - 5 from O'ahu
  - 2 from Hawai'i
  - 1 from Maui
  - 1 from Kaua'i
  - 1 from Moloka'i or Lāna'i, and
- B. 1 priest from the Presbyteral Council
- C. 1 deacon
- D. 1 representative of female religious communities
- E. 1 representative of male religious communities
- F. The Bishop and Vicar General are ex-officio members

The selection of DPC members will be in accordance with the process described in Section VI of these guidelines.

For specific issues or needs the DPC may appoint an ad hoc committee with specific skills or the Bishop may add a consultant(s) to the DPC. The role and expected contributions of consultants are shared and discussed with the DPC in advance. Consultants are not voting members of the DPC.

Terms of office will begin on July 1 and conclude on June 30. Each term of office will be for three years and can be renewed once by the Bishop. Individuals can seek renomination after a one-year absence from DPC membership. This applies to all members except the ex-officio.

## **III. MEMBERSHIP CRITERIA**

- A. Members shall be persons who are:
  - 1. Active practicing Catholics and have received the Sacraments of Initiation;
  - 2. Catholics accepting the basic teachings of the Catholic Church;
  - 3. Visionary following the example of Jesus Christ;
  - 4. Experienced in parish ministry leadership;
  - 5. Accepting of the mission and purpose of the DPC, including its role as a consultative body within the structure of the Catholic Church;
  - 6. Positive in their attitude toward the church, its leadership and membership, and one another;
  - 7. Good listeners able to hear opposing opinions and discuss them openly;
  - 8. Willing to make a 3-year commitment to the work of the DPC; and,
  - 9. Leaders who value collaboration.

B. In addition, it is very desirable to have DPC members who:

1. Know how to focus on issues and define emerging challenges;
2. Know how to communicate accurately what they have heard;
3. Are aware of the needs of the parishes in their vicariates;
4. Are open to study and reflection and willing to come prepared to DPC meetings; and
5. Are knowledgeable about the affairs of the local, national, and global church.

#### **IV. DPC RESPONSIBILITIES, ORGANIZATION, AND PRIORITY**

A. Members of the DPC have the following responsibilities:

1. Gather and share information about issues, concerns, and challenges and assist in formulating DPC recommendations to the Bishop.
  - a. Lay DPC members will, with their vicars, convene at least two vicariate meetings each year with all pastors, parish council representatives, and other appropriate parish leaders.
  - b. Religious representatives will convene at least one meeting each year with all religious communities or their duly appointed representatives.
  - c. The deacon member will convene at least one meeting each year with all deacons or the deacon council.
  - d. The priest members will arrange for time on the agenda of at least one Presbyteral Council meeting each year.
2. On an annual basis the DPC convenes representatives of all lay associations and diocesan boards and commissions to gather information about their issues and concerns and to share information with them about pastoral priorities.
3. DPC members attend the quarterly DPC meetings and take part in discussions.
4. DPC members serve in DPC leadership positions and on DPC committees as needed.

B. Officers and Committee Chairs

The Bishop and Vicar General will facilitate the first meeting of the newly convened DPC. At the end of this first meeting, the members will participate in a discernment process to identify and recommend candidates for the

positions of Chair and Vice Chair. The Bishop will make the final selection of officers. Officer terms will be for one (1) year, with a performance review at the end of the term. At the conclusion of this review, the Bishop may request a change of officers or simply renew the appointments. When there is a vacancy another discernment process will be conducted and recommendations made to the Bishop. In the absence of officers, the Bishop and Vicar General will facilitate the meetings.

At the end of the orientation and training meeting, the DPC will make recommendations for committee chairs. In consultation with the Chair and Vice-Chair, the Bishop will make the final selection of committee chairs. In general DPC committees will include: planning, communications and education, and others as needed. DPC committees may include non-members with expertise in specific focus areas.

### C. Priority

During its initial year of operation the main priority of the DPC is to support and assist the planning process called for by the Bishop and coordinated by an ad hoc diocesan committee. In future years the DPC will continue to assist the Bishop with planning for the diocese

## V. COUNCIL MEETINGS AND MANNER OF OPERATION

The DPC shall meet in regular session with the Bishop on a quarterly basis. These meetings usually take place in July, September, January and April.

The July (September in 2006) meeting will normally be an in-service workshop for all members. Workshops will be offered in areas of interest or need as determined by the DPC. New members will be given an orientation to the work of the DPC. *See addendum for a sample meeting schedule.*

The remaining meetings will be used to:

- A. Review data gathered from all consulting sessions around the diocese and make recommendations to the Bishop regarding pastoral priorities;
- B. As requested by the Bishop, review data gathered from diocesan consulting sessions and offer advice, guidance, or recommendations to diocesan committees such as the Planning Coordinating Committee and other ad hoc groups that are appointed by the Bishop from time to time.
- C. Respond to any requests from the Bishop for reflection on issues he may bring to the DPC.
- D. Discuss issues and items of concern raised by DPC members, parishes, and/or vicariates.

When decisions are made, the DPC with the Bishop and Vicar General will decide the most appropriate decision making method. Consensus decision making is strongly recommended when it is appropriate.

## **VI. NOMINATIONS AND DUE DATES**

Canon 512 of the Code of Canon Law 1983 guides us regarding the nomination of DPC members. “§2. *The Christian faithful who are designated to a pastoral council are to be selected in such a way that they truly reflect the entire portion of the people of God which constitutes the diocese, with consideration given to the different areas of the diocese, social conditions and professions, and the role which they have in the apostolate whether individually or joined with others.*

§3. *No one except members of the Christian faithful outstanding in firm faith, good morals, and prudence is to be designated to a pastoral council.”*

### **A. Nominations**

Parishes are encouraged to call for nominees from a wide cross-section of their communities. Individuals may nominate themselves or be nominated by others. *See sections “B” and “C” below for model timelines.* In the first year of operation, the schedule of meetings will begin in September.

Using the criteria for members (cited above in Section III), each pastoral council will recommend at least one person for nomination to the vicar. Nominees will complete a brief résumé (*see addendum for template*) to be forwarded to the vicar.

The vicar will convene an ad hoc committee consisting of all pastoral council chairs (or designees) and all pastors from his vicariate. This vicariate group will review the résumés and using the criteria for members (cited in Section III) select four nominees to submit to the Bishop for his selection. In the case of the Maui vicariate, the ad hoc committee will submit four nominees from Maui Island and four (total) from Moloka‘i and Lana‘i.

In a similar manner, male religious communities combined will send, at most, four nominations to the Bishop and female religious communities combined will send, at most four nominations to the Bishop--for a total of no more than eight nominations from these two groups.

The members of the permanent diaconate will send four nominations to the Bishop.

The Presbyteral Council will send two nominees from among its membership and two nominees from the clergy at large. The Presbyteral Council may select the at-large member through a vicariate nomination process.

The Bishop will make the final selection of the fourteen DPC members. He may engage others to assist him with this final selection.

Nominees not selected may be considered as alternate members in the event a DPC member has to leave her or his position. They may also be asked to serve on various ad hoc committees appropriate to their particular skills.

In subsequent years only those entities needing to replace a representative will be required to repeat the process.

#### B. Model Timeline for Nominations in 2006

July 15:	Names and résumés of all nominees are in the Bishop's office.
July 31:	Bishop makes final selection of DPC members.
August 15:	Candidates are notified by mail of their appointment.
September:	First meeting of the newly formed DPC.

#### C. Model Timeline for Nominations in Subsequent Years

April 30:	Names and résumés of all nominees are in the Bishop's office.
May 31:	Bishop makes final selection of DPC members.
June 15:	Candidates are notified by mail of their appointment.
July:	First meeting of the newly formed DPC.

**ADDENDUM**  
**Nominee's Résumé**  
*(please limit responses to the space provided)*

Name: \_\_\_\_\_ ( )Female ( )Male

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Parish: \_\_\_\_\_

Religious community: \_\_\_\_\_ (if applicable)

Contact information: email: \_\_\_\_\_

Primary telephone number: \_\_\_\_\_ Secondary telephone: \_\_\_\_\_

Circle: Single; Single parent; Divorced; Married; Widowed; Religious order:  
priest, brother, sister; Diocesan priest; Deacon

Nominated by (circle): self; pastor; vicar; other: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Years in Hawai'i: \_\_\_\_\_

Please circle your highest level of education:

High School Bachelor's Master's Doctorate Certification

Please indicate your field(s) of study/certification: \_\_\_\_\_

Ethnic/racial background:

Profession/occupation:

1. Describe your involvement in Parish/Diocesan/Religious Community Ministry(ies):

2. Describe your involvement in civic community programs or organizations:

3. *What do you perceive as the significant religious issues in our diocese today?*

4. *What do you perceive as the significant social justice issues in our state?*

5. *Other pertinent information:*

*Please tell us about skills you would bring to the DPC. How and where do you make use of these skills, e.g., communication, group process/facilitation, conflict management/mediation, planning:*

*My signature indicates that, if selected, I am willing to make the three-year commitment to the work of the DPC.*

\_\_\_\_\_ (Signature)



## **ADDENDUM**

### **Sample Meeting Schedule**

In 2006, the schedule of meetings will begin in September.

#### **Summer meeting – Orientation and training**

##### **Friday evening:**

5pm	Mass with Bishop
6pm	Dinner
7-9pm	Meet and get to know new members

##### **Saturday**

7am	Breakfast
8am	Morning prayer
8:30-10:30	Orientation to DPC work (all)
10:30-12:30	Workshop/skill training
12:30-1:15	Lunch
1:30-4:00	Workshop/skill training

Workshops/skill training will be on issues identified by the DPC that will enhance their work. Examples could include: decision-making, communication, leadership, facilitation, planning, data gathering, analysis of data, goal setting, etc. Pastors and parish leadership will also be invited to attend any sessions that are not DPC-specific.

#### **Regular meetings: September, January, April**

##### **Friday evening**

5pm	Mass with Bishop
6pm	Dinner
7-9pm	Review of agenda, items to be discussed, questions or revisions as needed

##### **Saturday**

7am	Breakfast
8am	Morning prayer
8:30-12:30	Meeting
12:30-1:15	Lunch
1:15-4:00	Meeting