CHARTER
Parish Finance Council of Our Lady of Mount Carmel Parish
Carmel Valley, California

Article I:

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

Article II: Purpose

The purpose of the Finance Council is to provide the pastor with information and suggestions which enable him to make proper decisions for the administration of the parish's temporalities, goods and finances. This is to be accomplished through prayer, study of the Parish Mission, and consultation.

Article III: Authority

The Finance Council is a consultative body to the pastor of the parish, which considers all matters of major financial concern. Policy is carefully discerned by the Finance Council together with the pastor 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".

Article IV: Implementation of Policy

Policy is implemented by the pastor, the pastoral staff, and all other members of the parish community who assist them. It is not the specific function of the Finance Council to implement parish policies.

Article V: Responsibilities

These are to aid and advise the pastor in the administration of the parish resources which include, in part:

a. To monitor and recommend to the pastor the annual budget for parish operations and capital expenditures;

b. To review regularly the income/expenditures to determine whether or not the parish is operating within its budget;

c. To provide the parishioners with at least an annual report on the financial position of the parish;

d. To make recommendations for increasing revenues through the practice of principles of Christian stewardship;

e. To coordinate all fundraising projects within the parish in accordance with said principles of stewardship of time, talent and treasure;

f. To assist in promoting the Annual Ministries Appeal (AMA);

g. To review all banking arrangements, semi-annual inspection of parish buildings/ground, and review the inventory of the parish's personal and real property;

h. To be prepared for consultation/participation in the "acts of extraordinary administration" in the sale and/or purchase of parish property.

Article VI: Membership

Members of the Finance Council are practicing Catholics of Our Lady of Mount Carmel Parish who have the spirit of Vatican II, an awareness of Christian Stewardship concepts, a willingness and interest in serving the parish, and experience and/or expertise in financial management administration, or law. Membership of the Finance Council includes the pastor and six (6) lay persons. The members are to be appointed to the Council by the pastor after consultation with the Pastoral Council. The term of office shall be three (3) years. No member may serve more than two successive terms. Initially, the terms shall be staggered to insure continuity. Vacancies shall be filled by pastoral appointment, after consultation with Finance Council members. Officers of the Finance Council: Chairperson, Vice Chairperson, and Secretary, shall be elected annually.

Article VII: Committees

The Finance Council may establish various Committees, either standing or ad hoc, to assist in carrying out its duties.

In addition, each parish shall have the following Standing Committees:

1. Budget Committee: The Budget Committee shall, working with the pastor/rector, devise and monitor the parish budget. It shall prepare an annual report to the Pastor/Rector and Finance Council, and upon its approval, submit same to the parish.

2. Parish Properties Committee: The Parish Properties Committee shall oversee the proper maintenance and conservation of the buildings and grounds.

3. Annual Ministries Appeal (AMA): The AMA Committee for the Annual Ministries Appeal shall assist the pastor/rector and parish staff in organizing the Annual Ministries Appeal.

4. Development Committee: The Development Committee shall coordinate all resource development, both short and long term.

Article VIII: Formation of Members

Since the members are servant leaders, orientation, in-service education and skills-training are to be provided annually. Orientation will include an examination of the charter, policies and procedures, faith-sharing and parish finances. In-service education is on-going in exploring the concepts of Christian stewardship, Council formation and ministry. Skills-training includes deeper faith-sharing, communication, reaching consensus and financial management.

Article IX: Meetings

The Finance Council shall have a minimum of eight (8) regular meetings annually to set the calendar, establish the annual budget, provide for special needs, assess the condition of the parish buildings/grounds, review the budget at least quarterly, and to provide for the effective implementation of the parish Mission Statement. The presence of the pastor and a majority of the members constitute a quorum for consultation. The agenda and study material are to be communicated to the members at least three (3) days prior to the regular meetings.

Article X: Charter

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

Submitted by Our Lady of Mount Carmel Parish

Dated: ____________________ ____
Pastor

Approved by:

Dated: ____________________ ____
Diocesan Official