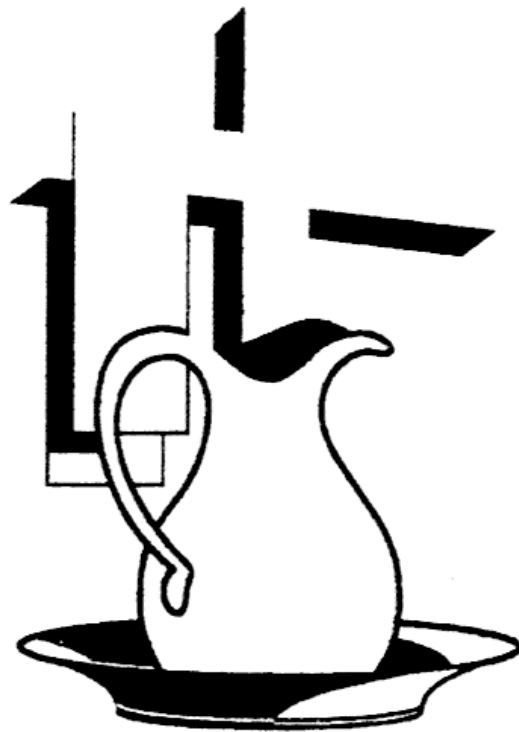


MENTOR & SUPERVISOR HANDBOOK



Parish Ministry Associate Program

Nebraska Synod, ELCA

January 2018

CONTENTS

DEFINITIONS

Mentor: an ordained ELCA pastor working with a PMA Student or an unassigned PMA.

Supervisor: an ordained ELCA pastor supervising an assigned PMA or PMA on your church staff.

PMA Student: one who has not completed his/her studies.

Certified PMA: a PMA who has completed her/his studies and is certified for ministry.

Unassigned PMA: A PMA who has completed studies, is certified for ministry, and serving in her/his home congregation.

Assigned PMA: a PMA who has completed studies, is certified for ministry, and assigned by the bishop to serve a congregation.

ANNUAL DEADLINES	3	
SUMMARY OF SUPERVISION AND REPORTS DUE	3	
FIND PMA PROGRAM RESOURCES	3	
PMA PROGRAM STAFF		3
MENTORING A PMA STUDENT		
Application Process	4	
During Studies	4	
Once Certified for Ministry	4	
MENTORING AN UNASSIGNED PMA or SUPERVISING A PMA ON YOUR STAFF		
Policies and Reports	4	
Learning		5
Serving	5	
SUPERVISING AN ASSIGNED PMA		
Policies and Reports	6	
Learning		6
Serving	6	
Transition Time		7
HANDBOOK ACCEPTANCE		
Sign and Return this Page to the PMA Office	8	

ANNUAL DEADLINES

Date	Item Due	For Whom
April 15	Mentor/Supervisor/Council Annual Evaluation	All PMAs and PMA Students
June 1	Renewal of Certification Application	PMAs
June 1	Renewal of Sacrament Authorization Request	Congregations served by PMAs

July 1 Deadline for late requests for Renewal of Certification PMAs (\$25 late fee required)
July 1 - June 30: Period for which PMAs are certified (application for renewal is required annually)

SUMMARY OF SUPERVISION AND REPORTS DUE

PMA Type	Has a Mentor	Has a Supervisor	Annual Report from Mentor	Annual Report from Supervisor	Annual Report from Council	Deadline for Reports
Student ¹	X		X			April 15
Unassigned	X		X			April 15
On Staff		X ²		X	X	April 15
Assigned		X		X	X	April 15

¹ A student serving on a congregation’s staff will follow the On Staff reporting pattern.

³ The supervisor is the ordained pastor who is head of staff where the PMA serves on staff.

FIND PMA PROGRAM RESOURCES

PMA handbooks, forms, and other documents are on the synod website. Currently they are under the “For those in discernment” tab. Click on “Parish Ministry Associate Program” to see the documents.

PMA PROGRAM STAFF

PMA PROGRAM DIRECTOR

Pastor Steve Meysing, Assistant to the Bishop
steve@nebraskasynod.org
 308-530-5740

PMA ADMINISTRATOR

Pastor Carol Mapa
pma@nebraskasynod.org
 308-532-0250, press 4 for PMA Office

PMA OFFICE: PO Box 1462, North Platte, NE 69103-1462

The PMA Administrator normally works eight to twelve hours per week.

The program is overseen by a **PMA Steering Committee** comprised of PMAs and pastors approved by the bishop. One PMA Student also serves on the committee.

MENTORING A PMA STUDENT

APPLICATION PROCESS

- **Discuss** with the potential student his/her sense of call, spiritual maturity, leadership skills, commitment to the ELCA, and willingness to learn and serve. Include those reflections on the application packet’s **recommendation forms from the council and pastor.**

- Work with the prospective student and the council to determine the level of **financial support the congregation will provide** for PMA studies.
- Need-based scholarships for courses are available so that cost does not stand in the way of PMA studies. Direct the applicant to contact the PMA Program Director for confidential consideration.
- The mentoring pastor shall **review and understand the PMA Student Handbook**. With the student **sign and return to the PMA Office the last page of the PMA Student Handbook**.

DURING STUDIES

- Each PMA Student **must have an ordained ELCA mentor**, usually their home pastor, for guidance, wisdom, and support who will walk beside the student during their studies.
- Be intentional in checking with the PMA Student about completing coursework.
- **Read drafts of each paper** that the student writes and offer constructive feedback to the student before they submit the paper for course credit.
- Provide the student with **opportunities to preach** once they begin the preaching course. Work with the student as she/he prepares the sermon and receives feedback.
- Make sure the student has read and understood *Vision and Expectations of Ordained Ministers in the ELCA*, available at www.elca.org.
- Remind the student that he/she is not eligible to provide pulpit supply until the following courses have been completed: Preaching; Old Testament; New Testament; Systematic Theology; Lutheran Confessions.
- Remind the PMA Student that they must attend at least two PMA Convocations in order to be eligible for certification as a PMA. Mentors are welcome to attend Convocations.
- Work with the PMA Student to ensure that the **required Mentor/Supervisor/Council Annual Evaluation** is submitted to the PMA office by April 15.

ONCE CERTIFIED FOR MINISTRY

- Official certification is conferred at synod assembly. Plan a **congregational recognition** of the student's accomplishment in her/his home congregation after synod assembly.
- Work with the council and/or congregation on a **gift to the PMA**. Meaningful gifts include an alb, cincture(s), PMA shirts (when available through the PMA Office), a PMA lapel pin, and theological books of interest to the new PMA. PMAs receive a medallion at their certification.

MENTORING AN UNASSIGNED PMA or SUPERVISING A PMA ON YOUR STAFF

POLICIES AND REPORTS

- The mentoring/supervising pastor shall **review and understand the Certified PMA Handbook**.
- If the PMA you mentor is assisting with ministries in your congregation that involve visiting people who are in hospitals, care or correctional facilities, **you may request from the PMA Office an ID card signed by the bishop identifying the PMA as authorized for ministries** on behalf of your congregation.
- **Complete the annual Mentor/Supervisor/Council Annual Evaluation by April 15**, and send it to the PMA Office. Use this occasion for conversation with you PMA about how their gifts can be utilized in the congregation's ministry in the coming year.
- The PMA must apply for **renewal of certification** by June 1st each year. Renewal decisions are based on fulfillment of the continuing education requirements and abiding by PMA Program

guidelines. The PMA alone is responsible for submitting the annual request for renewal. Late requests for renewal are due July 1st, with a decision on renewal by July 31st, and certification valid until the following June 30th. A \$25 late fee is required. After July 1st PMA certification is revoked. Applications for reinstatement are due the following June 1st.

- Like rostered leaders of the ELCA, PMAs are **subject to discipline by the bishop**.
- The mentoring/supervising pastor shall **review and understand the Certified (or Student, if applicable) PMA Handbook**. With the PMA sign and return to the PMA Office the last page of the **Certified (or Student, if applicable) PMA Handbook**.

LEARNING

- Encourage the PMA to attend the **annual PMA Convocation**. This event counts toward the continuing education requirement. Mentors are welcome to attend Convocations.
- **Encourage the PMA to meet the requirement of 12 hours of continuing education per year**. Let them know about continuing education events you are aware of. A wide variety of ways to earn continuing education credit is now available and specified in the Certified PMA Handbook.

SERVING

- Should the need arise, remind the PMA that “PMAs always serve in **partnership** with ordained pastors, not independent of ordained pastors” (Certified PMA Handbook, Introduction).
- Encourage a PMA on your church staff to **participate in text study groups, ministerial association, and cluster**.
- If the PMA has difficulty accessing people who are in hospitals, care or correctional facilities as part of the ministry you have asked them to do, **you may request from the PMA Office an ID card signed by the bishop identifying the PMA as authorized for these ministries**.
- If the PMA wants to be approved to **conduct funerals independently** in the congregation you serve, and you approve of this, work with the PMA to meet the requirements for this privilege outlined in the Certified PMA Handbook.
- Remember, a PMA may **preach at a funeral** if she/he is the one who worked most closely with the deceased or his/her family.
- See the Certified PMA Handbook for policies on PMAs and **funerals, weddings, and counseling**.
- Remember that PMAs are not to seek ordination outside of the ELCA in order to officiate at weddings.
- PMAs may not conduct any **counseling** unless they hold the appropriate credentials.
- PMAs will not wear **clerical attire** (i.e. clerical collars, clerical or diaconal stoles) and will not use the **title** Pastor or Deacon.
- PMAs are not certified for **sacraments** for individual days or services in their home church or any other.

SUPERVISING AN ASSIGNED PMA

POLICIES AND REPORTS

- The supervising pastor shall **review and understand the Certified PMA Handbook**.
- The PMA must apply for **renewal of certification** by June 1st each year. Renewal decisions are based on fulfillment of the continuing education requirements and abiding by PMA Program guidelines. The PMA alone is responsible for submitting the annual request for renewal. Late requests for renewal are due July 1st, with a decision on renewal by July 31st, and certification

valid until the following June 30th. A \$25 late fee is required. After July 1st PMA certification is revoked. Applications for reinstatement are due the following June 1st.

- The supervising pastor shall have at least a **monthly conversation/consultation** with the assigned PMA.
- Annually **meet with the council** of the church the PMA is assigned to review how ministry is unfolding with the PMA, answer questions, and offer guidance as needed.
- **Receive concerns** of the congregation the PMA is assigned to and share them with the PMA Office.
- Like rostered leaders of the ELCA, PMAs are **subject to discipline by the bishop**.
- Complete the **Mentor/Supervisor/Council Annual Evaluation** by **April 15** and send it to the PMA Office.
- The supervising pastor shall **review and understand the Certified (or Student, if applicable) PMA Handbook**. With the student **sign and return to the PMA Office the last page of the Certified (or Student, if applicable) PMA Handbook**.

LEARNING

- Encourage participation in **text study groups, ministerial association, and cluster**.
- **Encourage the PMA to meet the requirement of 12 hours of continuing education per year**. Let them know about continuing education events you are aware of. A wide variety of ways to earn continuing education credit is now available and specified in the Certified PMA Handbook.
- Encourage the Assigned PMA to attend the **annual PMA Convocation**. This event counts toward the continuing education requirement. Supervisors are welcome to attend Convocations.

SERVING

- Teach the assigned PMA how to keep **congregational records, record pastoral acts, complete the ELCA parochial report and other annual forms** for the ELCA and synod.
- As necessary, coach the PMA for their role and participation in **council meetings**.
- If the Assigned PMA has difficulty accessing people who are in hospitals, care or correctional facilities, **the Assigned PMA may request from the PMA Office an ID card signed by the bishop identifying the PMA as authorized for ministry**.
- If the assigned PMA wants to be approved to conduct **funerals** independently in the congregation he/she is assigned to, work with the PMA to meet the requirements for this privilege outlined in the Certified PMA Handbook.
- See the Certified PMA Handbook for policies on PMAs and **funerals, weddings, and counseling**.
- Remember that PMAs are not to seek ordination outside of the ELCA in order to officiate at weddings.
- Assigned PMAs will not wear **clerical attire** (i.e. clerical collars, clerical or diaconal stoles) and will not use the **title** Pastor, Associate in Ministry, Deaconess, or Diaconal Minister.
- Assigned PMAs are certified for **sacraments** only at the church/parish to which they have been assigned. This authorization allows them to preside at sacraments off the church property as long as it is a ministry function of that congregation/parish.

TRANSITION TIME

- When it becomes known that the PMA's assignment is ending, work with the PMA on their transition back to serving in partnership with the pastor instead of functioning in the place of an ordained pastor. This can be a time of grief and discernment in a PMA's life.

- Remind the PMA to **select a mentor** before their assignment ends since she/he will no longer have a supervisor. The PMA must report their new mentor to the PMA Office as soon as the relationship is confirmed.

Continue to the next page.

Sign and date the Declaration, and send it to the PMA Office.

Declaration of Acceptance of the PMA Mentor & Supervisor Handbook,
revised January 2018

We have read the January 2018 version of the Certified Parish Ministry Associate's Handbook and will abide by its guidelines while involved with the PMA Program.

Name (printed) of PMA

Name (printed) of Mentor or Supervisor

Signature of PMA

Signature of Mentor or Supervisor

Date signed

Date signed

After affixing your signature and date to this last page of your PMA Mentor & Supervisor Handbook, send this page to the PMA Office to be placed in the PMA's personal file.

Send to:

PMA Administrator
Nebraska Synod, ELCA
PO Box 1462
North Platte, NE 69103-1462

pma@nebraskasynod.org