

## Appendix

These resources for pastoral councils can be found on the diocesan website: <http://www.catholichawaii.org> under “Consultative Bodies” and “Parish Pastoral Councils.” If you are looking for other resources not listed here, contact the Office for Pastoral Resources [schiarucci@rcchawaii.org](mailto:schiarucci@rcchawaii.org) or call 808-203-6744/877-263-8855 x 733.

Sources for additional resources are listed at the end of this Appendix.

### Section I: The Parish

1. A gifts discernment process for parishioners – *Calling forth the gifts of all parishioners*
  - *A one day parish retreat to help parishioners discern their gifts for ministry. Developed by Bro. Loughlan Sofield, ST and Sr. Carroll Juliano, SHCJ*

### Section II: The Pastor

2. A discernment process for potential Council members
  - *A method of selecting new council members that includes parishioner education and nomination, two sessions to allow nominees to discern their call to pastoral council ministry, and suggestions for final selection of council members.*
3. Orientation sessions for new council members
  - *An overview of the work of the pastoral council including a review of recent issues and recommendation, current concerns and initiatives under discussion, a review of the Diocesan Guidelines for Pastoral Councils and the parish guidelines for operations.*

### Section III: The Pastoral Council

4. A template to guide the development of a council
  - *Questions to help parishes develop their own council operations, including number of members, member criteria, terms of office, meeting dates, selecting new members, etc.*
5. Council Spirituality:
  - *Suggestions for nurturing the spirituality of individual members of the council, the council as a whole and the parish.*
6. Criteria for effective councils
  - *Sample questions for council members to assess their effectiveness using criteria from the Guidelines.*
7. Council self-assessment tools
  - *Sample questions for council members to assess the effectiveness of their operations.*

## **Section IV: Responsibilities and Relationships**

8. Parish – School Board relationship documents
  - *A document created by and available from the Hawaii Catholic Schools Department*
9. Finance Council Norms
  - *Norms promulgated by Bishop Larry Silva and available from the Finance Office.*

## **Section V: Roles within the Pastoral Council**

10. Additional Job Descriptions for Chair, Recorder, Facilitator
  - *Provides more detail about the tasks of these members. Suggests two additional roles: public record keeper and timekeeper.*
11. Suggested Annual Calendar and Agenda Formats
  - *Samples of different kinds of meeting agenda and an annual calendar that includes the development, monitoring and evaluation of a pastoral plan.*
12. Good Meeting Skills
  - *Behaviors that can enhance the effectiveness of any parish meeting including setting an agenda and making it available to members prior to a meeting, the role of the chair and secretary, importance of prayer, dealing with conflict, etc.*

## **Section VI: Pastoral Planning**

13. Pastoral Plan Guide
  - *Provides an outline for writing goals, objectives and actions needed to achieve the goals.*
14. Suggested Annual Agenda
  - *A sample agenda for an annual meeting of Pastoral and Finance Councils and heads of core parish ministries.*
15. Parish Assessment Questions
  - *Sample questions using the Young and Young Adult priority. Substitute other questions and other priorities as needed.*
16. Pastoral Planning Questions
  - *Sample survey that asks questions about all parish ministries and concerns.*
17. Tools to develop and use a parish mission statement
  - *Sample questions to help guide the development or revision of a parish mission statement. A parish mission statement can make Jesus' mission concrete in the particular locale and time in which the parish operates.*
18. Questions for developing a Vision statement for the parish.
  - *Sample questions to guide the development of a parish mission and vision statement.*

## Other Recommended Resources

**Revisioning the Parish Pastoral Council: a workbook**, Mary Ann Gubish and Susan Jenny, S.C., Paulist Press

- *A complete guide to the development and operations of parish pastoral councils including prayer services, pastoral plan development, assessment and evaluation surveys.*

**The Collaborative Leader, listening to the wisdom of God's people**, Loughlan Sofield, S.T. and Donald H. Kuhn, Ave Maria Press.

- *The tasks and the person of the leader, fostering the gifts of the laity, assessing and responding to parish needs.*

**The Changing Face of Church, Emerging Models of Pastoral Leadership** Marti R. Jewell and David A. Ramey, Loyola Press

- *Best practices for approaching the challenge of providing for vibrant parish life based on the experiences of pastoral leaders in dioceses across the United States.*

**A Concise Guide to Pastoral Planning**, Dr. William L. Pickett, Ave Maria Press

- *Pastoral planning basics, characteristics of effective pastoral planning, basic elements of a pastoral plan, the planning cycle and implementation.*

**A Concise Guide to Catholic Church Management** Larry W. Boone, Ph.D., Mary Ann Dantuono, J.D., et. al., Ave Maria Press.

- *Leadership, the fundamentals of management including time management, communication, effective meetings, assessing parishioner satisfaction, evaluating parish performance*

**Making Parish Meetings Work**, Medard Laz, Ave Maria Press

- *Planning, running and evaluating meetings.*

**Fostering Leadership Skills in Ministry**, Jean Marie Hiesberger, Liguori

- *Jesus as servant-leader, community building, enabling small groups, dealing with conflict and anger, dealing with change and transition.*