

### PRAYER TO ST. DAMIEN

Damien, brother on the journey, happy and generous missionary, who loved the Gospel more than your own life, who for love of Jesus left your family, your homeland, your security and your dreams. Teach us to give our lives with joy like yours, to be in solidarity with the outcasts of our world, to celebrate and contemplate the Eucharist as the source of our own commitment.

Help us to love to the very end and, in the strength of the Spirit, to persevere in compassion for the poor and forgotten so that we might be good disciples of Jesus and Mary. Amen.

### PRAYER TO ST. MARIANNE

Lord Jesus, you who gave us Your commandment of love of God and neighbor, and identified Yourself in a special way with the most needy of Your people, hear our prayer. Faithful to your teaching, St. Marianne

Cope loved and served her neighbor, especially the most desolate outcast, giving herself generously and heroically for those afflicted by leprosy. She alleviated their physical and spiritual sufferings, thus helping them to accept their afflictions with patience. Her care and concern for others manifested the great love you have for us. Through her merits and intercession, grant us the favor which we confidently ask of You so that the people of God, following the inspiration of her life and apostolate, may practice charity towards all according to Your word and example. Amen.

## Our Lady of Good Counsel Parish Pearl City, Hawaii



## Ministry Handbook

## ***Mission Statement***

Our Lady of Good Counsel is a Christ-centered Parish enlightened by the Holy Spirit; guided by the Scriptures, Tradition and the Sacraments of the Holy Roman Catholic Church; through the Stewardship of Time, Talent and Treasure, seeking to renew and maintain Love, Family Unity and Christian Values throughout the Community.

## ***Our Lady of Good Counsel Parish***

1525 Waimano Home Road

Pearl City, HI 96782

Office: (808) 455-3012

Fax: (808) 456-9443

E-mail: [olgc@hawaii.rr.com](mailto:olgc@hawaii.rr.com)

Website: [olgchurch.org](http://olgchurch.org)

Office hours: Monday-Friday: 8:00 A.M. - 4:00 P.M.

Closed for lunch: 12:00 - 1:00 P.M.

## ***Our Lady of Good Counsel School***

1530 Hoolana Street

Pearl City, HI 96782

Office: (808) 455-4533

Fax: (808) 455-5587

Website: <http://www.olgchawaii.org>

Office Hours: Monday-Friday: 7:30 A.M. - 3:00 P.M.

Wednesday: 7:30 A.M. - 1:30 P.M.

## **COMMUNITY GROUPS**



### **CHARISMATIC PRAYER GROUP**

**Purpose:** (Ephesians Chapter 4: Verses 1-6) We desire to “live lives worthy of the calling we have received, with perfect humility, meekness and patience, bearing with one another lovingly.” We will “make very effort to preserve the unity which has the Holy Spirit as its origin and peace as its binding force.” There is but one body and one spirit, just as there is one baptism given all of us by our call. There is one Lord, one faith, one baptism, given all of us by our call. There is one Lord, one faith, one baptism, one God and Father of us all who is over all and works through all and is in all.

**Duties:** Intercede with the Lord Jesus Christ for the body of Christ and the Catholic Church. Prayerfully seek the Lord’s will and direction for the OLCG Prayer Group. Maintain close communication with the Bishop and with the Parish Clergy. Foster unity and cooperation with the other Parish groups and ministries.

**Requirements:** Commit oneself to Jesus Christ as our personal Lord and Savior. Be baptized in the Holy Spirit. Receive and use Charismatic gifts for the up building of one’s personal spirituality and the ministry of OLCG Church. Develop a life of holiness in a Catholic context of faith and practice. Grow together as brothers and sisters in the community of faith and love. Be a witness to Jesus Christ through personal testimony and works of mercy and justice.

### **NEOCATECHUMENAL WAY**

**Purpose:** To provide in the Parish a way of evangelization for both baptized and non-baptized persons with focus on the “far away” or “lost sheep.” For those who desire, an itinerary of initiation into faith, rediscovering the richness of baptism through stages and mystagogical catechesis within a community will be provided.

**Duties:** There is no commitment. This itinerary begins with the announcement of the kerygma in the Parish over a period of several weeks, therefore, the only duty is to come and listen.

**Requirements:** Having listened to the evangelization in the Parish, those who desire to begin this journey do so by attending meetings to: a) celebrate the Word of God; b) celebrate the Holy Eucharist; and c) celebrate in a community.





## COMMUNITY GROUPS



### KNIGHTS OF COLUMBUS

**Purpose:** A Catholic fraternal family Parish organization that fosters charity, unity and patriotism; to support the Church in Parish activities and events; to give comfort to the sick and the disabled; to serve those in need; and to grant financial services to its members and families.

**Duties:** Attend scheduled meetings; and support Parish activities to include Parish Workdays.

**Requirements:** Men must be at least 18 years old and a practicing Catholic.

### PERPETUAL ADORATION OF THE BLESSED SACRAMENT (PABS)

**Purpose:** To provide a “safe haven” for individuals to come to the Adoration Chapel to pray and to encounter the real presence of Jesus exposed in the monstrance. Time with Jesus increases one’s spiritual growth and closeness to Him.

**Duties:** To spend precious time with Jesus, either as walk-in adorers or committed adorers. The Chapel is open 24/7 and welcomes everyone.

**Requirements:** To love Jesus and to want to be with Him.



### BLESSED MOTHER PRAYER

**Purpose:** To help deepen ones’ faith through group prayer. To pray for peace in the world; true conversion of hearts; for the sanctification of priests, deacons, our Parish and parishioners; and for unity, perseverance, love and charity.

**Duties:** To gather in a group setting to pray the Holy Rosary, Divine Mercy chaplet and other prayers one day a week. To evangelize and inform people to join us.

**Requirements:** Practicing Catholics. Pray with faith and sincere hearts.



## MASS SCHEDULE

Monday – Friday: 6:30 A.M.

Saturday: 7:00 A.M.

First Saturday of the Month: Anointing Mass with the Sick  
(Rosary/Meditation 6:00 A.M.)

Saturday Vigil: 5:00 P.M. (Fulfills Sunday Obligation)

Sunday: 6:30 A.M.

8:30 A.M.

11:00 A.M.

5:00 P.M.

### Sacrament of Reconciliation

Saturday: 4:00 – 5:00 P.M. or by appointment

### Devotions

Perpetual Adoration  
Open 24 hours, 7 days a week

Thursdays before First Fridays  
Holy Hour with Benediction: 7:00 P.M.



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## OUTREACH MINISTRIES

### FILIPINO MINISTRY

**Purpose:** To encourage Christian fellowship among Filipinos and other communities within and beyond our Parish community by Christian faith through words, actions and deeds.

**Duties:** To promote apostolic activities by assisting the Parish in strengthening spirituality among Filipinos and other communities. To live out our Christian faith through words, actions and deeds by assisting in various activities involving the homeless, seniors and the sick. Coordinate Misa de Gallo, Flores de Mayo, monthly Rosary and assist with other Parish activities as needed.

**Requirements:** Registered OLGC parishioner. Must be at least 18 years old.

### OHANA MINISTRY FOR THE HOMEBOUND

**Purpose:** To minister together with Eucharistic Ministers to achieve our shared goal of bringing the love and presence of Christ to the homebound.

**Duties:** To read scripture, share homilies, read Parish bulletin, pray together and talk story with homebound clients; to involve the Parish family in the Ministry through their prayers and referrals; to recruit volunteers willing to dedicate time to the homebound; to set-up training sessions on ministering to the homebound; and to involve other Parish ministries in helping Ministers to the Homebound in making greeting cards and gift baskets for special occasions.

**Requirements:** Registered OLGC parishioner in good standing; willing to commit to attend monthly meetings and workshops; participate in Ministry activities for the homebound; and dependable.

### MARRIAGE MINISTRY

**Purpose:** The Christian Prevention and Relationship Enhancement Program (CPREP) was designed by experts to help engaged and married couples build a lasting and loving relationship based on a biblical model of marriage and intimacy; improve their communication skills; learn problem solving, a model for helping couples to forgive, a framework to build and maintain commitment and a way for couples to attain spiritual oneness in a Christian marriage.

**Duties:** Attend scheduled workshops for a minimal fee to cover book and materials.

**Requirements:** Must be at least 18 years old (if younger, with permission).





## OUTREACH MINISTRIES

### OUTREACH MINISTRY

**Purpose:** To provide for the human needs of the Parish community as well as the larger community beyond the Parish.

**Duties:** Help distribute food, toiletries and other items to the needy; receive donated items; organize pantry; perform intake duties; and attend meetings.

**Requirements:** Willing to commit 4-5 hours a week; a team player.

### BEREAVEMENT MINISTRY

**Purpose:** To provide assistance to the Pastor and the Parish families in preparing funeral services.

**Duties:** Assist Pastor, Deacon and families who have lost a loved one with funeral services; coordinate with Liturgical and Music Ministers and give assistance to bereaved families during their time of grief.

**Requirements:** Able to commit in assisting in either weekday or weekend services. Training will be provided.

### EUCCHARISTIC HOMEBOUND MINISTRY

**Purpose:** To provide parishioners who are homebound the opportunity to receive the sacrament of the Holy Eucharist.

**Duties:** To visit parishioners and to provide the sacrament of the Holy Eucharist as requested. Attend training sessions with Special Ministers of the Eucharist. Homebound ministers are an extension of our Parish by being available to those who are not able to attend Mass with the Parish community.

**Requirements:** Must be a registered parishioner of OLGC who has received the sacraments of Baptism, Holy Communion and Confirmation. Must be a Catholic in good standing and faithfully participates in the sacramental and liturgical life of the Church.

### RESPECT LIFE MINISTRY

**Purpose:** To proclaim that human life is a precious gift from God; that each person who receives this gift has responsibilities toward God, self and others; and that society, through its laws and social institutions, must protect and nurture human life at every stage of its existence (USCCB).

**Duties:** Actively promote a renewed respect for human life is the responsibility of every Catholic. To assist in a special way by helping to make the Parish a center of life, a place where parishioners understand the issues and the importance of meeting the needs of those who are most vulnerable – especially mothers and their unborn children and those who are seriously ill or dying and their families.

**Requirements:** Willing to assist in Ministry fairs and able to participate in the Annual March for Life.

### PEARL CITY NURSING HOME MINISTRY

**Purpose:** To provide patients at Pearl City Nursing Home the opportunity to celebrate Mass and receive the sacrament of the Holy Eucharist.

**Duties:** Prepare the conference room which involves lifting and folding heavy tables, arranging chairs and setting up a table for the altar with vessels, host, and books. A lector will be assigned. Volunteers provide the music and transport patients to and from their rooms. Visiting patients is a great way to bring Jesus to our brothers and sisters who are unable to attend Mass at church.

**Requirements:** Must be willing to be at PCNH at 9:00 a.m., the first Monday of every month (excluding holidays).

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*All volunteers are required to be in full communion with the Catholic Church. Training will be provided for new members.*

*If you are interested in joining any of these ministries and need additional information, please call the office at (808) 455-3012.*





## LITURGICAL MINISTRIES

### ALTAR SERVERS

**Purpose:** To assist the principal celebrant in the celebration of the Mass.

**Duties:** New altar servers are required to attend training classes to learn the order and prayers of the Mass, conduct during Mass, proper decorum and dress code when serving Mass and various functions to be performed before, during and after Mass. Altar servers must serve at every Mass they are scheduled for, or arrange for a replacement when unable to serve; perform assigned duties in an orderly and reverent manner; and be attentive and mindful of the needs of the celebrant. Altar servers are expected to attend scheduled meetings and annual retreats.

**Requirements:** Altar servers must be registered OLGC parishioners and have received Holy Communion.

### ALTAR CARE

**Purpose:** To maintain and upkeep church linens, towels, tablecloths, altar cloths and vestments used by priests. Polish altar, wash vessels, change holy water and sweep sacristy.

**Duties:** To launder and iron altar linens used at each Mass.

**Requirements:** Must be dependable and willing to serve 1-2 hours per month.

### DESIGN AND ENVIRONMENT

**Purpose:** To maintain the interior church decorations according to proper liturgical seasons.

**Duties:** Coordinator plans the weekly or bi-weekly church floral arrangements with the help of volunteers. Volunteers care for flowers, plants and decorations on a daily basis; help enhance worship services by the type of environment and its visual effects this ministry provides; and help others gain more knowledge of the liturgical calendar as this ministry adheres to the seasons, special feast days in the floral/plant decorations for that particular liturgy.

**Requirements:** Volunteers need to be available to help with floral and/or plant arrangements when needed which involves 2-3 hours twice a month. Weekly maintenance like watering, removing of wilted flowers or plants is done twice a week for about 15 minutes.

### EXTRAORDINARY MINISTERS OF HOLY COMMUNION

**Purpose:** To aid in the distribution of Holy Communion under both species at Mass and to the sick and homebound when necessary.

**Duties:** Must check in early before scheduled Mass to give self ample time to find out assigned Communion station, to prepare and set-up vessels, linens and hosts for the Mass. After Mass, ministers are required to clean vessels and set-up for the next Mass.

**Requirements:** Must be 16 years or older; a practicing Catholic in good standing. Must have received the sacraments of Baptism, Holy Communion and Confirmation. If married, should be married in Church through the sacrament of Matrimony. A minister is expected to receive the sacrament of Reconciliation on a regular basis; attend scheduled workshops and days of Recollection. When serving, a Eucharistic minister should always be dressed in a manner consistent with dignity of their role, neat in appearance and reverent in demeanor.

## PARISH SERVICES

### FACILITIES AND BUILDING MAINTENANCE/SAFETY

**Purpose:** To maintain Parish grounds and building in order to provide our Parish with a beautiful, safe and functional place of worship and of gathering; and to provide long range plans for growth and development of facilities.

**Duties:** Provide leadership role in grounds, facilities, maintenance and modernization projects. Perform minor repairs and maintenance of buildings and facilities. Organize volunteers; and procure necessary supplies and projects. Obtain estimates; manage contracts and provide oversight of large projects.

**Requirements:** Volunteers should have experience in various areas of building and ground maintenance to include carpentry, plumbing, masonry, electrical, roofing, painting, landscaping or project management. Must be willing to do physical tasks.

### FELLOWSHIP MINISTRY

**Purpose:** To provide parishioners and visitors opportunities for fellowship through Fellowship Sundays, Parish breakfasts and other Parish social events.

**Duties:** Plan and coordinate Fellowship Sundays, Parish workdays and other Parish get-together; assist in setting-up and cleaning-up in church social events such as parties and picnics.

**Requirements:** Enjoy dealing with people of all ages and various ethnic groups; dependable and a team player.

### HEALTH MINISTRY

**Purpose:** To educate and create awareness for healthy living.

**Duties:** Create and support community spirit through health and wellness, spiritual health through health fairs, seminars, workshops and guest speakers.

**Requirements:** Anyone interested in learning about healthy living. Those in the healthcare field are highly encouraged to share their skills, time and talents.

### PARKING MINISTRY

**Purpose:** To ensure security in parking areas while parishioners are attending Mass and other Parish functions.

**Duties:** Direct traffic flow; maintain order in parking areas; and patrol parking areas.

**Requirements:** Must be willing to work under inclement weather conditions and at different times; and a team player.





## PARISH SERVICES

### PARISH PASTORAL COUNCIL

**Purpose:** To provide a consultative voice between the Pastor and the parishioners regarding programs and future projects of the Parish. Advise the Pastor on future programs that concern the Parish community.

**Duties:** Conduct monthly meetings with the Pastor with regards to the needs and concerns of the parishioners.

**Requirements:** Must be a registered parishioner of OLGC in good standing, of proven faith, with sound morals, willing to commit time, talent and wisdom in a consultative and collaborative manner.

### FINANCE COMMITTEE

**Purpose:** To offer the Pastor advice regarding the fiscal matters and finances of the Parish.

**Duties:** Advise the Pastor on all decisions affecting Parish finances and fiscal matters. Execute monthly review of financial performance of the Parish as compared to the Parish budget. Coordinate annual ministry budgets and prepare the Parish budget according to Diocesan policies and norms. Provide and develop the annual Finance Report published in a September issue of the Parish bulletin. Review OLGC School Financial Aid applications and advise Pastor and School Principal of results. Periodically review OLGC School finances and fiscal matters.

**Requirements:** Must be a registered parishioner of OLGC in good standing, of proven faith, with sound morals, willing to commit time, talent and wisdom in a consultative and collaborative manner. Must complete a written application provided by OLGC Parish and may need to complete an interview with the Pastor or designated representative.

### STEWARDSHIP COMMITTEE

**Purpose:** To foster awareness and recognition within the Parish community that everything we have is a gift from God; that we are to use these gifts responsibly and to be grateful for them; and that we are to share these gifts generously and cheerfully because of our love and gratitude to God.

**Duties:** To educate the Parish community that Stewardship is a way of life, discipleship and spirituality. To help people grow in their relationship with God by sharing their time, talent and treasure. To serve as a catalyst for all OLGC ministries. To promote lay witnessing presentations from volunteers by sharing their own testimonies on messages of Stewardship, Discipleship, Spirituality and Conversion.

**Requirements:** Able to attend monthly meetings; participate in workshops on or off island; highly involved in Parish activities and possess good communication skills.



## LITURGICAL MINISTRIES



### LECTORS

**Purpose:** To assist the principal celebrant in proclaiming the Word of God.

**Duties:** A lector is required to arrive well ahead before scheduled Mass to give oneself ample time to ensure lectionary is marked correctly and microphone is in good working condition and is adjusted properly. To proclaim the Word of God effectively, a lector is highly encouraged to practice their reading at home; reflect and understand the context of the reading; and to read with the purpose of reaching the minds and hearts of the worshipping community. Required to attend meetings, training workshops and adhere to duties prescribed in the Lector Guidelines.

**Requirements:** Must be at least 16 years of age; a practicing Catholic in good standing; must have received the sacraments of Baptism, Holy Communion and Confirmation. Must possess the ability to proclaim the Word of God with purpose, clarity and reverence.

### MUSIC MINISTRY

**Purpose:** To provide music at Masses and special liturgies, which is an essential service to God's people, for as St. Augustine said, "whoever sings, prays twice."

**Duties:** To lead the worshipping assembly in singing at Masses and other liturgical celebrations. At times, may provide meditation or other types of music not intended for general participation. Must be willing to participate in properly handling and maintaining choir equipment.

**Requirements:** Open to all who are willing to lead and encourage the worshipping assembly to participate in singing during liturgy. Those who provide musical accompaniment must possess proficiency in their particular musical instrument. Choir members should be willing to attend scheduled practices, be prompt in showing up prior to start of the Mass and dress appropriately.

### HOSPITALITY MINISTRY

**Purpose:** To represent OLGC in a warm welcoming manner by greeting and extending hospitality to everyone as they enter the church; to answer questions and give directions; and to connect and refer worshipers to church life.

**Duties:** Assist in seating worshipers; invite parishioners in presenting gifts to the celebrant; lead in the procession of the presentation of the gifts; collect and safeguard offerings; ensure orderly procession for communion; and distribute bulletins after Mass.

**Requirements:** First impression lasts. How people are received in a parish forms a lasting impression on them whether good or bad. It is therefore expected of a Hospitality Minister to be comfortable in welcoming everyone warmly and sincerely; and to demonstrate a demeanor becoming of a representative of the Parish.



## EDUCATION AND SACRAMENTAL PREPARATION

### RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA)

**Purpose:** Prepares adults, teens and children to become fully initiated members of the Catholic Church through religious formation. These are adults who are unbaptized, baptized in another Christian Church or baptized but uncatechized Catholic who desire full communion with Roman Catholic Church.

**Duties:** To instruct students in catechetical formation in preparation for the reception of either Baptism, Holy Eucharist or Confirmation. Along with catechists and teacher aids, provide assistance to students whether through group discussion or activities.

**Requirements:** Team members should be fully initiated practicing Catholics who participate in the sacramental life of the Church and are faithful to the teachings of the Catholic Church; and who are willing and eager to share their faith experiences with others.

### RELIGIOUS EDUCATION (RE)

**Purpose:** To provide quality religious education for all members of the Parish community through religious education classes, RCIA and sacramental preparation such as First Holy Communion or Confirmation.

**Duties:** To share in the catechetical ministry of the Church; to catechize according to the teaching authority of the Church; and to implement diocesan directives, policies and guidelines. Catechists are called to proclaim Christ's message through catechism; to lead students to worship and prayer; and to motivate students to serve others.

**Requirements:** Catechists and classroom assistants must be practicing Catholics in good standing. Must be willing to attend classes and training workshops to enhance knowledge and understanding of the Catholic faith and teaching methods. Must complete required certifications. Must pass Safe Environment and background checks.



## EDUCATION AND SACRAMENTAL PREPARATION

### YOUTH AND FAMILY

**Purpose:** Under the supervision of the Pastor, to initiate, implement and coordinate religious-based programs and activities to foster faith-nurturing relationships among youth, families and parishioners of OLCG Parish and School.

**Duties:** To strive to provide an environment for youth and families conducive to faith development through regular attendance of the Mass and through involvement in church and diocesan activities and ministries.

**Activities:** Family activities/ workshops/ events, feeding the homeless, retreats, Vacation Bible School, Middle School EDGE Program, High School Life Teen Youth Program, Apostolate Retreat Ministry Servants of God (ARMS) and diocesan/vicariate programs/events.

### YOUNG ADULTS

**Purpose:** A community of single and married Catholic adults ages 18-39 who come together to grow in faith friendship through edification, fellowship, spirituality and service.

**Duties:** To unite young adults to God through service, fellowship, faith studies, life skills and events within the Parish, diocese and wider community.

**Activities:** Bi-weekly group gathering nights, retreats, various service projects related to Catholic concerns on poverty and life issues.

### OUR LADY OF GOOD COUNSEL SCHOOL

**Purpose:** To educate and encourage our Parish children, as well as children from outside our community to build a strong relationship with God, and be successful in the academic areas so they can go onto the high schools of their choice. Our Parish School also assists when possible Parish functions and projects.

**Objectives:** The mission of Our Lady of Good Counsel School is to create a Christ centered environment that offers a firm foundation in basic education and emphasizes the dignity and self-worth of the person in relation to God, family, school and community.

**Requirements:** The school staff consists of teachers, assistant teachers, substitute teachers and volunteers.

