

**PARISH ASSOCIATE FORM OF CONTRACT (RENEWAL)**  
**Salem Presbytery**

BETWEEN A SESSION AND A MINISTER TO SERVE AS A PARISH ASSOCIATE

You have been nominated by the Pastor to the Session of the \_\_\_\_\_  
Presbyterian Church in \_\_\_\_\_, North Carolina to become our Parish Associate. The Session  
is fully satisfied with your ministerial qualifications to lead and assist us in the fulfillment of our corporate and  
individual ministries and hereby contracts with you, \_\_\_\_\_,  
to become our Parish Associate for \_\_\_\_ year(s), starting \_\_\_\_\_. This contract is  
renewable at the end of this period of time and subject to annual review. It is subject to supervision by the  
Committee on Ministry and approval by the Presbytery.

During this time you will be responsible to the Pastor. You are to perform the following **SERVICES**, estimated to  
require \_\_\_\_\_ hours per week:

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The Session promises and obligates itself to provide you with the following:

1. A salary of \$ \_\_\_\_\_ per year, payable monthly \_\_\_\_\_ semi-monthly \_\_\_\_\_.  
Forty percent is designated as housing allowance.
2. Reimbursement for travel in the performance of your professional duties while serving our congregation at the  
current Federal Allowable Rate.
3. Required sum to the Board responsible for pensions and Group Life and Major Medical Insurance programs in  
our denomination.
4. Other items: \_\_\_\_\_  
\_\_\_\_\_

This contract was agreed upon by the Pastor and the Session on \_\_\_\_\_, 20\_\_\_\_.

Signed by the Clerk of Session \_\_\_\_\_

Signed by the Pastor \_\_\_\_\_

Signed by the Parish Associate \_\_\_\_\_

{SEE REVERSE SIDE}

## SPECIFICATIONS REGARDING THE POSITION OF PARISH ASSOCIATE

### *Book of Order G-14.0515*

A parish associate is a minister who serves in some validated ministry other than the local parish, or is retired, but who wishes to maintain a relationship with a particular church or churches in keeping with ordination to the ministry of the Word and Sacrament. Such persons, already qualified as continuing members of presbytery, may serve as parish associates. The relation shall be established, upon nomination by the pastor, between the parish associate, the session, and the presbytery. The parish associate shall be responsible to the pastor, as head of staff, on an “as needed, as available” basis and with or without remuneration.

The designation of parish associate shall be made under the supervision of the Committee on Ministry at the request of the session of a particular church, the consent of the parish associate, and the approval of the presbytery. No formal call shall be involved. The presbytery must approve any change in relationship. Ordinarily no more than one parish associate will be related to a particular church.

The Committee on Ministry shall review the designation once each year to insure:

- a. That the time and energy required as a parish associate will not interfere unduly with the work of the person in his or her principal function.
- b. That installed leadership of the particular church is protected in its effective functioning.
- c. That the parish associate continues to meet the criteria for continuing membership in the presbytery based on other than this relationship to a particular church.

The agreement between the session and the parish associate shall, whenever a pulpit becomes vacant, be terminated upon due notice by the session or the parish associate with the approval of presbytery.