

Diocese of Honolulu
Witness to Jesus
Diocesan Road Map for Pastoral, Program, and Facility Needs 2008-2013
Implementation Commission
FINAL CORRECTED MINUTES
Meeting of April 19, 2008
St. Stephen Diocesan Center
9:00-11:30 a.m.

ATTENDANCE

Fr. Marc Alexander, Riane Ashley Cardenas, Jeanette Castillo, Fr. Mike Dalton, Patrick Downes, Fr. Khanh Hoang, Deacon Wally Mitsui, Tom Papandrew, Bro. Bernard Ploeger for Dr. Sue Wesselkamper, Jerry Rauckhorst for Msgr. Terrence Watanabe, Sister Florence Remata, Dr. Colleen Sathre, Maria Sullivan, Vincent Vernay, Mike Weaver. Paulette Gomes staff support for Joy Bulosan.

Others unable to attend due to prior commitments included Bill Burton, Sharon Chiarucci, Jayne Mondoy, and Dr. Carmen Himenes.

WELCOME AND PRAYER

Chair Colleen Sathre welcomed the members of the Implementation Commission. Reminding members of St. Benedict's words..."And first of all, whatever good work you begin to do, beg HIM with most earnest prayer to perfect it," she asked Fr. Marc to lead the prayer.

Fr. Marc Alexander also welcomed the group and, on behalf of Bishop Larry Silva and himself, expressed gratitude for the service of each member on this important commission.

Fr. Marc led the prayer.

The commission roster was included in packets. Colleen asked commission members to email any corrections to the roster to her at csathre@rcchawaii.org Joy will add Colleen's home phone number (955-4021) to the roster.

RESPONSIBILITIES OF THE IMPLEMENTATION COMMISSION AND THE TASK FORCES

Colleen described top-down and bottom-up leadership as the keys to successful plan implementation. We have benefited from the top-down support of Bishop Larry's leadership. He has been very supportive of the planning process and the

substance of the plan, especially the six recommended actions. His values, insights, and wisdom have made the plan better. For example, he introduced the concept of a *Road Map* to emphasize that we are on a journey to Witness to Jesus, and he has placed priority on the importance of spiritual leadership. The commission also has top-down leadership responsibility—to oversee and help coordinate the implementation process.

The parishes are the center of bottom-up implementation. Without their leadership to implement this plan, the outcomes it envisions will not materialize. The task forces and diocesan offices provide a nexus of leadership and support and are vital to success by assisting implementation at the parish level.

Colleen noted the importance of continually talking about the plan and how a trickledown effect needs to permeate into the Catholic community and beyond. She reviewed and clarified the responsibilities of the commission as an oversight body. In general it is important that commission members bring to the table a perspective broader than a specific area of advocacy—be able to see the big picture and work for the good of the whole. Specifically, the commission will:

- Mobilize and help organize the task forces and committees called for in the *Road Map*.
- Keep attention and focus on the *Road Map* through communications at the diocesan level, with the vicariates and parishes, and with the public.
- Update the parish annual report format and link it with desired outcomes expressed in the *Road Map*.
- Monitor implementation activities.
- Advise diocesan leaders regarding progress and related actions that may be needed.

The commission will provide status reports periodically to the Bishop. It is anticipated that the first major progress report will be expected by the end of the calendar year or possibly sooner.

Fr. Marc provided a rationale for the composition of the commission, which includes the six task force chairs and the eleven at-large members. Each member was appointed by Bishop Larry with attention to their particular area of expertise. The Bishop also helped identify the task force co-chairs. Part of everyone's job (on the commission or on a task force) is to serve the common good. The at-large commission members bring balance and expertise in their specialty areas: for example, clergy, finances, education, parish administration, youth and young

adults, religious education and spirituality, pastoral council, communications, statistical analysis, and social services.

Fr. Marc explained that the task forces are responsible for the subject areas associated with the major recommendations of the *Road Map*. Task force members will come from many sectors and, as such, these groups are not sub-committees of the Implementation Commission. The task forces do not officially report to the commission; rather, they report to Bishop, but will be expected to brief the commission at its meetings. The responsibilities that task forces are charged with are clear—they help execute the actions called for in the *Road Map*.

Tom reviewed the general charge to the task forces:

- Carry out the actions formulated in the *Road Map* in accordance with specified performance indicators
- Meet with the diocesan Implementation Commission on a quarterly basis and share progress
- Prepare reports to diocesan offices and the Bishop as specified in the plan

Colleen will prepare a brief format for task force reports.

A major role of the task forces is to help the parishes stay focused on areas called for in the diocesan plan and to provide tools and resources to carry out implementation at the parish level.

STATUS OF ACTIVITIES

Appointments. As noted earlier, the task force chairs and co-chairs were officially appointed by Bishop. No one who was asked to serve on the commission or as chairs/co-chairs declined. To date, Colleen, Fr. Marc, and Tom have met with all but one set of chairs. Charge sheets for each task force were completed and shared with the chairs. A set of charge sheets is included in the packet for this commission meeting.

Task force chairs and co-chairs are asked to propose their rosters by May 1, 2008, if at all possible. Bishop Larry will approve the membership of each task force and make formal appointments.

Meetings. Future Implementation Commission meetings are scheduled for:

- August 2, 2008
- October 25, 2008

The agenda for commission meetings will be sent as soon as possible prior to each meeting. It is expected that the task forces will meet more frequently.

Members of the Implementation Commission should contact Colleen if they cannot attend a commission meeting so that an alternate can be identified.

Vicariate and parish meetings. While top-down leadership is important, it is recognized that implementation of the *Road Map* must take place primarily at the parish level. The Implementation Commission chair and co-chairs are in the process of planning meetings with the vicariates to review the *Road Map* and how it came about, discuss different parts of the plan, and discuss vicariate priorities and activities under way. It is recognized that the parishes are at different stages relative to the major recommendations of the *Road Map*. The intent is to encourage vicariates and parishes to identify a limited number of priorities that they want to focus on at this particular time so that they are not overwhelmed. They will be asked where they are and what they want to work on. This information can be shared with relevant task forces to help them focus their assistance to parishes.

Tom reviewed the role of the parishes in the implementation of the *Road Map*.

- Post the *Road Map* foldout and provide leaders and parish councils with the complete *Road Map* document to read and discuss
- Parish leaders work with parishioners to identify what their focus/priorities will be for the coming year
- Take action to implement their focus area

Leadership support for parish implementation will involve:

- Task force and diocesan staff helping parishes to
 - ✓ Identify their priority areas relative to the six major recommended actions in the *Road Map*
 - ✓ Connect with relevant diocesan and other resources to address parish needs
- Identifying individuals willing to go to parishes to meet with parish leaders and groups
- Developing strategies for parish reporting
- Providing training for parish councils

At the priests' convocation in May, the *Road Map* and what can be done to keep parishes focused on it will be on the agenda. A brief parish implementation guide will be prepared and shared with the pastors.

Activities under way. Fr. Marc noted that the Church in Hawai‘i is thriving, and we need to communicate the good things happening as a way of assessing our strengths and resource needs. He noted the importance of summarizing what is going on in the parishes and vicariates. He shared information about a variety of implementation activities that are already happening, including land acquisitions and the preparation of manuals to assist parishes with repairs and maintenance.

These actions are a direct result of looking at the diocese as a whole: considering asset management, future and present needs of communities, and assessments of building conditions—what needs maintenance and repair.

The culture the implementation process will foster is that people across the diocese want to be successful, but they often need help and resources to do so. As work on *Road Map* implementation goes forward, it is critical that it be integrated into the context of what is already happening. It is this integration into ongoing activities and not treating plan implementation as an activity separate from the day-to-day work happening in our parishes and diocesan offices that will produce results.

CHARGE AND STRUCTURE OF THE SIX TASK FORCES

Fr. Marc reviewed the chair and co-chair(s) of each task force and, using the charge sheets included in members’ packets, he discussed the responsibility and structure of each task force. Task forces 3, 4, and 5 are “coordinating” task forces because their work requires the coordination of activities and efforts of existing diocesan and Church entities. Task force 1 stands by itself. Task force 2 has a specific charge to help establish a new office and will then be dissolved. Task force 6 is a new diocesan committee.

The six task forces, chairs, and co-chairs are:

- #1 Ad Hoc Task Force for Leadership Development of Clergy, Lay Staff, and Volunteers
 - Chair: Fr. Mike Dalton
 - Co-Chair: Rafael Mendoza

- #2 Ad Hoc Task Force for Youth and Young Adult Programs
 - Chair: Mike Weaver
 - Co-Chair: Edwina Fujimoto

- #3 Coordinating Task Force for Faith Formation
 - Chair: Jayne Mondoy
 - Co-Chair: Dr. Carmen Himenes

- #4 Coordinating Task Force for Homelessness
- Chair: Monsignor Terrence Watanabe
 - Co-Chair: Carol Ignacio
 - Co-Chair: Jerry Rauckhorst

Task force #4 should involve active interface with Hawai‘i Catholic Conference.

- #5 Coordinating Task Force for Repair and Maintenance of Church and School Facilities
- Chair: Vincent Vernay
 - Co-Chair: Peggy Leong

- #6 Diocesan Land Asset Management and Acquisition Committee
- Chair: Tom Papandrew

Fr. Marc asked commission members to contact the task force chairs with the names of people who may be possible task force members. Membership will ultimately be approved by the Bishop.

COMMUNICATIONS, INFORMATION GATHERING, RECAP, AND COMMENTS/FEEDBACK

Communications. A variety of communication mechanisms will be used. Colleen reported the intention to have something about the *Road Map* in every issue of the *Hawaii Catholic Herald*. She is writing columns on the five planning principles and will follow that with columns on the major recommendations. She explained that the planning principles are essentially rules of conduct—they help focus our thoughts on things that are important to our task and define limits within which we work as we move forward.

Commission members are welcome to submit ideas and recommendations for articles and columns to Colleen. She would welcome help with writing these columns.

Communications will also be through electronic means such as:

- email: emails sent to planning@rcchawaii.org will go to Fr. Marc, Tom, and Colleen
- Diocese of Honolulu website: www.hawaiicatholic.org
Fr. Marc briefed the group on the diocesan website and the calendar where they can post events. He noted the links on the diocesan website to the *Road Map* and to land maps of property belonging to the Catholic Church in Hawai‘i. Commission meeting minutes will be posted on the diocesan website

- Diocese of Honolulu *eNews*
<http://www.catholicahawaii.org/filemgmt/viewcat.php?cid=25>
- *Hawaii Catholic Herald* website: <http://www.hawaiicatholicherald.org>
- Parish websites

Articles and inserts in parish bulletins are important communication vehicles that can further the implementation of the *Road Map*. Parishes can copy or download information for their parish bulletins from the *eNews*, diocesan, and *Herald* websites. As implementation progresses, other information will also be available on websites and can be downloaded and shared in parish bulletins.

Commission members can encourage the inclusion of articles about *Road Map* implementation activities in their parish bulletins.

Information gathering and resources. The Annual General Parish Report (AGPR) was referenced as one possible way of gathering information useful to the task forces. Sharon Chiarucci is working on a revision of the AGPR to make it more useful. It was noted that it will be important to have a rationale and a common methodology for requested data elements and an expectation that the data requested is available. Ideally the AGPR would be linked to the *Road Map* by serving as a vehicle for reporting milestones and performance relative to recommended actions. This would help with developing an overall executive summary for the Bishop based on the task force reports.

Some upcoming events that constitute resources and can be linked to plan implementation include:

- May 14-29—Brother Loughlan Sofield, an expert in lay ministry training, will be in Hawaii to do workshops for parish pastoral councils, in-service for schools, and a gifts discernment workshop for leaders in ministry. His schedule is an attachment to this transmission.
- April 25—Professional improvement session for diocesan administrative professionals at St. Stephen Diocesan Center. Linda Wheeler is the presenter. This session for diocesan staff flows from one of our tasks to effectively train personnel and will be an annual occurrence.

Recap. Colleen recapped the morning session using the following list of responsibilities of the commission and task forces:

- Oversee
- Focus on actions in the plan
- Monitor progress

- Assume parishes are at different stages relative to plan goals
- Focus on helping parishes with their priorities relative to plan goals
- Focus on doing
- Keep requests to the parishes reasonable
- Facilitate communications
- Report progress

She again stressed how important it is that commission members bring a broader perspective to the task of implementation than that of an advocate for a specific cause.

Commission members are invited to e-mail their comments, topics for discussion, and ideas for implementation to: planning@rcchawaii.org

Comments. Feedback from the commission included a concern about a disconnection with priests on loan from other dioceses and their roles in the implementation process. Fr. Marc responded that these priests will be at the May convocation. The convocation follow-up will be addressed by task force 1.

A second comment was that there have been no gatherings of members of religious communities recently and these communities need to be connected. Fr. Marc noted that this concern has been heard several times and will need to be discussed further.

Fr. Marc thanked everyone for their time and dedication and acknowledged Colleen's work. Colleen also thanked the group and asked Fr. Marc to close with a prayer and to bless our lunch

NEXT MEETING AND ADJOURNMENT

The meeting was adjourned at 11:40. The next meeting is scheduled for Saturday, August 2, 2008, 9-11:30 at St. Stephen Diocesan Center.

Minutes respectfully submitted by Paulette Gomes and edited by Colleen Sathre and Fr. Marc Alexander.