

The Presbytery of the Coastlands

Empowering congregations and people of faith to transform the world.

GUIDELINES FOR PARISH ASSOCIATES

These guidelines are established by the Commission on Ministry as a means of providing oversight of parish associate relationships between the presbytery's minister members and congregations. The following are presbytery guidelines for oversight by the Commission on Ministry for parish associate relationships of its minister members and the churches under its care to include an annual review.

A minister who serves in a validated ministry other than the local parish, or is a member-at-large, or is honorably retired, may wish 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 relationship 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 may serve with or without remuneration. The agreement will remain in effect, until terminated by agreement of the pastor and parish associate or upon departure of the pastor/"head of staff" and shall be reviewed annually by the Commission on Ministry (see Appendix 2). Separation will be reported to the Commission on Ministry by the church through the stated clerk. The ministry of the parish associate is not considered to be a validated ministry and a candidate will not be ordained to that position.

A parish associate agreement, Appendix 1, will initially be completed by the session, pastor, parish associate and submitted to the Commission on Ministry. Upon approval by the Commission on Ministry the form will be signed by the COM moderator. The form will then be returned to the clerk of session of the church through the stated clerk of the presbytery.

PARISH ASSOCIATE AGREEMENT

The Session of [Click or tap here to enter church name.](#) requests the Presbytery of the Coastlands approve [Click or tap here to enter minister's name.](#) as Parish Associate of this congregation effective on [Click or tap to enter a date.](#) We are satisfied with his/her/their qualifications and trust that his/her/their ministry in the Gospel will be to our spiritual benefit.

Please describe the ministry in which the Parish Associate will be engaged. [Click or tap here to enter text.](#)

Approximate total hours/week: [Click or tap here to enter text.](#)

Position is with without remuneration*

If with remuneration, the Parish Associate will be compensated in following way(s): [Click or tap here to enter text.](#)

*Should the Parish Associate serve as pulpit supply or moderator for Session and/or congregational meetings, then he/she/they should be compensated in accordance with the Presbytery's **Policy Regarding Pulpit Supply, Moderating Session and Congregational Meetings.**

Date: [Click or tap to enter a date.](#) Clerk of Session: [Click or tap here to enter name.](#) and signature: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#) Pastor: [Click or tap here to enter name.](#) and signature: [Click or tap here to enter text.](#)

This is to certify that I have received and accepted this agreement to be Parish Associate.

Date: [Click or tap to enter a date.](#) Parish Associate: [Click or tap here to enter name.](#) and signature: [Click or tap here to enter text.](#)

Commission on Ministry Review: Approved Not Approved Date: [Click or tap to enter a date.](#)

If not approved, please provide rationale: [Click or tap here to enter text.](#)

COM Moderator: [Click or tap here to enter name.](#) and signature: [Click or tap here to enter text.](#)

NOTE: This agreement may be modified by the Session and Parish Associate, with review by the Commission on Ministry, and may be renewed annually. It is understood that the agreement will terminate when the call to the current pastor is dissolved and that it may also terminate with 30 days written notice by either the Session or the Parish Associate.

PARISH ASSOCIATE ANNUAL REFLECTION ON MINISTRY

The **Parish Associate** is encouraged to reflect on his/her/their ministry in conversation with other presbytery colleagues and the Session of the congregation. As a part of that reflection, the following questions are suggested:

1. How have you been blessed by your ministry of parish associate?
2. What challenges have you experienced?
3. What support would be helpful and meaningful to you moving forward?
4. Has your role of parish associate been consistent with your expectations?
5. How has your ministry as parish associate enabled you to continue to faithfully live into and live out your ordination vows?
6. Is there anything else you would like to share?
7. What, if any, changes should be made to this relationship in light of this annual reflection process?

Parish Associate: [Click or tap here to enter name.](#)

Date: [Click or tap to enter a date.](#)

Signature of Parish Associate: [Click or tap here to enter text.](#)

The **Pastor** is encouraged to reflect, on an annual basis, on the ministerial relationship with the Parish Associate and to share those reflections with the Parish Associate and the Session.

Suggested questions for reflection include:

1. How has the ministry of the Parish Associate been a blessing to you and to the congregation?
2. Has the role of the Parish Associate been consistent with your expectations?
3. What, if any, changes should be made to this relationship in light of this annual reflection process?

Pastor: [Click or tap here to enter name.](#)

Date: [Click or tap to enter a date.](#)

Signature of Pastor: [Click or tap here to enter text.](#)

Commission on Ministry Review: Approved Not Approved Date: [Click or tap to enter a date.](#)

If not approved, please provide rationale: [Click or tap here to enter text.](#)

COM Moderator: [Click or tap here to enter name.](#)

Signature of COM Moderator: [Click or tap here to enter text.](#)