

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 make recommendations to the Bishop concerning pastoral priorities.
3. To be an effective means of communication throughout the diocese regarding issues of concern and recommendations for response.
4. 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. 12 lay men and women representing
 1. Nine Vicariates plus Molokai/Lanai
 - 5 from O‘ahu
 - 2 from Hawai‘i
 - 1 from Maui
 - 1 from Moloka‘i or Lāna‘i, and
 - 1 from Kaua‘i
 2. Youth and Young Adults
 - 1 Young Adult (age 19-35 at time of appointment)
 - 1 Youth (age 15-18 at time of appointment)
- B. 2 priests, one of whom is 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.

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 be reappointed by the Bishop after a one-year absence from DPC membership. This applies to all members except the ex-officio.

The members of the DPC will be appointed on a staggered basis as follows (based on the three-year Lectionary cycle):

Term ending in Year A 2011	Term ending in Year B 2012	Term ending in Year C 2010
West Honolulu East Honolulu Women Religious Priest at Large	Central Oahu Kauai Molokai/Lanai Presbyteral Council Youth Ministry Young Adult Ministry Deacon	Leeward Oahu East Hawaii West Hawaii Maui Windward Men Religious

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 meet with their vicars to determine the most effective way to communicate the concerns of the parishes and the vicariates; and
 - b. Will plan with their vicar to convene at least two vicariate meetings each year with all pastors, parish pastoral council representatives, and other appropriate parish leaders.

- c. Religious representatives will convene at least one meeting each year with all religious communities or their duly appointed representatives.
 - d. The deacon member will convene at least one meeting each year with all deacons or the deacon council.
 - e. 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

There are two officer positions: Chair and Chair-elect. The members will recommend candidates for these positions. The Bishop will make the final selection. Officer terms will be for one (1) year. At the end of the year, and with the Bishop's approval, the Chair-elect will become the Chair. When there is a vacancy another discernment process will be conducted and recommendations made to the Bishop. In the absence of officers, the Bishop or Vicar General will facilitate the meetings.

The Chair and Chair-elect will meet with the Bishop and Vicar-General at least one month prior to each meeting to plan the agenda. The agenda will be sent to members at least two weeks prior to the meeting.

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.

There will be a nominations committee whose role will be to solicit nominations, receive completed nominations, review qualifications and make recommendations to the Bishop.

Other DPC committees could include: new member orientation, planning, communications, education, and others as needed. DPC committees may include non-members with expertise in specific focus areas.

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, subject to the Bishop's schedule.

The July meeting will include an orientation session for new members by the continuing members. Throughout the year, skills workshops may be offered in areas of interest or need as determined by the DPC.

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

All parishes, religious communities, the deacon community, the Presbyteral Council and other diocesan councils and organizations are encouraged to submit nominations for persons who meet the criteria cited in Section III. Diocesan Pastoral Council members are encouraged to work with their vicar and pastors to identify potential candidates. Individuals may also nominate themselves.

Nominees will complete a brief résumé and submit it along with two letters of recommendations from a priest, religious superior, lay minister or other person who can attest to the nominee's qualifications for membership on the Council. For vicariate representatives one of the letters must be from a pastor or other priest. For religious one letter must be from a religious superior. For a deacon one letter must be from the Chair of the Deacon Council.

Following the timeline indicted below (Section VI.B.) nominations will be sent to the Bishop's office, which will forward them to the nominations committee.

The Bishop will make the final selection of the 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.

B. Timeline for Nominations

April 30:	Résumés and letters of recommendations of all nominees are in the hands of the Nominations Committee members.
May 15	Nominations Committee makes recommendations to the Bishop.
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.

Mail the completed form to:
Bishop Larry Silva
Diocese of Honolulu
1184 Bishop Street
Honolulu, HI 96813

Position Sought (Check one only)
<input type="checkbox"/> Central Oahu
<input type="checkbox"/> Molokai/Lanai Representative
<input type="checkbox"/> Kauai Representative
<input type="checkbox"/> Youth Representative (age 15 to 18)
<input type="checkbox"/> Young Adult Representative (ages 19 to 35)

This nomination form should be submitted to the pastor with two letters of recommendation from a priest, lay minister or other person who can attest to the nominee's qualifications for membership on the council.

Nominee Résumé

(Please limit responses to the space provided.)

1. Name: _____ ()Female ()Male
2. Address: _____ City: _____
3. Parish: _____
4. Religious community: _____ (if applicable)
5. Contact information: email: _____
6. Primary telephone number: _____ Secondary telephone: _____
7. Circle: Single; Single parent; Divorced; Married; Widowed; Religious order: priest, brother, sister; Diocesan priest; Deacon
8. Nominated by (circle): self; pastor; vicar; other: _____
9. Date of Birth: _____ Years in Hawai'i: _____
10. Please circle your highest level of education:
High School Bachelor's Master's Doctorate Certification

Please indicate your field(s) of study/certification: _____
11. Ethnic/racial background:
12. Profession/occupation:
13. Describe your involvement in Parish/Diocesan/Religious Community Ministry(ies):

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

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

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

17. 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

Friday evening:

5:00 pm	Mass with Bishop
6:00pm pm	Dinner
7:00 – 9:00pm	Information Update from Members
7-9:pm pm	New member orientation (Summer meeting only)

Saturday

7:30 am	Breakfast
8:00 am	Morning prayer
8:30-11:30 am	Agenda items
11:30 am	Mass with Bishop
12:00-1:00 pm	Lunch
1:00-4:00 pm	Agenda items

Throughout the year professional development training may be offered 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 professional development training sessions that are not DPC-specific.