

SALEM PRESBYTERY
PARISH ASSOCIATE SPECIFICATION AND FORM OF CONTRACT

It should be noted that while the designation for Parish Associate no longer exists in the Book of Order, it is a relationship which Salem Presbytery recognizes.

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 Commission 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 their 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.

1-2 months before the date for annual renewal, the COM Task Force on Temporary Ministry and Pulpit Supply will review the designation of Parish Associate with that Parish Associate, a representative from the Session, and the Pastor of the congregation using the form provided. The report will be sent to the COM Task Force on Temporary Ministry and Pulpit Supply, along with the recommendation as to whether or not the designation should continue.

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.

PARISH ASSOCIATE FORM OF CONTRACT

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:

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

2. A salary of \$ _____ per year, payable monthly semi-monthly .
Forty percent is designated as housing allowance.
3. Reimbursement for travel in the performance of your professional duties while serving our congregation at the
current Federal Allowable Rate.
4. Required sum to the Board of Pensions of the PCUSA. See the Presbytery's Policy on Health Insurance
which can be found [HERE](#).
5. Other items: _____

This contract was agreed upon by the Pastor and the Session _____, 20_____.

on Signed by the Clerk of Session _____

Signed by the Pastor _____

Signed by the Parish Associate _____

Signed by COM Co-Moderator _____

Once this form is signed it should be submitted to Christine Ratledge at cratledge@salempresbytery.org or mailed to Salem Presbytery, Attn: Christine Ratledge, P.O. Box 1763, Clemmons, NC, 27012 for review by the Commission On Ministry. After this review, it will be signed by the Moderator of Commission on Ministry and a copy will be returned.