

Our Lady of Mount Carmel
Parish Pastoral Council Bylaws
(March 16, 2026)

Preamble

The pastor identifies his Parish Pastoral Council and presides over the Council, which serves in an advisory capacity. The Parish Pastoral Council assists the pastor in serving the parish community by exploring the needs of the parish and responding appropriately. This is accomplished through prayer, listening and dialogue.

Article I Name

This organization shall be known as Our Lady of Mount Carmel Parish Pastoral Council (from here to forward referred to as Pastoral Council or Council).

Article II Pastoral Council Responsibilities

Section 1: The Pastoral Council is an advisory body, which counsels the Pastor in the area of pastoral activities, basic pastoral work, and instruction in the full range of the faith and Catechetical Formation. (Canon #528-29)

Our programs promote Gospel values, issues of social justice, Catholic education of children and young adults, and outreach to non-practicing Catholics.

Some of the Council's responsibilities include: ecumenism, evangelization, the Sacramental life of the parish, prayer, promoting the Carmelite spirit, liturgy, and welcoming of new parishioners.

Therefore, the Pastoral Council's purpose is to enhance the processes of:

- a. Pastoral planning
- b. Developing pastoral programs
- c. Improving pastoral services
- d. Evaluating pastoral effectiveness

Section 2: The Pastoral Council assists the parish by fostering ideals as stated in our Mission Statement.

Article III Membership

Section 1: The Pastoral Council shall consist of eight (8) members. The Clergy and Religious are non-voting members not included in the Council total.

Section 2: The membership of the Council should reflect the needs and makeup of the Parish. The Pastor will choose appointed members in consultation with the current Council.

Section 3: A Council member must be 18 years of age, a registered parishioner and a practicing Catholic.

Section 4: Membership on the Council will be ongoing, unless circumstances dictate otherwise.

Section 5: When the Parish loses its Pastor, all activities of the current Council cease until the new Pastor or Administrator reinstates the current Council, or forms a new Council. (Canon #513)

Article IV Election of Officers and Duties of the Pastor and Officers

Section 1: Election of Officers

- A. The President will be elected by the Council.
- B. The Vice-President will be elected by the Council.
- C. The Secretary will be elected by the Council.
- D. The President, Vice-President, and Secretary will serve for a two-year term. Each is eligible for re-election immediately after term expires.
- E. Any member of the Council may make nominations from the floor. Nominees, if not present, should have given prior written consent to the Council.
- F. Nominees must receive a majority of votes. Election shall be by ballot. When there is only one candidate nominated, a hand vote may be taken.

Section 2: Duties of the Pastor and Parochial Vicar

Pastors have responsibilities which are uniquely theirs, arising from their Ordination and appointment to the Pastorate by the Bishop (Canon #519). When a Pastor accepts a Pastorate, he becomes the appointed leader of the Parish, the designated head and Father in Faith this community of believers. "A Parish is a definite community of the Christian faithful established on a stable basis within a particular church, the pastoral care of the parish is entrusted to a Pastor as its own shepherds under the authority of the Diocesan Bishop" (Canon #515).

Section 3: Duties of Officers and Members**A. President**

1. The President, with the Pastor's approval, will prepare the agenda for the Council meeting and will make sure that each member receives a copy prior to the Council meeting.
2. The President shall preside at all Council meetings.
3. The President will be responsible for planning, organizing and working with all the Council members on various parochial events.

B. Vice-President

1. The Vice-President shall preside in the absence of the President.
2. The Vice-President shall co-chair any special events.

C. Secretary

1. The Secretary shall record and keep the minutes of all Council meetings.
2. The Secretary shall send typed copies of the minutes to all Council members and the Pastor prior to the meeting.
3. The Secretary shall maintain a roster of all Council members with names, email, home address and telephone numbers.
4. The Secretary shall maintain copies of the agenda for all Council meetings.
5. The Secretary may take notes utilizing any method, including tape recording.
6. The Secretary shall ensure that copies of the agenda and minutes of all Council meetings are given to the Parish Office for record keeping.

D. Members

1. Members of the Council will establish the time and place of meetings.
2. Members shall attend all Council meetings and will give prior notice to the President if unable to attend.
3. Members shall prepare and present opening/closing prayers at Council meetings.
4. Members shall participate at Parish functions.
5. Members shall act and perform as Pastoral representatives accordingly in good taste, appearance and manners.

Article V Publication of Membership

Section 1. The Pastor, in consultation with the Council members will select new members for the Council and will publish their names in the Parish bulletin.

Article VI Meetings and Quorum

Section 1. The Council will hold regular monthly meetings at the Pastor's discretion.

Section 2. Special meetings of the Council may be held at the call of the Pastor. All members of the Council will be notified prior to all special meetings.

Section 3. All regular and special meetings shall be open to the parishioners of Our Lady of Mount Carmel as guests with prior notice. Portions of meetings may be closed due to sensitive issues.

Section 4. A quorum for all meetings shall consist of a simple majority of the total Parish Council membership (one-half of the total plus one = 5 members necessary).

Section 5. The manner by which a decision is reached shall be by consensus (option held by all or most). The Pastor may veto any decision.

Article VII Amendments of Bylaws

Section 1. Amendments to these bylaws may be proposed by any member of the Council.

Section 2. The articles in these bylaws shall be subject to annual review.

Section 3. The amendments may be voted on, and may be passed, by a majority vote of the Council.

Section 4. All matters concerning procedures of the Council not covered by these Articles shall be referred to the Guidelines for Pastoral Councils of the Diocese of Sacramento.