

CHARTER

Parish Pastoral Council of Our Lady of Mount Carmel Parish Carmel Valley, California

Article 1

In accordance with the Code of Canon Law of the Roman Catholic Church, Canon 511-537, and the Guidelines of the Bishop of the Diocese of Monterey, Our Lady of Mount Carmel Parish in Carmel Valley, California, hereby establishes this Charter for its Pastoral Council.

Article 2: Purpose

The purpose of the Pastoral Council, "Council", is to advise the parish priest in the spiritual and pastoral organizational life of the parish. The Pastoral Council provides consultation to the parish priest regarding ministries, parishioner activities, and the environment of the place of worship.

Article 3: Authority

The Pastoral Council is a consultative body to the parish priest of the parish, which considers all matters of pastoral works of the parish. Policy is carefully discerned by the Pastoral Council together with the parish priest in accordance with the regulations of Canon Law, the Guidelines of the Diocese of Monterey and the Our Lady of Mount Carmel Parish Mission Statement.

Mission Statement

Our Lady of Mount Carmel Catholic Church in Carmel Valley is a warm, welcoming community serving the Gospel with deep faith, hope, and love. It acts as a living, Spirit-filled witness to the Heart of Jesus, dedicated to fostering a vibrant, inclusive environment that unites parishioners in prayer and service.

Article 4: Implementation of Policy

Policy is implemented by the parish priest and all other members of the parish community who assist him. It is not the specific function of the Pastoral Council to implement the parish Policies.

Article 5: Responsibilities

- Support the priest in articulating and advancing the parish mission
- Assess the pastoral needs of the parish
- Provide recommendations to the parish priest, reflecting the sentiments and concerns of the community.
- Review and reflect on parish programs and ministries
- Engage in long-range pastoral planning
- Promote communication and collaboration
- Support the development of a welcoming, vibrant parish community

Article 6: Membership

Membership of the Council are practicing Catholics of Our Lady of Mount Carmel Parish who truly reflect the entire portion of the people of God. They are to be Christian faithful outstanding in firm faith, good morals and prudence and have a willingness and interest in serving the parish. Any registered member of the parish, eighteen years of age or older, is eligible to be a member of the Council. Membership of the Parish Council includes the parish priest and a minimum of 7, maximum of 10 lay persons.

Article 7: Tenure

The parish priest shall appoint members to the Council after consultation with members of the existing Pastoral Council. Members shall be appointed to serve a three (3) year term. No member may serve more than two successive three (3) year terms. A term year shall coincide with the fiscal year of the Parish which begins September 1st. Initially, the terms shall be staggered to ensure continuity.

Any member absent for three regular meetings without having notified the Chair in advance of the meeting shall lose his or her membership on the Council. Members of the council can be appointed at any time, effective term year begins September 1 and ends August 31.

Article 8: Vacancy

To fill a vacancy on the Council, the parish priest shall consult with the existing Council and elect and appoint a qualified person to complete the unexpired term. An appointment to fill a vacancy shall be counted as a term.

Article 9: The Parish Priest of the Council

The roles below apply only to the parish priest's relationship to the Council. They do not attempt to describe his many other responsibilities toward the parish.

Section 1: As one of the People of God, the parish priest joins with the other members to make the Council a special family of persons bound together in friendship and support, personal sharing, clear communication, and mutual respect.

Section 2: As the spiritual guide of the parish, the parish priest calls for the work of the Council to grow from the action of the Holy Spirit. Through common prayer with the other members and a tone of gentle presence of the Spirit, he helps the Council see all their work as spiritual service.

Section 3: As the leader of the parish, the parish priest brings a sense of vision and direction to the Council. He calls for professionalism in the planning and conduct of programs, affirms the gifts parishioners have received for the common good of the Church, and, by his enthusiasm and care, motivates people to be involved and responsible.

Article 10: Officers

The Officers of the Council shall be the Chairperson, Vice Chairperson, and Secretary. These positions shall be elected annually.

Chair: The duties of the Chair focus upon the effective operation of the Council (while the parish priest's role focuses upon the whole parish). The Chair shall preside at all meetings and shall work closely with the parish priest in discharging the responsibilities of the Council.

Vice Chair: To assume the duties of the Chair in the Chair's absence or at the Chair's request.

Secretary: Shall keep accurate minutes of the Council meetings. A week before, but no less than three days prior to the Council meeting, the Secretary shall email the following to the members: 1. Minutes of the last Council meeting; 2. Agenda for the next meeting. 3. Any pertinent background information. The Secretary is to be responsible for all correspondence of the Council.

Article 11: Meetings

The Pastoral Council shall have a minimum of 5 regular meetings per fiscal year of the parish, which will be held on the dates decided by the majority of council members. The presence of the parish priest and a majority of the members constitute a quorum for consultation.

Meetings will be open to the public; agendas and meeting minutes will be available on the Parish Website.

Article 12: Due Process Procedure

In a dispute between the Council and the parish priest, a sincere attempt at resolution through dialogue and prayer must first be attempted within the parish. If the dispute cannot be resolved to the satisfaction of the parties involved, it may be appealed: first to the priest serving as Vicar Forane: Monterey Peninsula. Very Rev. Peter Crivello.

Article 13: Charter

Once this Charter has been approved, it is to be reviewed annually. Amendments or deletions may be made only by the consensus of the members.

Submitted by Our Lady of Mount Carmel Parish

Rev. Fr. Theron F. Gamora

Parish Priest

April 17th / 26

Date

Andrea Valby Klenzek
Pastoral Council, chairperson

April 19, 2026

Date