

Policy on Parish Associate Relationships

National Capital Presbytery

A parish associate is a specialized teaching elder, at-large, or honorably retired teaching elder member of National Capital Presbytery who wishes to associate with a particular congregation. This is a temporary position. The annual, one year term renewable relationship, shall be established, upon nomination by the installed or temporary pastor, between the parish associate, the session, and the presbytery. A Parish Associate has neither voice nor vote on the session. Ordinarily, a candidate cannot be ordained to this position. The parish associate shall be responsible to the installed or temporary pastor, as head of staff, and may serve on an “as needed, and available” basis without remuneration.¹ Parish associates can receive honoraria for specific tasks.

May Not Be Next Installed Pastor: A parish associate may not be called to be the next installed pastor or associate pastor of a church served as parish associate, unless at least one year has elapsed since the end of the parish associate relationship.

Termination of the Relationship: The annual agreement between the session, the parish associate, and the presbytery shall terminate when the call to the installed or temporary pastor is dissolved. The presbytery may dissolve the relationship with the parish associate upon the recommendation of the session and its moderator and a vote from the Coordinating Commission of the Committee on Ministry.

¹ If a teaching elder receives any regular salary, the contract is reviewed and approved by the Congregational Transitions Commission as a Temporary Pastoral Relationship (not a Parish Associate position).



Request for Approval and/or Renewal of Parish Associate Relationship

National Capital Presbytery

By the nomination of the Rev. _____ of _____,
Head of Staff Name of Church

The Rev. _____, now serving as _____
Nominee to be Parish Associate Title/Description of Specialized Ministry

and being an active participant in this congregation, the Session of _____
Name of Church

Moderated by _____, took action on _____ to request that
Moderator of Session Date

National Capital Presbytery approve/renew (circle one) the Parish Associate relationship between the Rev.
_____ and _____,
Name of Nominee Name of Church

on the following terms:

Specific duties (if any)

It is understood that this Parish Associate relationship will be subject to the provisions of National Capital Presbytery, that it shall be reviewed at least annually by the Specialized Ministry Team of the Committee on Ministry of National Capital Presbytery, and that it may be terminated at any time by the Presbytery at the request of any of the parties undersigned or by action of National Capital Presbytery, or when the pastoral relationship between the Rev. _____ and _____
Head of Staff Name of Church

is dissolved.

Check one:

_____ This church has no other current Parish Associate relationships

_____ This church already has a Parish Associate relationship with the Rev. _____.

Signature:

Head of Staff

Clerk of Session

Nominee to be Parish Associate