

## **Ministers in Parish Associate Relationships**

**Revised 2012**

### **Relationship Defined**

The parish associate relationship is intended to provide a means by which a teaching elder who serves in some validated ministry other than the local parish or who is a member at large or is retired may maintain a relationship with a particular church in keeping with ordination to the ministry of teaching elder. The parish associate is responsible to the pastor on an 'as needed, as available' basis with or without remuneration.

### **Relationship to Congregation**

The relationships with a parish associate are multiple parties including: 1) parish associate, 2) installed pastor, 3) session, and 4) the presbytery. The focus of the parish associate relationship is to allow a non-parish teaching elder to connect in a meaningful way to a local congregation, which is desired by the non-parish teaching elder, installed teaching elder, and the session. It assumes the teaching elder is not seeking full-time employment and should not be considered a permanent staff position or a means of engaging full time ministerial services by a session. The COM considers a more than half-time compensated position an inappropriate use of the parish associate position.

### **Relationship to Pastor/Session**

A parish associate is not subject to church personnel evaluation or review, but is accountable only to the pastor, although COM recommends that the personnel committee be involved in the discussions regarding tasks and role of the parish associate as they relate to other positions in the church staff. It is also recommended that sessions should re-affirm the pastor's request on the parish associate's continuance each year. COM shall review the relationship annually to ensure that the time required of the parish associate is not interfering with his or her principal function and that the parish associate is not interfering with the effectiveness of the pastoral leadership. The relationship shall terminate when the call to the installed pastor is dissolved, upon recommendation by COM or upon request of the installed pastor or parish associate.

### **Relationship to Presbytery**

A parish associate with a church in Denver presbytery must be a member in good standing of Denver Presbytery. Since parish associates participate in the life of the congregation, they must have received and attested to the sexual misconduct policy and have an approved background check.

Since there is no occupational code for parish associates in the denominational recordkeeping, it is important to recognize that this is a secondary official role in ministry. Eligibility of the parish associate for continuing membership in the Presbytery or participation in the Board of Pensions benefits plan cannot be based on this relationship to a particular church.

All parish associates must complete the required annual reporting and/ or validation with the Committee on Ministry.

### **Development of a Covenant**

As a relationship is established between a pastor, session, and the parish associate, COM requires a covenant be established defining the nature of the relationship which include such pieces as: roles, expectations, ministry areas to serve/not to serve, communications, supervision, services provided by the parish associate and services and support (including space, office, etc) provided for the parish associate by the

congregation, remuneration and annual review date. To aid in developing a covenant there are 2 sample covenants attached.

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## **Sample 1**

### **Parish Associate Covenant**

The following covenant between the session of The Presbyterian Church is Anytown , USA and The Reverend John Calvin is for the purpose of pastoral services.

### **Position Description for the Parish Associate**

Reports administratively to the Pastor.

**Focus:** Adult Education and Membership

### **Responsibilities**

- Provide staff support and leadership to the Adult Education Committee.
- Develop in conjunction with Adult Education, Membership ,Program Planning and Development Committees increased small group ministries.
- Coordinate weekly visitation committee providing support and recommendations for change when necessary.
- Administer, with coordinators, church prayer chain.
- Plan, organize and publicize in church and community Wednesday noon services.
- Attend weekly staff meetings.
- Attend meetings of the Membership and Christian Educations committees, when requested.
- Preach as requested and available.

**Accountability:** The Parish Associate is accountable primarily to the pastor and ultimately to the Presbytery of Denver.

**Relationships:** The Parish Associate reports to the Pastor and to the Christian Education and Membership Committees.

**Evaluation:** The Management and Administrative Committees shall annually conduct a review and evaluation of the Parish Associate.

### **Covenant Provisions**

This agreement is for the period of twelve (12) months beginning date, year. This agreement may be terminated by the session upon sixty (60) days written notice. The Parish Associate may terminate the agreement upon thirty (30) days written notice and forfeiture of any payment beyond the thirty (30) day period.

Support services, such as secretarial and office support will be provided for the Parish Associate in carrying out the responsibilities outlined above.

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The Reverend John Calvin, Parish Associate

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The Rev John Knox, Pastor,  
Head of staff

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Clerk of Session

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## Sample 2

### **Parish Associate Role and Expectations**

As follows, Rev John Calvin will have the following limited role to serve in our congregation

The Parish Associate Relationship shall be for the purpose of implementing the Session's Goals for adult education. The following areas are a partial list of educational programs this particular Parish Associate might lead:

Biblical studies	Human sexuality
Church history	Worship
Presbyterian polity	Diversity
End of Life issues	Peacemaking
Teacher training	Spirituality
Theology	

The Parish Associate shall offer pastoral leadership in other areas of church life only as called upon by the pastor.

The Parish Associate shall not officiate at weddings, funerals, baptisms, or other services of worship involving church members, unless specifically requested by the Pastor.

Should the Parish Associate be requested by non-church members to officiate at a wedding in the sanctuary, the Parish Associate may place the request before the Pastor and the Session, requiring approval from both.

The Parish Associate shall have access to the material resources and office staff as may facilitate the educational program. No office space shall be designated for the Parish Associate use.

In accordance with Presbytery of Denver policy, the parish associate relationship will be reviewed annually by the Committee on Ministry. The contract with the Pastor and Session shall be subject to annual review as well.

### **Contract**

**Beginning date:** January 1, 3000

### **Time expectations:**

Four (4) evening adult educational classes per month or "as needed and as available" preparation for leadership. Participation in planning meetings as related to defined and limited responsibilities.

### **Remuneration:**

Monthly payment of Pension and Death/disability costs to Board of Pensions, Presbyterian Church (USA)

\$332/month based on the annual salary of validated ministry that Parish Associate is coming from to serve our congregation

If the salary increases, costs to the Board of Pension's will be increased.

At that time a compensatory increase in the remunerations may be discussed by Session and the Presbytery.

Annual review will be held with the Parish Associate by Pastor, Session, and the Committee on Ministry.

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The Rev John Calvin

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Clerk of Session

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The Rev. John Knox, Pastor/Head of Staff