



**PARISH PASTORAL COUNCIL STATUTES
OF IMMACULATE CONCEPTION CHURCH**
4453 Kapaia Road, Lihue, Hawaii 96766

ARTICLE I
NAME

**These statutes govern the Parish Pastoral
Council of Immaculate Conception Church, Lihue.**

ARTICLE II
OUR VISION

**We, the Christian Community of Immaculate Conception, Lihue,
are called to be Stewards of the Gospel.
Centered on the Holy Eucharist,
we live our lives on the four pillars of stewardship:
hospitality, prayer, formation and service.
This is our call.**

ARTICLE III
OUR MISSION

**Responding to the call of Jesus
and inspired by the example of the Blessed Mother,
the Immaculate Conception, we live stewardship
towards a holy way of life.**

ARTICLE IV
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: evangelization, faith formation, stewardship, leadership, worship, social ministry, youth and young adults, marriage and family life, and community life. The community will regularly assess the progress and issues relating to the implementation of the parish pastoral plan and identify

obstacles to implementation and identify ways to address and overcome the obstacles. A strong emphasis and support for the parish's stewardship efforts is vital.

ARTICLE V 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 communicate and 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 include the parochial vicar, deacon(s) assigned to the parish, religious.
- c. A minimum of nine (9) and a maximum of twelve (12) members, 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 after a discernment process with parishioners.

Section 4 – Terms of Office

- a. All members who are not *ex officio* will serve the following terms:
 - i. 1/3 of the members will serve a one-year term
 - ii. 1/3 of the members will serve a two-year term
 - iii. 1/3 of the members will serve a three-year term
- b. The staggered terms will provide continuity as members' cycle on and off the council in order keep ideas fresh and 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 pastor will select a replacement to complete the term of the resigned member. This new member may be appointed to a subsequent full term on the council.
- e. Process for replacement of members:
 - i. Solicit parishioners for nominations.
 - ii. Hosting a discernment process for all nominees.

- iii. From a list of approved nominees who meet the criteria and have agreed to the nomination, the pastor shall select the replacement using the needs of the council as a criterion (*Example: inviting a young adult or single parent or other parishioners who reflects an aspect of the parish that is not currently represented on the council*).
- f. Members absent more than three consecutive meetings without valid reasons, may be removed from the parish pastoral council.

ARTICLE VI **MEETINGS**

Section 1 – Meeting Components

- a. The council will meet at least once a month.
- b. Prayer and faith sharing is an important part of the meeting.

Section 2 – Meeting Announcements

- a. The meeting time and place will be determined in advance and shared with all the members by the recorder and shall be published through the parish bulletin, pulpit announcement, PowerPoint projection or other means of communication.

Section 3 – Special Meetings

- a. Special meetings may be called, if needed, with the consent of the pastor, and notice shall be given to all members.

Section 4 – Decisions

- a. 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 VII **OFFICERS AND EXECUTIVE COMMITTEE**

Section 1 – Pastor

- a. 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. The council does not meet without the presence of the pastor.

Section 2 – Chair

- a. The chair is appointed by the pastor after due consultation with the members.
- b. The chair of the council is delegated by the pastor to conduct the meeting, keeping it focused on the agenda topics, timeline and ensuring that everyone has the chance to speak.

- c. The chair should also facilitate setting ground rules with members to ensure all members respect and listen to one another, especially when individuals have disagreements.
- d. He or she also helps the group develop recommendations to present to the pastor.
- e. The chair also assigns a member to lead the council in prayer and faith sharing before each meeting.

Section 3 – Vice Chair

- a. The vice chair is appointed by the pastor after due consultation with the members.
- b. The vice chair fills in for the chair as appropriate and assists the chair in his/her duties.

Section 4 – Recorder

- a. The recorder is appointed by the pastor after due consultation with the members.
- b. The recorder is elected by the members of the council for a one-year term which may be renewed.
- c. The recorder maintains a record of all council discussions and recommendations and sends the agenda and minutes of the last meeting to all members a week before the next meeting.
- d. 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.
- e. The recorder also files a copy of the approved minutes in the permanent parish archives.

Section 5 – Executive Committee

- a. 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 VIII **COMMITTEES**

Section 1 – Ad Hoc Committees

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

- c. 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 IX **COMMUNICATION**

Section 1 – Communication Procedures

- a. The parish pastoral chair shall communicate with the Council of Ministries on a regular basis and to work together as one body.
- b. The parish pastoral council should have a plan for regular communication with parishioners, informing them of council deliberations and providing means for the input of parishioners.

ARTICLE X **DISSOLUTION OF THE COUNCIL**

Section 1 – Dissolution Procedure

- a. 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 – Transition of Pastor

- a. 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 parish pastoral council as soon as possible.

ARTICLE XI **AMENDMENTS**

Section 1 – Amendment Procedures

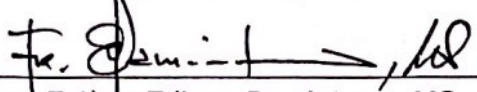
- a. These statutes may be amended by the council. Any amendment must have approval from the pastor.
- b. After an amendment is made, the recorder is to prepare a copy of the newly amended statutes, indicating the date of the amendment, and is to provide each council member a copy of the amended statutes and to file a copy in the permanent parish archives.

ARTICLE XII
DATE OF IMPLEMENTATION

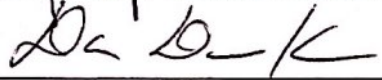
Section 1 – Approval

- a. These statutes were approved on Tuesday, June 11, 2019.

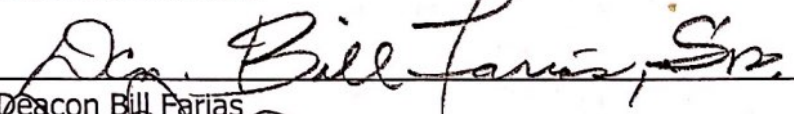
Section 2 – Authorized Signatures




Rev. Father Edison Pamintuan, MS



Deacon David Kane



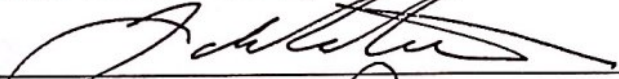
Deacon Bill Farias




Ale Quibitan, Chair



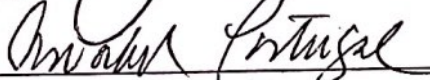
Carol Simon, Secretary




John Constantino, Council of Ministries Chair



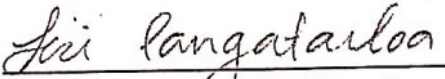
George Freitas, Member



Anabel Portugal, Member



Leo Tangatailoa, Member

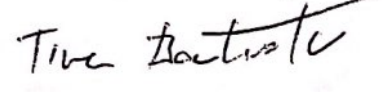


Lini Tangatailoa, Life Teen Representative



Rena Ulanday, Member

Vilma Valdez, Member



Tive Bactuste