



新竹教區移民移工牧靈工作指引

Hsinchu Catholic Diocese
Directives for Pastoral Care
for Migrants and Immigrants



新竹教區移民移工牧靈工作指引

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主內親愛的弟兄姊妹們：

謹此衷心表達我對於教區 2023 年修正的《新竹教區移民移工牧靈工作指引》的支持及期許。

在過去 2 年裡，教區移民移工牧靈組召集人辦公室、堂區神父及牧靈協調員們進行合作，在各個堂區實施這份《指引》。總結這 2 年的經驗後，教區在 2023 年 5 月間對《指引》展開了修正工作。

經過審慎考量後，我已批准本次修正。我相信這可確保整部《指引》成為更有效及更有價值的指南。無論堂區的移民移工身在何處，我們都能持續以整合的方式，為他們提供牧靈關懷與服務。

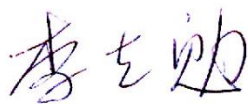
本次修正讓《指引》更加清晰及深入，主要的修正為〈簡介〉與以下各章節：〈3.A.2〉、〈3.B.3〉、〈7.2〉、〈11.A.2〉、〈12.6〉、〈12.7〉及〈13.6〉。

由衷感謝所有為本次《指引》修正做出貢獻的人。本《指引》實施後，將更好地引導我們投身於響應教宗方濟各在《慈悲與憐憫》牧函中，將移民移工融入教會生活的呼籲，即「接納、發展、保護及融入」。

願全智的天主引導我們這個旅途中的基督徒團體，使我們與移民弟兄姊妹們一同偕行，就像耶穌面對社會中的邊緣群體、外國人及弱勢群體一樣，充分理解他們。

感謝並求主護佑您

在基督內



新竹教區主教 李克勉

2023年08月01日



1. 簡介

新竹教區地處台灣之工業區，擁有大量移工任職工廠工人及看護。為因應移工的牧靈需求，新竹教區在天主教徒人數較多且以菲律賓人為主之堂區辦有英文彌撒。因部分移工受限於工作時間及宿舍距離教堂較遠而無法參加主日彌撒，牧靈關懷工作也拓展至部分宿舍。新竹教區向全體願意支持及協助教區移民移工牧靈關懷的司鐸致意。

「傳福音的意思是在生活的各個層面都相互充實，使天主的國呈現在堂區生活中。短期移民和定居移民以他們的方式見證了天主教信仰，豐富了本地教會。在歡迎短期移工和定居移民融入堂區生活方面，堂區司鐸扮演著關鍵性的角色。他們主動提供精神支持，鼓勵他們善用機會從事精神和文化富藏的交流，包括促進對團體需求之財務支持的平順過程。」¹

本移民移工牧靈指引是對教宗方濟各提出的「接納、保護、發展和融入」移民移工進入當地堂區的回應。²

目前共 12 個堂區辦有英文彌撒：新竹聖母聖心座堂、中壢耶穌聖心堂、桃園聖母聖心堂、竹北耶穌聖心堂、新豐聖母領報堂、老湖口耶穌聖心堂、南崁耶穌聖母聖心堂、頭份

¹ 2021 年福傳大會堂區牧靈及福傳手冊，第 62-63 頁

² 2018 年第 104 屆世界移民與難民日

天上之母堂、竹南聖家堂、苗栗聖亞納堂、新竹聖神堂、大園耶穌君王堂及新竹加爾默羅聖母堂。宿舍也辦英語彌撒。

6 個堂區辦有越語彌撒：新竹聖母聖心座堂、新竹聖神堂、桃園聖母聖心堂、南崁耶穌聖母聖心堂、桃園聖母升天堂及聖體堂。

印尼語彌撒則在新竹聖若瑟堂及桃園聖三堂舉行。

西語彌撒則在中壠佘山聖母隱修院舉行。

本移民移工牧靈指導乃新竹教區從事移民移工相關工作的司鐸及牧靈協調員的經驗反思成果。在 2023 年 5 月，經過兩年的實施後，該指引已進行一次檢討。其將每五年定期進行檢討。

2. 目標

本指引目標在於新竹教區透過向移民移工提供牧靈關懷，為移民移工提供高效及全方面的服務。在此牧靈工作中服務的全體司鐸、修會修女、平信徒傳及平信徒同工皆應參照本指引。

3. 教區移民移工牧靈工作召集人 (DCMI) 的任命和角色

3.A. 教區移民移工牧靈工作召集人的任命

- 3.A.1** 教區移民移工牧靈工作召集人由主教任命之。
- 3.A.2** 教區移民移工牧靈工作召集人須對移民移工牧靈有著神恩（個人 / 修會）及熱情。
- 3.A.3** 專職司鐸在任命期間其聖事牧靈及遵循教會法規範上均受新竹教區主教節制。
- 3.A.4** 主教託付專職司鐸負責管理及落實移民移工團體相關工作。

3.B 教區移民移工牧靈工作召集人的角色

- 3.B.1** 其期勉自身熟悉教區歷史、傳統及地方主教的意向，應熟習英文與中文。
- 3.B.2** 聯結移民移工團體及當地堂區。支持移民移工，並陪伴他們融入當地堂區
- 3.B.3** 參與各式教區聖職會議，提供最新的移民移工相關議題及關注點（例如：鐸區會議、司鐸退省、牧靈部門會議及司鐸諮議會等。）；並投身於整合教區內各個移民社群（例如：菲律賓社群、印尼社群、泰國社群及越南社群等）。
- 3.B.4** 協調並召集教區移民移工牧靈協調員定期會議。

4. 堂區司鐸及移民移工團體間的關係

- 4.1 堂區司鐸本著歡迎、好客及團結的精神，整合移民移工團體融入堂區。
- 4.2 堂區司鐸充分認識移民移工文化的獨特及多元性，提供其舉辦社會文化活動場所。
- 4.3 堂區司鐸對移民移工諸如探訪醫院、為病人送聖體及祝福宿舍等需求能有所回應。
- 4.4 堂區司鐸邀請移民移工牧靈協調員或該團體聯絡員出席堂區牧靈委員會會議。
- 4.5 區司鐸就其所關懷之移民移工團體與牧靈協調員合作。

5. 移民移工牧靈同工的角色

5.A 移工牧靈協調員的角色

- 5.A.1 協調英語彌撒和禮儀服務，以及堂區宿舍的移工領聖體與聖儀。
- 5.A.2 辦理各種禮儀人員如輔祭員、非常務送聖體員、讀經員及釋經員、男女領位員（賓相）、收獻儀員、聖詠團，並準備每年委任的更新工作。
- 5.A.3 為移工們辦理人類發展陶成、社會意識教育及其他豐富活動。

- 5.A.4 辦理社會文化活動如聖十字架節、獨立日、聖嬰節、聖母敬禮等。
- 5.A.5 為移工提供牧靈關懷如到醫院和宿舍探望病人、輔導和轉介。
- 5.A.6 參加教區移民移工牧靈協調員定期會議。
- 5.A.7 與教區移民移工牧靈工作召集人就牧靈問題進行溝通及追蹤。
- 5.A.8 向堂區司鐸或移民移工中心主任提交年度牧靈行動計劃及預算，並將其副本發送給教區移民移工牧靈工作召集人備查。
- 5.A.9 擔任國際天主教牧靈團體 (ICPC) 與堂區牧委會的聯絡人。
- 5.A.10 溝通及協同地方堂區的共同活動。
- 5.A.11 鼓勵移工參與地方堂區的禮儀活動及節日。
- 5.A.12 學習台灣勞動法規及其他有關移工權利的法律基礎知識。
- 5.A.13 與教區移工中心的教育及支援團隊結盟，提升對勞工及與移工相關問題的意識。
- 5.A.14 與潔愛中心協調員合作從事艾滋病毒及艾滋病預防及意識提升等工作。

5.B 移民牧靈協調員的角色

- 5.B.1** 接觸堂區的移民並為其辦理社會、文化及宗教活動。
- 5.B.2** 為移民文化融合及家庭問題提供陪伴。
- 5.B.3** 與地方堂區合作提供移民子女主日學。
- 5.B.4** 為移民子女聖洗、初領聖體及堅振時辦理禮儀研習。
- 5.B.5** 參加教區移民移工牧靈協調員定期會議。
- 5.B.6** 與教區移民移工牧靈工作召集人就牧靈問題進行溝通及更新訊資。
- 5.B.7** 與移民移工中心合作解決移民的法律問題。

6. 為移民移工團體辦理彌撒及其他牧靈活動指引

6.A 堂區方面

- 6.A.1** 教區內所有為外籍人士之彌撒均由教區移民移工專責司鐸負責協調。
- 6.A.2** 欲為其堂區移民移工安排彌撒的堂區司鐸應先致信教區移民移工專責司鐸說明原因及建議日程。

6.A.3 教區移民移工專責司鐸將就此議題同堂區司鐸討論。若堂區司鐸講信友的母語，專責司鐸得進行 2 至 3 個月的觀察後，再同堂區司鐸商議評估是否繼續舉行。其共同商議之初步決定將由專責司鐸報告主教進行最終裁定。

6.A.4 評估標準可能包括以下項目：司鐸的人力調配、堂區人數、彌撒日程、可否依移工工班進行安排、移工團體出席的穩定度等。

6.A.5 遇暫停或取消彌撒時，堂區司鐸應於 3 個月前書面通知教區移民移工教區專責司鐸，並由後者轉報主教。

6.B 宿舍方面

6.B.1 移工宿舍為公司或中介機構所擁有及管理的私有財產，有其管理政策。移工計畫於宿舍舉辦彌撒及其他牧靈活動如祝福、信仰分享、聖詠練唱等時，由其宿舍協調員 / 管理員書面申請，交移工所屬堂區之移工牧靈協調員批准。

6.B.2 牧靈協調員將考量以下標準審核申請：司鐸的人力調配、申請團體的穩定度等。牧靈協調員負責安排司鐸主持彌撒。

6.B.3 牧靈協調員負責向教區移民移工教區專責司鐸更新資訊以作成記錄並通知主教。

6.B.4 團體邀請外界人員參加其宿舍內牧靈活動時，應先獲得牧靈協調員及宿舍協調員 / 管理員的許可與批准。

6.C 安排彌撒方面

6.C.1 新竹教區移民移工服務中心 (HMISC) 的牧靈協調員負責準備每月的英語彌撒時間表，並將時程表副本給主教、教區移民移工專責司鐸、司鐸、牧靈協調員及國際天主教牧靈團體 (ICPC) 主席。

6.C.2 司鐸因緊急情況無法主持彌撒時，應即時通知新竹教區移民移工服務中心牧靈協調員，以便其尋找替代人。

7. 牧靈行動計劃及預算

7.1 牧靈協調員及國際天主教牧靈團體(ICPC)依據教區標準表格編寫牧靈行動計劃 (PPOA) 及其預算。(參見附錄 1)。

- 7.2 牧靈協調員應向堂區司鐸、堂區牧靈委員會或移民移工中心主任副本牧靈行動計劃及預算，以便其提交教區財務組。
- 7.3 牧靈行動計劃及預算應將副本交予教區移民移工牧靈工作召集人存查。
- 7.4 無牧靈協調員時，由堂區司鐸及國際天主教牧靈團體準備年度牧靈行動計劃與預算。

8. 募款規定

- 8.1 堂區或移民移工中心可因救災等目的辦理募款活動。其應與教區移民移工牧靈工作召集人協商並獲得主教批准後，按照新竹教區相關規定辦理。
- 8.2 所有募集的款項都應按新竹教區之財務規定進行透明記錄。
- 8.3 募款受益人應回覆確認信函，並附上有照片的成果簡報。

9. 主禮彌撒

- 9.1 主禮宜至少彌撒前 30 分鐘抵達以辦理和好聖事。
- 9.2 考量大部分移工的夜間門禁以及堂區的其他彌撒時程，彌撒時間至多 1 小時為佳。

9.3 當彌撒中有特別慶祝活動時，牧靈協調員應提前通知彌撒主禮有關活動。

9.4 主禮以國際語言講道為佳。

10. 牧靈協調員與彌撒主禮的關係

10.1 牧靈協調員支持彌撒主禮，並通知他關於彌撒中的特殊活動。

10.2 若有團體議題需在彌撒中宣布，彌撒主禮將協同牧靈協調員一起合作。

11. 國際天主教牧靈團體 (ICPC)

11.A 國際天主教牧靈團體的定義及成員

11.A.1 國際天主教牧靈團體 (ICPC) 是新竹教區的堂區移民移工團體。 ICPC 由移民牧靈協調員、移工牧靈協調員、 ICPC 職員以及下列禮儀職務及組織的協調員共組：輔祭員及非常務送聖體員、讀經員及釋經員、領位員及收獻儀員、聖詠團、祈禱小組與教育支援小組 (EAG) 。

11.A.2 ICPC 組長們及禮儀職務協調員任期 1 至 2 年，連選得連任。

11.A.3 ICPC 每月召開 1 次會議以監管及評估《牧靈行動計劃》實施情況，並討論團體所關注的各類問題。

11.B ICPC 組長基本特質:

11.B.1 對福音價值有良好見證

11.B.2 具有良好道德觀

11.B.3 具有領導事工的精神

11.B.4 具有處理人際關係的能力

11.B.5 具有良好的溝通技巧

11.C ICPC 組長選舉

11.C.1 ICPC 組長包括但不限於：主席、副主席、祕書、司庫及當地堂區牧委會代表。

11.C.2 各團體按自身選舉辦法選舉 ICPC 組長。團體得變更部分堂區現有之 ICPC 選舉辦法。（請參閱附錄 2 及附錄 3）。

11.D 組長的義務及職責

11.D.1 ICPC 主席職責:

11.D.1.1 會議前與副主席、祕書及牧靈協調員準備次月的 ICPC 會議議程。

- 11.D.1.2 向 ICPC 成員發送 ICPC 會議議程。
- 11.D.1.3 辦理每月 1 次的 ICPC 會議。
- 11.D.1.4 與全體 ICPC 成員協調以確保達成 ICPC 會議的各個決議。
- 11.D.1.5 確保各牧靈團體如期舉行月會，並確保所有協調員將 ICPC 會議的決議告知其成員。
- 11.D.1.6 準備及誦讀彌撒中的公告。
- 11.D.1.7 為即將返鄉的活動成員準備證明，並在聖餐禮後唱名。

11.D.2 ICPC 副主席職責:

- 11.D.2.1 協助主席完成職責。
- 11.D.2.2 主席缺席時代行職責。
- 11.D.2.3 主席永久離台時擔任主席。ICPC 將從其內部推選新副主席。
- 11.D.2.4 秘書缺席時代行職責。

11.D.3 ICPC 秘書職責:

- 11.D.3.1 做成 ICPC 會議記錄並整理所有正式會議記錄。

11.D.3.2 在會議後一周內向全體 ICPC 成員發送會議記錄副本。

11.D.3.3 向主席更新那些即將返鄉的活躍成員。

11.D.3.4 保管職員及禮儀事工成員的記錄更新。

11.D.4 ICPC 司庫職責:

11.D.4.1 協助牧靈協調員清點彌撒獻儀。

11.D.4.2 協助牧靈協調員為 ICPC 的活動辦理採買。

11.D.5 地方堂區牧靈委員會代表

11.D.5.1 牧靈協調員委派 1 名代表出席堂區牧靈委員會的月會。

11.D.5.2 代表具國語聽說能力。

11.D.5.3 如果選定之代表為非 ICPC 成員，其將自動轉為成員。

12. 牧靈協調員、ICPC 主席、堂區司鐸及主教之間的關係

12.1 ICPC 主席由團體代表選舉、堂區司鐸任命後，負責其所屬團體的事工。其透過任命之牧靈協調員領受堂區司鐸的指示及提交報告。

- 12.2 牧靈協調員承堂區司鐸指示監督移工團體的所有活動。牧靈協調員及 ICPC 主席一起執行指示，並督促團體的各種事工。
- 12.3 堂區司鐸監督團體及透過牧靈協調員提出建言或倡議。牧靈協調員代表 ICPC 主席出席教區移民移工的定期牧靈會議。
- 12.4 各團體之堂區司鐸、牧靈協調員及 ICPC 主席負責執行教區移民移工牧靈會議之各項決議。
- 12.5 堂區司鐸敦促牧靈協調員準備年度牧靈行動計劃及預算，並提交堂區牧靈委員會評估與批准。
- 12.6 無牧靈協調員之堂區，由 ICPC 主席直接接受堂區司鐸的指示並提交報告、年度牧靈行動計畫及提交預算。ICPC 主席並直接與堂區司鐸合作執行教區移民移工牧靈會議的決議。
- 12.7 堂區無牧靈協調員時，堂區司鐸尤宜與 ICPC 成員舉行及出席定期會議，並時常與更多的移民移工社群會議。

13. 禮儀事工及教理講授之育成

- 13.1 禮儀事工及教理講授之育成應符合天主教之教理講授與社會訓導。

- 13.2 可參照不同語言之禮儀事工及教理講授之育成。此類教材由牧靈協調員進行審查及更新。
- 13.3 牧靈協調員促進或邀請禮儀事工育成及培訓的演講者。
- 13.4 牧靈協調員得因育成及培訓之目的，並經堂區司鐸後借用聖器、聖爵布、書籍及祭衣等物品。
- 13.5 全體禮儀事工成員均須參加年度培育計劃以為更新宣誓做好準備。
- 13.6 無協調員之堂區，由堂區神父及 ICPC 主席協調相關活動。

14. 教區移民移工育成及 ICPC 組長活動

14.A 年退省

14.B 領導能力培訓

15. 倡議人權及正義

教區移民移工牧靈協調員及新竹教區既有之移工中心，合作促進教會社會訓導不可或缺之移民移工之人權及正義。

16. 教區移民移工牧靈協調員之持續育成及退省

教區移民移工牧靈協調員須參與年度持續育成及退省。

17. 保護兒童、青少年及弱勢成人的政策

我們遵循保護兒童、青少年和弱勢成人的政策。（參見教區文件：「台灣天主教會防治性騷擾申訴調查處理要點」）。

名詞解釋:

1. 教區移民移工牧靈工作召集人——主教任命之教區或修會神父，負責移民移工牧靈照顧。
2. 天主教移民移工——包含契約移工、留學生、與台灣本地居民結婚之外國人、以及與家人在台灣工作之外國人。
3. 平信徒傳教士——單身或由不同種族家庭的男女再成的團體，其致力於透過參與傳教工作分享福音的價值觀。
4. 平信徒協調員——未隸屬團體的天主教平信徒，由堂區神父任命其在欠缺牧靈協調員的情況下擔任團體領袖。
5. 信友母語——菲律賓語、印尼語、越南語及泰語等移民之國語。

縮略字表

1. DPCMI – 教區移民移工協調員。
2. DCMI – 教區移民移工牧靈工作召集人。
3. ICPC – 國際天主教牧靈團體。
4. PPOA – 牧靈行動計劃。

附則 1

財團法人台灣省天主教會新竹教區_____堂

Name of Community:

2022 Pastoral Plan

Vision of the Diocese	
同道偕行；以基督福音為中心，以教友為基礎，以教會禮儀為生活力量的泉源，以聆聽、接納、信賴與服務的態度，來達成教友、傳道員、修女、神職人員之間的和好、共融與合作。	
Pastoral Goals	Work Description

Pastoral Coordinator:

ICPC Leader/President:

Date:

Community Name:

2022 Pastoral Plan

#	支出明細	Categories	v	#	Activities	Frequency	Description	Budget
1	牧務費用	Stipends	1.1		For priest			
2-1	宗教活動費用						總務費用小計	\$ -
		Liturgy		2-1.1	Sunday Mass			
				2-1.2	Festive Mass			
				2-1.3	Simbang Gabi			
				2-1.4	Funeral Mass			
				2-1.5	Special Mass			
				2-1.6	Sacrament of Baptism			
				2-1.7	Sacrament of Confirmation			
				2-1.8	First Communion			
				2-1.9	Adoration of the Blessed Sacrament			
				2-1.10	Sacrament of Reconciliation			
				2-1.11	Sacrament of Anointing of the Sick			
				2-1.12	Sacrament of Marriage			
				2-1.13	Migrant Sunday			
				2-1.14	Patron Saint			
				2-1.15	Dormitory Mass			
				2-1.16	Retreat (Lenten, Advent, Patron Saint, etc.)			
				2-1.17	Pilgrimage			
				2-1.18	Binary Prayer			
				2-1.19	Diving Mercy Prayer			
				2-1.20	Way of the Cross			
				2-1.21	Sunday School			
				2-1.22	ICFC			
				2-1.23	St. Shaldee			
				2-1.24	Legion of Mary			
				2-1.25	Curriclo Movement			
				2-1.26	Choir Group			
				2-1.27	Acolytes			
				2-1.28	Lectors, Ushers/Usherettes			
				2-1.29	Eucharistic Ministers			
				2-1.30	Life Ascending International (LAI)			
				2-1.31	Charismatic Renewal Movement			
				2-1.32	CAIF			
				2-1.33	Family Visit			
				2-1.34	Visiting the elderly/sick			
				2-1.35	Giving Communion or viaticum			
				2-1.36	House/dormitory blessing			
				2-1.37	Hospice prayers			
				2-1.38	Prison pastoral ministry			
				2-1.39	Love offering/volunteer service			
				2-1.40	Pre-marital counseling for couples			
				2-1.41	Marriage accompaniment			
				2-1.42	Sportfest			
				2-1.43	Sunday lunch			
				2-1.44	Feastday celebration			
				2-1.45	Paran/Lyon			
				2-1.46	Community recognition of valuable contribution			
				2-1.47	Certificate of Appreciation			
				2-1.48	Community-building			
				2-1.49	Anniversary celebration of the parish			
				2-1.50	Caroling			
				2-1.51	Birthday celebration			
				2-1.52	Spring festival celebration			
				2-1.53	Mother's Day			
				2-1.54	Father's Day			
				2-1.55	Double tenth festival			
				2-1.56	Mid-autumn festival			
				2-1.57	Harvest festival			
				2-1.58	Christmas celebration			
				2-1.59	New Year's Eve			
				2-1.60	Others			
							宗教活動費用小計	\$ -
2-2	宗教活動費用-聖潔用品	Materials used for liturgy		2-2.1	Host			
				2-2.2	Wine			
				2-2.3	Candles			
				2-2.4	Flowers			
				2-2.5	Incense			
				2-2.6	Vestments			
				2-2.7	Altar Linens			
				2-2.8	White garment for baptism			
				2-2.9	Fruits			
				2-2.10	Photography			
				2-2.11	Others			
							宗教活動費用-聖潔用品小計	\$ -
3	研習培育支出	Training and Formation		3.1	Catechumen			
				3.2	Bible Study Group			
				3.3	Faith sharing small group			
				3.4	Lectors training			
				3.5	Pre-marriage counseling training			
				3.6	Extraordinary Ministers of the Holy Communion			
				3.7	Acolyte training			
				3.8	Leucacy training			
				3.9	HIV and AIDS training			
				3.1	Pre-marriage Catechism			
				3.11	Workshop			
				3.12	Seminar for immigrants			
							研習培育支出小計	\$ -
E	行政費用	Administrative Expenses		E-1	Office supplies			
				E-2	Transportation			
							行政費用小計	\$ -
							費用合計 TOTAL BUDGET REQUEST	\$ -

附則 2



聖母聖心主教座堂 (新竹市中正路156-1號)

國際天主教牧靈團體方針

(天主教會新竹教區移民移工服務中心)

(第三節 選舉 ICPC 成員)

3.1 選舉主席 (12 月第一個星期日)

12 月第一個星期日時，全體新任協調員及 HAPI 新任主席舉行會議，從中選舉 ICPC 主席。選舉採用三分之二多數議決。若無法達成三分之二多數，最後一輪投票改以簡單多數議決。

3.2 提名其他 ICPC 成員

新任協調員及 HAPI 主席負責提名其他 ICPC 成員。每一個人只能被提名擔任一個職務。被提名人必須獲得多數新任協調員及 HAPI 主席的支持，才可被列入提名。每個辦公室需要 5 位被提名人，被提名人名單將送交 HAPI 的全體協調員及主席，由其通知被提名人。禮儀協調員和助理禮儀協調員由 HMISC 牧靈協調員任命。

3.3. 選舉其他 ICPC 成員 (12 月第三個星期日)

- 全體牧靈團體及 HAPI 提名 5 位代表參加 12 月第三個星期日時舉行的其他 ICPC 成員選舉。(代表人數至多 45 位。) 新任協調員、HAPI 主席及任何被提名人均包含於 5 位代表中。
- 在選舉中，全體被提名人應向代表們進行簡介。各 ICPC 成員的選舉採用三分之二多數投票議決。如果無法達成三分之二多數，最後一輪投票改以簡單多數議決。進行祕書及司庫選舉時，得票數第二高的候選人將分別擔任助理祕書及助理司庫。

附則 3



希望職工中心

國際天主教牧靈團體 (ICPC)

中壢耶穌聖心堂

2023 年 5 月 6 日修定

1. 國際天主教牧靈團體(ICPC)由希望職工中心(HWC)移民牧靈協調員、移工牧靈協調員、HWC 專職司鐸和下方所列之不同牧靈團體協調員組成。ICPC 於每月第一個星期日下午 14:00 至 16:00 召開會議。12 月時由將卸任及上任的 ICPC 成員舉行交接會議。聖誕晚會由卸離成員辦理。

* 牧靈團體名單

晨間聖詠	午間聖詠	晚間聖詠	晨間讀經
午間讀經	晚間讀經	輔祭	平信徒輔祭
全能的天主 關懷受造界	女領位員	教育及輔導團	中壢移民同鄉會

2. ICPC 協調員任期一年。任期中全體協調員須出席每次 ICPC 會議 (包含線上或實體會議) 。如協調員星期天時需固定工作或加班，則不宜擔任協調員。協調員若有計劃之外的加班，則須在當周星期日前 3-4 天通知 ICPC 。此時由副協調員出席會議。如協調員連續 3 次無故缺席

ICPC 會議，應提出說明以供 ICPC 評估適任性。如果其不再適任，由副協調員接任，或由牧靈團體立即選任替代者。其將擔任年內剩餘任期之協調員，且具再選為下一年度協調員之資格。

3. ICPC 成員由 13 個牧靈團體之協調員中選出，選舉時間為 1 月的第二個星期日舉行領導能力培訓之後。

選舉開始於對成員之預期素養及全體成員之職責的討論。每一輪投票中均汰除得票最少的人，直到一人獲得三分之二多數票為止。如未能達到三分之二多數，將再行一輪投票，由獲簡單多數票者當選。如票數相同，則以抽籤決定。

4. ICPC 成員由主席、副主席及兩位祕書長組成。如主席職位無故空缺或停職時，即由副主席擔任主席，直至 ICPC 選出新任主席。新任主席選舉應在次一預定之 ICPC 會議進行。

2023 年 5 月完成複審之司鐸及牧靈協調員：

阮文雄神父

魏喜樂修女

歐瑪竇神父

陸艾玫修女

王世如神父

沈琪琪修女

融方濟神父

張美華傳教士

謝恩神父

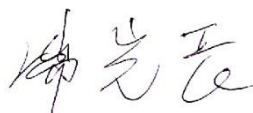
謝莉兒傳教士

周雅風神父

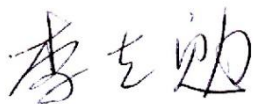
葉兆安傳教士

阮西滿神父

簽署：



端光長 副主教



李克勉 主教





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Dioecesis Hsinchuensis
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Dear brothers and sisters in Christ,

I am writing to wholeheartedly express my support and endorsement of the Revised Directives for Pastoral Care for Migrants and Immigrants of the Hsinchu Diocese 2023.

Over the past two years, the Migrants Chaplain's Office has collaborated with parish priests and pastoral coordinators to implement these Directives across various parishes. Based on this experience, a review of the Directives was conducted in May 2023.

After careful consideration, I have approved the revisions, which ensure that the Directives as a whole serve as a more effective and valuable guide in the continuation and integration of our pastoral care and services for our migrant and immigrant parishioners wherever they are present.

The revisions have added more clarity and depth to the original document, with main updates in the Introduction and the following sections: 3.A.2, 3.B.3, 7.2, 11.A.2, 12.6, 12.7, and 13.6.

I extend my heartfelt gratitude to all those who contributed to these Revised Directives. The implementation of these Directives will significantly guide our ongoing commitment to respond to Pope Francis' call to "**welcome, to promote, to protect, and to integrate**"³ migrants and immigrants into the life of the Church.

³ Pope Francis, "*Misericordia et misera*." Apostolic Letter, 20 November 2016.

As we continue this journey as one Christian community, I pray for God's wisdom to guide us, so that we may walk alongside our migrant brothers and sisters with the same compassion that Jesus demonstrated in His encounters with the marginalized, foreigners, and vulnerable in society.

Thank you and God bless.

In Christ,

+ John Lee

JOHN BAPTIST LEE, DD
Bishop of Hsinchu Diocese
Taiwan, R.O.C.

August 1, 2023



1. INTRODUCTION

The Hsinchu Diocese is situated in Taiwan's industrial zone, where a large number of migrant workers are employed as factory workers and caregivers. To address the pastoral needs of these workers, the Hsinchu Diocese has arranged English Masses in the parishes with a significant number of Catholic faithful, mostly consisting of Filipinos. Furthermore, pastoral care is extended to migrant workers in dormitories, as some of them are unable to attend Sunday Masses due to work schedules and the distance of the dormitories from the Church. The Hsinchu Diocese is grateful to the priests who make themselves available to support and assist in the pastoral care of the migrants and immigrants.

"Evangelization means to reciprocally enrich all aspects of life to make the Kingdom of God present in parish life. Migrants and immigrants enrich the local Church by their way of witnessing to the Catholic faith. Migrants and immigrants enrich the local Church by their way of witnessing to the Catholic faith. Parish priests have a crucial role in welcoming migrant workers and immigrants into parish life, taking the initiative to provide spiritual support and encourage the exchange of spiritual and cultural richness whenever opportunities arise. This includes facilitating smooth processes for financial support for their communities' needs."⁴

These Directives for Pastoral Care for Migrants and Immigrants embody the response to Pope Francis' call to "welcome, protect, promote, and integrate"⁵ migrants and immigrants within the local Parish.

⁴ Taiwan National Evangelization Congress: Pastoral and Missionary Guide for Parishes of the Catholic Church. Pp 79, 80.

⁵ Message of Pope Francis, 104th World Day of Migrants and Refugees 2018.

At present, there are English Masses in 12 parishes: Immaculate Heart of Mary Cathedral in Hsinchu, Sacred Heart of Jesus Parish in Zhongli, Immaculate Heart of Mary Church in Taoyuan, Sacred Heart of Jesus Church in Zhubei, Mary's Annunciation Church in Xinfeng, Sacred Heart of Jesus Church in Old Hukou, Sacred Hearts of Jesus and Mary Parish in Nankan, Heavenly Mother Church in Toufen, Holy Family Church in Zhunan, St. Anne Church in Miaoli, Holy Spirit Church in Hsinchu, Christ the King Church in Dayuan, and Our Lady of Mt. Carmel in Hsinchu. There are also English Masses celebrated in dormitories.

There are Vietnamese Masses in 6 parishes: Immaculate Heart of Mary Cathedral in Hsinchu, Holy Spirit Church in Hsinchu, Immaculate Heart of Mary Church in Taoyuan, Sacred Hearts of Jesus and Mary in Nankan, Our Lady of Assumption Church in Taoyuan, and Corpus Christi Church in Taoyuan.

Masses in Bahasa Indonesia are celebrated in St. Joseph Church in Hsinchu and Holy Trinity Church in Taoyuan.

Masses in Spanish are celebrated at the Our Lady of Sheshan Monastery in Jhongli.

The Directives are a fruit of the reflection on the collective experiences of priests and pastoral coordinators serving migrants and immigrants within the Hsinchu Diocese. In May 2023, after two years of implementation, the Directives underwent a review. Going forward, we will review these Directives every five years.

2. PURPOSE

These Directives aim to facilitate and deliver efficient and integrated services to migrants and immigrants through the Hsinchu Diocese for Pastoral Care for Migrants and Immigrants. All priests, sisters in religious congregations, lay missionaries and lay collaborators who serve in this ministry must refer to these Directives.

3. THE APPOINTMENT AND ROLE OF THE DIOCESAN CHAPLAIN FOR MIGRANTS AND IMMIGRANTS (DCMI)

3.A. THE APPOINTMENT OF THE DIOCESAN CHAPLAIN FOR MIGRANTS AND IMMIGRANTS

- 3.A.1.** The Bishop of Hsinchu Diocese appoints the Diocesan Chaplain for Migrants and Immigrants.
- 3. A.2.** The DCMI has the charism (personal/congregation) and passion for migrant and immigrant ministry.
- 3. A.3.** For the duration of his appointment, the DCMI is subject to the jurisdiction of the Bishop of Hsinchu Diocese in both his sacred ministry and in the observance of the Church law.
- 3. A.4.** The Bishop delegates the DCMI to oversee with jurisdiction and implement directives for migrant and immigrant communities.

3. B. THE ROLE OF THE DIOCESAN CHAPLAIN FOR MIGRANTS AND IMMIGRANTS

- 3.B.1.** Is encouraged to familiarize himself with the history and traditions of the diocese and with the dispositions of the local Bishop. Therefore, he must

dedicate an appropriate amount of time to adequately learn both English and Chinese.

- 3.B.2.** Links the community of migrants and immigrants to the local Parish. He is there to welcome the migrants and immigrants and accompany them to be integrated in the local Parish.
- 3.B.3.** Takes part in various meetings of the diocesan clergy to give updates on issues and concerns of the migrants and immigrants (e.g., Deanery meetings, priest recollections, pastoral department meetings, priest council, etc.); and gives time to integrate himself to the different migrant communities in the diocese (e.g., Filipinos, Indonesians, Thai, Vietnamese).
- 3.B.4.** Coordinates and organizes regular meetings of the Diocesan Pastoral Coordinators for Migrants and Immigrants

4. RELATIONSHIP OF PARISH PRIESTS AND MIGRANTS AND IMMIGRANTS COMMUNITIES

- 4.1.** The Parish Priest, through a spirit of welcome, hospitality, and solidarity, promotes the migrants and immigrants community as an integral part of the Parish.
- 4.2.** The Parish Priest recognizes the unique and diverse culture of the migrants and immigrants by providing them a venue for socio-cultural events and activities.
- 4.3.** The Parish Priest will be available to respond to the pastoral needs of the migrants and immigrants, such as hospital visitations, giving communion to the sick, officiating blessings of dormitories, etc.

- 4.4. The Parish Priest invites the Pastoral Coordinator of the Migrants and Immigrants or the liaison officer of the community to the Parish Pastoral Council meetings.
- 4.5. The Parish Priest coordinates with the Pastoral Coordinator if he has any concerns about the migrants and immigrants communities.

5. THE ROLE OF PASTORAL COORDINATORS FOR MIGRANTS AND IMMIGRANTS

5.A. THE ROLE OF PASTORAL COORDINATORS FOR MIGRANTS

- 5.A.1. To coordinate the English Masses, liturgical services, sacraments, and sacramentals for the migrants in parishes and dormitories
- 5.A.2. To organize the different liturgical ministries such as the Altar Servers and Extraordinary Ministers of the Holy Communion, Lectors and Commentators, Ushers, Usherettes and Collectors, and Choir and provide faith formation in preparation for their Commissioning that is renewed every year
- 5.A.3. To organize human development formation, social awareness education, and other enriching activities for migrants
- 5.A.4. To organize socio-cultural activities such as *Santacruzán*, Independence Day, *Sinulog*, Marian devotions, etc.
- 5.A.5. To provide pastoral care for migrants, such as visitation of the sick in hospitals and dormitories, counseling, and referrals
- 5.A.6. To attend the regular meetings of the Diocesan Pastoral Coordinators for Migrants and Immigrants

- 5.A.7.** To communicate with and update the Diocesan Chaplain for Migrants and Immigrants on pastoral concerns
- 5.A.8.** To prepare and submit the annual Pastoral Plan of Action and Budget to the Parish Priest or Director of the migrants and immigrants center. She/he will send a copy of the PPOA and budget to the Diocesan Chaplain for Migrants and Immigrants for record purposes
- 5.A.9.** Is the liaison of the International Catholic Pastoral Community (ICPC) to the Parish Pastoral Council
- 5.A.10.** To communicate and collaborate on the common activities of the local Parish
- 5.A.11.** To encourage the participation of the migrants to the liturgical activities and events of the local Parish
- 5.A.12.** To learn the basics of the Taiwan Labor Law and other laws concerning the rights of migrants
- 5.A.13.** To partner with the Education and Assistance Group (EAG) of the diocesan migrant centers to raise awareness regarding labor issues and other concerns related to the migrants
- 5.A.14.** To coordinate with the Coordinator of the Agape Center for HIV and AIDS Prevention and Awareness

5.B. THE ROLE OF PASTORAL COORDINATORS FOR IMMIGRANTS

- 5.B.1.** To reach out to the immigrants in the Parish and organize social, cultural, and religious activities for them
- 5.B.2.** To provide accompaniment to the immigrants in their cultural integration and family concerns

- 5.B.3.** To coordinate with the local Parish to provide catechism classes for the children of immigrants
- 5.B.4.** To facilitate sacramental seminars for the immigrants, such as Baptism for their children, First Communion, and Sacrament of Confirmation
- 5.B.5.** To attend the regular meetings of the Diocesan Pastoral Coordinators for Migrants and Immigrants
- 5.B.6.** To communicate with and update the Diocesan Chaplain for Migrants and Immigrants on pastoral concerns
- 5.B.7.** To partner with the migrant centers for the legal concerns of the immigrants

6. GUIDELINES ON ORGANIZING MASSES AND OTHER PASTORAL ACTIVITIES FOR MIGRANTS AND IMMIGRANTS

6.A IN THE PARISH

- 6.A.1.** All Masses in the Diocese for non-Taiwanese are to be coordinated by the Diocesan Chaplain for Migrants and Immigrants (DCMI).
- 6.A.2.** A Parish Priest who wants to organize masses for migrants and immigrants in his Parish must first write a letter to the Diocesan Chaplain for Migrants and Immigrants explaining the reasons and giving the suggested schedule.
- 6.A.3.** The Diocesan Chaplain for Migrants and Immigrants will discuss this matter with the Parish Priest. Suppose the Parish Priest speaks the native language of the faithful. In that case, the Chaplain may grant a trial period of 2 to 3 months for observation. Then, the Parish Priest and the Chaplain will meet to assess whether to continue

offering the Mass. Together they will reach a tentative decision, after which the Chaplain will inform the Bishop, who will make the final decision.

- 6.A.4.** The criteria for the assessment of the request may include the following: availability of priests, number of parishioners, Mass schedule, availability of the migrant workers according to their work schedule, stability of the presence of migrant workers in the community, etc.
- 6.A.5.** In the case of suspension or cancellation of Masses, the Parish Priest will write a *letter of information* at least three (3) months before to the Diocesan Chaplain for Migrants and Immigrants who will then inform the Bishop.

6.B. IN DORMITORIES

- 6.B.1.** The dormitories where migrant workers live are private properties owned and managed by the company or the broker manpower agency with their policies. If the migrant workers would like to organize a Mass and other pastoral activities such as blessings, faith sharing, choir practice, etc., in their dormitories, the dormitory coordinator/manager will write a *letter of request* to be approved by the Pastoral Coordinator for Migrants and Immigrants of the Parish where they belong.
- 6.B.2.** The Pastoral Coordinator will consider the following criteria for approving the request: availability of priests, sustainability of the community who is making the request, etc. The Pastoral Coordinator will arrange for a priest to officiate the Mass.

- 6.B.3.** The Pastoral Coordinator will update the Diocesan Chaplain for Migrants and Immigrants for record purposes, and he will inform the Bishop.
- 6.B.4.** If the community would like to invite people from outside to attend a pastoral activity inside their dormitory, they must ask permission and approval from the Pastoral Coordinator and dormitory coordinator/manager.

6.C. ON SCHEDULING MASSES

- 6.C.1.** The Pastoral Coordinator of Hsinchu Migrants and Immigrants Service Center (HMISC), who is in-charge in preparing the monthly English Mass schedule, is responsible for sending copies of the schedule to the Bishop, Diocesan Chaplain for Migrants and Immigrants, Priests, Pastoral Coordinators, and International Catholic Pastoral Community (ICPC) Presidents.
- 6.C.2.** If the Priest cannot preside over the Mass due to an emergency, he immediately informs the HMISC Pastoral Coordinator so she/he can find a replacement.

7. THE PASTORAL PLAN OF ACTION AND BUDGET

- 7.1.** The Pastoral Coordinator and the International Catholic Pastoral Community (ICPC) will prepare the annual Pastoral Plan of Action (PPOA) and its corresponding Budget based on the diocesan standard forms. (*Please see Appendix 1*).

- 7.2. The Pastoral Coordinator will submit a copy of the PPOA and Budget to the Parish Priest, and the Parish Pastoral Council, and/or the Director of the migrants center to be submitted to the Diocese Finance Department.
- 7.3. A copy of the PPOA and Budget will also be submitted to the Diocesan Chaplain for Migrants and Immigrants for record purposes.
- 7.4. The Parish Priest and the ICPC prepare the annual PPOA and Budget in case there is no appointed Pastoral Coordinator.

8. GUIDELINES ON FUNDRAISING

- 8.1. Parishes or Migrant Centers may organize fundraising campaigns for disaster relief purposes. This must be according to the guidelines of the Hsinchu Diocese after proper consultation with the Diocesan Chaplain for Migrants and Immigrants and with the approval of the Bishop.
- 8.2. All collected funds have to be recorded transparently according to the set financial guidelines and protocol of the Hsinchu Diocese.
- 8.3. The beneficiaries will send an acknowledgment letter and a brief narrative report with photos.

9. MASS CELEBRANTS

- 9.1. The Mass Celebrant is encouraged to come at least 30 minutes before the Mass to be available for the Sacrament of Reconciliation.

- 9.2. Considering the curfew of the many migrant workers as well the other Mass schedule of the Parish, it is encouraged to keep the Mass for a maximum of one (1) hour.
- 9.3. When there are special celebrations within the Mass, the Pastoral Coordinator will inform the Mass Celebrant ahead of time regarding the activities in the Mass.
- 9.4. The Mass Celebrant is encouraged to use the international language in the homily.

10. RELATIONSHIP BETWEEN PASTORAL COORDINATOR AND MASS CELEBRANT

- 10.1. The Pastoral Coordinator welcomes the Mass Celebrant and informs him of any special activities in the Mass.
- 10.2. The Mass Celebrant coordinates with the Pastoral Coordinator if he has community concerns to be announced during the Mass

11. INTERNATIONAL CATHOLIC PASTORAL COMMUNITY (ICPC)

11.A. Definition and Membership of the International Catholic Pastoral Community or ICPC

- 11.A.1. The International Catholic Pastoral Community is a parish-based community of migrants and immigrants in Hsinchu Diocese. The ICPC consists of the Pastoral Coordinator for Migrants, Pastoral Coordinator for Immigrants, ICPC Officers, and the coordinators of the following liturgical ministries and organizations: The Altar Servers and Extraordinary Ministers of the Holy Communion, Lectors and Commentators, Ushers,

Usherettes and Collectors, Choir, Prayer Groups, and Education and Assistance Group (EAG).

- 11.A.2.** The ICPC Officers and liturgical ministry coordinators will serve in the ICPC for one to two years per term. They can be re-elected for a 2nd term.
- 11.A.3.** The ICPC meets once a month to monitor and evaluate the implementation of the Pastoral Plan of Action and discuss any community concerns.

11.B. Basic Characteristics of an ICPC Officer

- 11.B.1.** Has good witnessing of the Gospel values
- 11.B.2.** Has good moral values
- 11.B.3.** Has the spirit of a servant leader
- 11.B.4.** Has the capacity for interpersonal relationship
- 11.B.5.** Has good communication skills

11.C. Election of the ICPC Officers

- 11.C.1.** The ICPC Officers consist of but are not limited to: President, Vice President, Secretary, Treasurer, and Representative to the local Parish Pastoral Council
- 11.C.2.** Each community has its election procedure for selecting the ICPC Officers. The community may adopt the election procedure stated in the existing ICPC Policy of certain parishes. (*Cf. Appendices 2 and 3*).

11.D. Duties and Responsibilities of the ICPC Officers

11.D.1. The President of the ICPC is responsible for:

- 11.D.1.1.** Pre-meeting with the Vice President, Secretary, and Pastoral Coordinator to prepare for the next month's ICPC meeting agenda
- 11.D.1.2.** Disseminating the ICPC meeting agenda to the ICPC members
- 11.D.1.3.** Facilitating the monthly ICPC meetings
- 11.D.1.4.** Coordinating with all ICPC members to ensure all decisions made at the ICPC meetings are accomplished
- 11.D.1.5.** Ensuring that each ministry group has its monthly meeting and that all coordinators inform their members of the decisions made at the ICPC meetings
- 11.D.1.6.** Preparing and reading the announcement in the Mass
- 11.D.1.7.** Preparing the certificates for those active members who will be going home and reading out their names after Communion

11.D.2. The Vice President of the ICPC is responsible for:

- 11.D.2.1.** Assisting the President in fulfilling her/his duties.
- 11.D.2.2.** Carrying out the responsibilities of the President in the absence of the President
- 11.D.2.3.** Taking the role as the President if the President leaves Taiwan permanently. The ICPC will elect a new Vice President from within the ICPC.
- 11.D.2.4.** Acting as the ICPC Secretary if the Secretary is absent during the meeting

11.D.3. The Secretary of the ICPC is responsible for:

- 11.D.3.1.** Recording the minutes of the ICPC meetings and keeping in order all official minutes of the meetings
- 11.D.3.2.** Disseminating a copy of the minutes of the meeting at least a week after the meeting to all the ICPC members
- 11.D.3.3.** Updating the President of those active members who will be going home
- 11.D.3.4.** Keeping the updated records of the officers and members of the liturgical ministries

11.D.4. The Treasurer of the ICPC is responsible for:

- 11.D.4.1.** Assisting the Pastoral Coordinator in counting the Mass Collection after the Mass
- 11.D.4.2.** Assisting the Pastoral Coordinator in purchasing goods for ICPC activities

11.D.5. Representative to the local Parish Pastoral Council

- 11.D.5.1.** The Pastoral Coordinator will delegate a representative to attend the Parish Pastoral Council's monthly meetings.
- 11.D.5.2.** The representative can speak and understand Mandarin.
- 11.D.5.3.** If a chosen representative is not an ICPC member, she/he will automatically become a member.

12. RELATIONSHIP AMONG THE PASTORAL COORDINATOR, ICPC PRESIDENT, PARISH PRIEST, AND THE BISHOP

- 12.1.** The ICPC President, after being elected or appointed by a community's representatives or Parish Priest, takes charge of facilitating the community ministries where she/he belongs. She/he receives the directives from and submits reports to the parish priest through the appointed Pastoral Coordinator.
- 12.2.** The Pastoral Coordinator receives directives from the parish priest and oversees all the activities of the migrant community. The Pastoral Coordinator works with the ICPC President in implementing the directives and facilitating the community's various ministries.
- 12.3.** The Parish Priest oversees the community and gives suggestions or recommendations through the Pastoral Coordinator. The Pastoral Coordinator represents the ICPC President in attending the regular Diocesan Migrants and Immigrants Chaplain meetings.
- 12.4.** The Parish Priest, Pastoral Coordinator, and ICPC President in every community are responsible for implementing all the decisions coming from the meetings of the Diocesan Migrants and Immigrants Ministry.
- 12.5.** The Parish Priest reminds the Pastoral Coordinator to prepare the annual Pastoral Plans of Action and Budget proposals to be submitted to the Parish Pastoral Council for evaluation and approval.
- 12.6.** In parishes with no Parish Coordinators, the ICPC President works directly with the Parish Priest to receive directives and submit reports, annual pastoral plans of action, and budget proposals. The ICPC president also works directly with the Parish Priest in implementing the decisions of the Diocesan Migrants and Immigrants Ministry.

12.7. The Parish Priest is encouraged to hold and attend regular meetings with ICPC Officers, especially when there is no Pastoral Coordinator. He is also encouraged to have meetings with the larger community of migrants and immigrants from time to time.

13. FORMATION MODULES FOR LITURGICAL MINISTRIES AND CATECHISM

13.1. The formation modules for liturgical ministries and catechism are in line with the catechism and social teachings of the Catholic Church.

13.2. Collated formation modules for the liturgical ministries and catechism in different languages are available for reference. These materials will be reviewed and updated by the Pastoral Coordinator.

13.3. The Pastoral Coordinator facilitates or invites speakers for the formation and training of the liturgical ministries.

13.4. For formation and training purposes, the Pastoral Coordinator may ask permission from the Parish Priest to borrow the sacred vessels, linens, books, vestments, etc.

13.5. All members of the liturgical ministries are required to attend the annual formation program in preparation for the renewal of commitment.

13.6. In parishes without Parish Coordinators, the Parish priest coordinates with the ICPC President for these activities.

14. DIOCESAN MIGRANTS AND IMMIGRANTS FORMATION AND ACTIVITIES FOR ICPC OFFICERS

14.A. Annual retreat

14.B. Leadership training

15. ADVOCACY OF HUMAN RIGHTS AND JUSTICE

The Diocesan Pastoral Coordinators for Migrants and Immigrants collaborate with the existing migrant centers in Hsinchu Diocese in promoting human rights and justice for migrants and immigrants, which is integral to the Church's social teachings.

16. ONGOING FORMATION AND RECOLLECTION FOR THE DIOCESAN PASTORAL COORDINATORS FOR MIGRANTS AND IMMIGRANTS

The Diocesan Pastoral Coordinators for Migrants and Immigrants must attend and participate in the annual ongoing formation and recollection.

17. POLICY ON THE SAFEGUARDING OF CHILDREN, YOUNG PEOPLE, AND VULNERABLE ADULTS

We will follow the Safeguarding of Children, Young People, and Vulnerable Adults Policy. (*Cf. Document from the Diocese: Sexual Harassment Laws for Taiwan Catholic Church*).

GLOSSARY

6. Diocesan Chaplain for Migrants and Immigrants – a diocesan or religious priest appointed by the Bishop to take charge of the pastoral care for migrants and immigrants.
7. Catholic migrants and immigrants – are migrant contract workers, international students, foreigners who are married to local Taiwanese, and foreigners who are working in Taiwan with their families.
8. Lay missionaries – a community of men and women who are either single or with family of different race who committed their lives to share the Gospel's values by involving them in the Church mission.
9. Lay collaborators – a Catholic lay person who has no community affiliation that is appointed by the Parish Priest to be the community leader in the absence of a Pastoral Coordinator.
10. The native language of the faithful – The national language of the migrants, such as Filipino, Bahasa Indonesia, Vietnamese, and Thai

ACRONYMS

5. DPCMI – Diocesan Pastoral Coordinators for Migrants and Immigrants
6. DCMI – Diocesan Chaplain for Migrants and Immigrants
7. ICPC – International Catholic Pastoral Community
8. PPOA – Pastoral Plan of Action

APPENDIX 1

財團法人台灣省天主教會新竹教區_____堂

Name of Community:

2022 Pastoral Plan

Vision of the Diocese	
同道偕行：以基督福音為中心，以教友為基礎，以教會禮儀為生活力量的泉源，以聆聽、接納、信賴與服務的態度，來達成教友、傳道員、修女、神職人員之間的和好、共融與合作。	
Pastoral Goals	Work Description

Pastoral Coordinator:

ICPC Leader/President:

Date:

財團法人台灣省天主教會新竹教區 聖

Community Name:

2022 Pastoral Plan

#	支出附類	Categories	V #	Activities	Frequency	Description	Budget
1	俸款費用	Stipends	1.1	For priest			
2-1	宗教活動費用	Liturgy	2-1.1	Sunday Mass			
			2-1.2	Festive Mass			
			2-1.3	Simbang Gabi			
			2-1.4	Funeral Mass			
			2-1.5	Special Mass			
			2-1.6	Sacrament of Baptism			
			2-1.7	Sacrament of Confirmation			
			2-1.8	First Communion			
			2-1.9	Adoration of the Blessed Sacrament			
			2-1.10	Sacrament of Reconciliation			
			2-1.11	Sacrament of Anointing of the Sick			
			2-1.12	Sacrament of Marriage			
			2-1.13	Migrant Sunday			
			2-1.14	Patron Saint			
			2-1.15	Oratory Mass			
			2-1.16	Retreat (Lenten, Advent, Patron Saint, etc.)			
			2-1.17	Pilgrimage			
		Spirituality	2-1.18	Rosary Prayer			
			2-1.19	Divine Mercy Prayer			
			2-1.20	Way of the Cross			
			2-1.21	Sunday School			
			2-1.22	CFP			
		Church Organizations	2-1.23	Shadde			
			2-1.24	Legion of Mary			
			2-1.25	Curcillo Movement			
			2-1.26	Choir Group			
			2-1.27	Acolytes			
			2-1.28	Lectors, Ushers/Usheriesses			
			2-1.29	Eucharistic Ministers			
			2-1.30	Life Ascending International (L.A.I.)			
			2-1.31	Charismatic Renewal Movement			
			2-1.32	CAIF			
		Pastoral Care	2-1.33	Family Visit			
			2-1.34	Visiting the elderly/sick			
			2-1.35	Giving Communion or oil/crism			
			2-1.36	Home/dormitory blessing			
			2-1.37	Hospice prayers			
			2-1.38	Prison pastoral ministry			
			2-1.39	Love offering/volunteer service			
			2-1.40	Pre-marital counselling for couples			
			2-1.41	Marriage accompaniment			
		Community Activities	2-1.42	Portofest			
			2-1.43	Sunday lunch			
			2-1.44	Feastday celebration			
			2-1.45	Pansunulayan			
			2-1.46	Community recognition of valuable contribution			
			2-1.47	Certificate of Appreciation			
			2-1.48	Community building			
			2-1.49	Anniversary celebration of the parish			
			2-1.50	Censiling			
			2-1.51	Birthday celebration			
			2-1.52	Spring festival celebration			
			2-1.53	Mother's Day			
			2-1.54	Father's Day			
			2-1.55	Double tenth Festival			
			2-1.56	Fall autumn festival			
			2-1.57	Harvest festival			
			2-1.58	Christmas celebration			
			2-1.59	New Year's Eve			
			2-1.60	Others:			
						宗教活動費用小計	\$ -
2-2	宗教活動費用-聖聖用品	Materials used for liturgy	2-2.1	Host			
			2-2.2	Wine			
			2-2.3	Candles			
			2-2.4	Flowers			
			2-2.5	Incense			
			2-2.6	Vestments			
			2-2.7	Altar Linens			
			2-2.8	White garment for baptism			
			2-2.9	Fruits			
			2-2.10	Photocopy			
			2-2.11	Others:			
						宗教活動費用-聖聖用品小計	\$ -
3	研習培育支出	Training and Formation	3.1	Catechumen			
			3.2	Bible Study Group			
			3.3	faith sharing small group			
			3.4	lecton training			
			3.5	Pre-marriage counselling training			
			3.6	Extraordinary Ministers of the Holy Communion			
			3.7	Acolyte training			
			3.8	Advocacy training			
			3.9	HIV and AIDS training			
			3.10	Pre-marriage Catechism			
			3.11	Workshop			
			3.12	Seminar for immigrants			
						研習培育支出小計	\$ -
E	行政費用	Administrative Expenses	E-1	Office supplies			
			E-2	Transportation			
						行政費用小計	\$ -
						費用合計 TOTAL BUDGET REQUEST	\$ -

APPENDIX 2



IMMACULATE HEART OF MARY CATHEDRAL

No. 156-1 Chung Cheng Road Hsinchu City Taiwan

International Community Parish Pastoral Council Policy

(Hsinchu Catholic Diocese Migrants and Immigrants Service Center)

(Section 3. Election of the ICPC Officers)

3.1 Election of President (1st Sunday of December)

On the first Sunday of December all the new Coordinators and the new President of HAPI will meet to elect from among themselves the President of the ICPC. The election process will be by a two-thirds majority vote using ballots. If a two-thirds majority vote cannot be reached a decision will be made in the last round of voting by a simple majority.

3.2 Naming of nominees for the other ICPC Officers

The new Coordinators and the new President of HAPI will put forward nominees for each of the other ICPC officers. A person can be nominated for only one office. To be placed on the nominee list the nominee must get the majority support of the new Coordinators and the President of HAPI. There needs to be 5 nominees for each office. The list of nominees for each office will be given to each Coordinator and President of HAPI who will inform the nominees of their nomination. The Liturgical Coordinator and Assistant Liturgical Coordinator is appointed by the HMISC Pastoral Coordinator.

3.3. Election of the other ICPC Officers (3rd Sunday of December)

- Each of the ministry groups and HAPI will nominate five delegates to attend the Election meeting of the other ICPC officers on the 3rd Sunday of December. (Maximum number of delegates - 45.) The new Coordinators, new President of HAPI, and any nominees are included in the 5 delegates.
- At the election meeting all nominees will briefly introduce themselves to the delegates. The election process for each ICPC officer will be by a two-thirds majority vote using ballots. If a two-thirds majority vote cannot be reached a decision will be made in the last round of voting by a simple majority. For the election of the secretaries and treasurers, the nominees with the 2nd highest vote will be the assistant Secretary and assistant treasurer, respectively.

APPENDIX 3



**HOPE WORKERS' CENTER
INTERNATIONAL CATHOLIC PASTORAL COMMUNITY
SACRED HEART OF JESUS PARISH, ZHONGLI**

06 May 2023

5. The International Catholic Pastoral Community (ICPC) consists of Hope Workers' Center (HWC) Pastoral Coordinator for Migrants, Pastoral Coordinator for Immigrants, the HWC Chaplain, and the Coordinators of the different ministry groups enlisted below. The ICPC meets every first Sunday of the month from 14:00pm to 16:00pm. In December there will be a turnover meeting between the outgoing and incoming ICPC Officers. However, the ones who will organize the Christmas Party are the outgoing officers.

*** List of Ministry Groups**

AM Choir	NN Choir	PM Choir	AM Lector
NN Lector	PM Lector	Altar Server	Lay Minister
El Shaddai	Usherette	EAG	CAIF
Care for Creation			

6. The Coordinators serve on the ICPC for one year. All Coordinators must be available to attend every ICPC meeting (whether online or face to face) during her/his term. If a Coordinator has regular work or overtime work (O.T.) on a Sunday, then s/he is not suitable to be a Coordinator. When a Coordinator has an unscheduled O.T. s/he needs to inform the ICPC 3-4 days before Sunday. On such occasions, the Vice Coordinator is to be present at the meeting. If a Coordinator

fails to attend three consecutive unexcused ICPC meetings, s/he needs to provide an explanation and the ICPC will evaluate if s/he can perform and continue the role. If s/he cannot continue the role, the Vice Coordinator will take over or the ministry group is to elect a new replacement immediately. H/she will act as Coordinator for the remainder of the year and is eligible to be re-elected as Coordinator for the following year.

7. The ICPC Officers are to be elected from the 13 ministry groups of Coordinators which happens on the 2nd Sunday of January after the Leadership Seminar.

The election process will begin with a discussion on the qualities expected in the officers, and the responsibilities of each officer. In each round of voting the person with the least amount of votes will be taken off the panel until there is one person with a two-thirds majority of the vote. If a two-thirds majority cannot be reached, there will be another round of voting and the person with a simple majority will be the elected officer. If there is a tie, then the elected officer will be decided by the drawing of lots.

8. The ICPC Officers comprise of the President, Vice President and two Secretaries. In the event that the presidency is unduly vacated or terminated, the Vice President immediately assumes the presidency until the ICPC elects a new President. The election of the new President should be conducted on the next scheduled ICPC meeting.

Priests and Pastoral Coordinators who reviewed the Directives on May 2023:

Fr. Peter Nguyen Van Hung

Fr. Mathews Odhiambo

Fr. Joseph Wang

Fr. Francis Eke

Fr. Henry Amado

Fr. Rudi Alfonsus Zeam

Fr. Simon Thach Nguyen

Sr. Jocelyn Arevalo

Sr. Imelda Lugtu

Sr. Cecilia Santiago

Maribel Bombeo

Sherryl Lou Capili

Joan Yap

Signed by:



FR. ALEX DOAN
Vicar General



JOHN BAPTIST LEE, DD
Bishop of Hsinchu Diocese



