

**STATUTES OF THE PARISH PASTORAL COUNCIL OF
Mary, Star of the Sea Parish
4470 Aliikoa Street
Honolulu, Hawaii 96821**

Article I – Name

These statutes govern the Parish Pastoral Council of Mary, Star of the Sea Parish, Honolulu, Hawaii.

Article II - Date of implementation

These statutes were approved on **June 2nd 2019**

Article III – Purpose

The purpose of the Parish Pastoral Council is pastoral planning and creating a vision for the future of the Parish. The council is consultative and advisory to the pastor. Members prayerfully investigate and discern issues of concern to the whole Parish and make recommendations to the pastor for goals and actions. Areas of concern include matters important to the whole Parish:

- Catholic Education
- Community Life
- Evangelization
- Faith Formation
- Leadership
- Marriage and Family life
- Social Ministry
- Stewardship
- Worship
- Youth and Young Adults

They regularly assess the progress and issues relating to the implementation of the Parish Pastoral Plan. They identify obstacles to implementation and identify ways to address and overcome the obstacles. Strong emphasis and support for the Parish's stewardship efforts are vital.

Article IV - Membership

Section 1 – Qualifications

- A. Members must be registered and concerned members of the Parish willing to listen to various opinions and to work collaboratively for the good of the Parish.
- B. Members are responsible for coming prepared to discuss each agenda item. They are responsible for bringing issues to the pastor and council they identify through discussions with parishioners. Once a decision is made, they have the responsibility to support that decision and to help the parishioners understand it.

Section 2 – Number of members

- A. The pastor is the president of the Parish Pastoral Council, and the council serves as an advisor to him.

- B. *Ex officio* members of the council are the parochial vicar(s), deacon(s) assigned to the Parish, school principals, youth minister.
- C. A minimum of five and a maximum of ten parishioners, not including the *ex officio* members, will serve on the Pastoral Council.

Section 3 – Method of selection

All members who are not *ex officio* shall be appointed by the pastor.

Section 4 – Terms of office

- A. All members who are not *ex officio* will serve a term of three years renewable once.
- B. The members will be selected in such manner that one-third of the members will be replaced each year in order to keep ideas fresh and to provide the opportunity for more people to participate.
- C. Any member of the council who is not *ex officio* may resign by submitting a letter of resignation to the pastor.
- D. In the case of resignation of a member, the member who is resigning will make a recommendation as his or her replacement to the pastor. Pastor will discern recommendation and will make final decision on appointment of replacement.

Article V - Meetings

Section 1 - The council will meet at least once per quarter.

Section 2 - A quorum shall be two-thirds of the members of the council. Since the council is advisory to the pastor, the council will only meet when he is present.

Section 3 - The meeting time and place will be determined in advance and shared with all the members by the recorder and published in the bulletin.

Section 4 - Special meetings may be called, if needed, with the consent of the pastor, and notice shall be given to all members at least 24 hours in advance.

Section 5 - The council should discern by way of consensus in making its recommendations to the pastor. A consensus exists when there is a clear alternative that most members can support.

Article VI - Officers and Executive Committee

Section 1 – The pastor is the president of the council, listens attentively to the council, and values the council as his close advisors in the pastoral care of the Parish and its mission.

Section 2 – The chair of the council is delegated by the pastor to conduct the meeting, keeping it focused on the agenda and ensuring that everyone has the opportunity to speak. The chair also assigns a member to lead the council in prayer and faith sharing before each meeting. The chair is elected by the members for a one-year term which may be renewed once.

Section 3 – The vice chair is elected by the members of the council for a one-year term only. The vice chair fills in for the chair as appropriate and assists the chair in his/her duties.

Section 4 – The recorder is elected by the members of the council for a one-year term only.

The recorder maintains a record of all council discussions and recommendations and provides the agenda and minutes of the last meeting to all members a week before the next meeting.

The recorder keeps a roster of all current members with their contact information. The roster should indicate when each member's term begins and ends and whether the member is serving a second term.

The recorder also files a copy of the approved minutes in the permanent Parish archives.

Section 5 – The executive committee consists of the pastor, chair, vice chair, and recorder. Their responsibility is to set the agenda for each meeting and for the general direction of the council, always focusing it on pastoral issues and on the development and implementation of the Parish Pastoral Plan.

Article VII - Committees

Section 1 - The council or its executive committee may form *ad hoc* committees from time to time to study particular issues on behalf of the council and make recommendations to it.

Section 2 - Each *ad hoc* committee should be given a clear charge by the council and a timeline for accomplishing its work.

Section 3 - The chair of each *ad hoc* committee should be a member of the Pastoral Council, but other members of the *ad hoc* committee need not be on the Pastoral Council.

Article VIII - Communication

Section 1 – Although the Pastoral Council should not do the work proper to other committees in the Parish (e.g. liturgy committee, planning and building committee, finance council), it should have a regular mechanism for communicating with these committees so that the Parish can work together as one body.

Section 2 – The Parish Pastoral Council should have a plan for regular communication with the parishioners, including the publications of the minutes.

Article IX – Dissolution of the Council

Section 1 – For serious reasons the pastor may dissolve a Parish Pastoral Council, but only after he has consulted with the bishop. He is then to form a new Pastoral Council as soon as possible.

Section 2 – When the Parish experiences a transition of pastors, the council already in existence continues to function after the arrival of the new pastor. Only with the bishop's permission may a new pastor dissolve a council within his first year, but he is then to form a new Pastoral Council as soon as possible.

Article X – Process of Amendments and Additions to Statutes

Section 1 - These statutes may be amended or added to after a two-thirds vote of the council and at the meeting after the amendment or addition has been proposed in writing. Any amendment or addition must have the consent of the pastor.

Section 2 – After an amendment or addition is made, the recorder is to prepare a copy of the newly amended or added statutes, indicating the date of the amendment or addition, and is to provide each council member a copy of the amended or added statutes and to file a copy in the permanent Parish archives.