

**Parish Ministry Associate Program, Nebraska Synod ELCA**  
**Assigned PMA Service Agreement**

*When a PMA is to assigned by our bishop to serve a congregation, the congregation's president will complete this form in consultation with the Parish Ministry Associate who will provide the services. A signed copy will be forwarded to the PMA Program Director, Rev. Steve Meysing, Assistant to the Bishop.*

In Holy Baptism we are called by the promise of God into a relationship of faith toward God and love toward one another. This relationship finds expression in our gathering as congregations of the church to hear God's Word, eat and drink at the Lord's Table, and minister to the needs of the community and God's world.

As Lutheran congregations, we set apart and equip persons to lead and assist us in our ministry: to preach, teach, comfort and guide in the love of God and to oversee the events and activities of our life in Christ.

Certified Parish Ministry Associates have been identified, instructed and equipped for service in a congregation when full-time pastoral services are not available or where ministry needs exceed the resources of the present leadership.

As a Parish Ministry Associate, I promise before God

- To be under the direct supervision of an ordained pastor on the roster of the Evangelical Lutheran Church in America and meeting with this pastor at least monthly
- To assist where needed in the church
- To visit with members, prospective members, and non-members, as needed
- To visit people in hospitals, nursing homes, and the homebound, as needed
- To work with the church council and committees in pursuing the ministry of the parish
- To remain in consultation with synod staff throughout the ministry
- To be accountable to the Bishop in all matters of professional ethics and practice
- To abide by the policies of the PMA Program outlined in the *Certified PMA Handbook*
- Other \_\_\_\_\_

The goals of our shared ministry will be:

- To support ministry in daily life of the membership
- To carry out the mission of the congregation
- To address specific needs of the congregation/community where needed
- To proclaim God's love and good news
- To strengthen our ties with Nebraska Synod
- To strengthen our ties with the Evangelical Lutheran Church in America
- Other \_\_\_\_\_

The Congregation, Nebraska Synod, and Parish Ministry Associate acknowledge the following conditions:

1. The Parish Ministry Associate (PMA) will serve on a on a  part-time  full-time basis beginning on \_\_\_\_\_ (date)
2. If housing is needed, briefly describe this arrangement: \_\_\_\_\_
3. Financial arrangements include:
  - a. Wages for full- or part-time service: \$ \_\_\_\_\_ (*recommended minimum wage of \$15 per hour*) for \_\_\_\_\_ hours or \$ \_\_\_\_\_ *weekly or monthly.*
  - b. For pulpit supply only: \$150 per service and \$50 for each additional worship service (i.e. multipoint parish); \$75 for an additional day worship service (i.e. Saturday or midweek Lenten service). See Nebraska Synod's pulpit supply list for current rates.
  - c. Auto reimbursement at the prevailing IRS rate to be figured from \_\_\_\_\_  
\_\_\_\_\_  
(*i.e. residence to place at which duties are fulfilled or office to place at which duties are fulfilled, etc.*)
4. \$ \_\_\_\_\_ monthly donation to Nebraska Synod for having a PMA serve the church. (*This donation helps the PMA Program continue since it is not funded by our synod's budget. Minimum suggested donation is \$50/month. Have the treasurer include the donation on the remittance form sent to our Omaha office, using the last line of the remittance form ("Other special Nebraska Synod giving") and after the word "describe," write in "PMA Program" and the amount.*)
5. Other benefits:
  - a. For full-time service: Grant two days of vacation per month for every month of service. Vacation days shall include one Sunday for every three months served. For part-time service, vacation is prorated. Vacation time is scheduled in consultation with the church council.
  - b. Reimbursement of ministry expenses incurred (*i.e. postage, cell phone, etc.*); specify:  
\_\_\_\_\_
  - c. For full-time service: provide a continuing education allowance of \$70 per month served. For part-time service, the continuing education allowance is prorated. Continuing education time is scheduled in consultation with the church council.
  - d. For full- and part-time service: the congregation pays registration, room, meal, and travel expenses for attending synod assembly on behalf this congregation, theological conference, and other official meetings at which attendance is required were a pastor serving the congregation.

6. The PMA will work under the supervision of (ELCA) Pastor \_\_\_\_\_  
(name)

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(congregation name and location)

7. The congregation and PMA are invited to consult with synod staff on any matter.

8. The congregation council and PMA shall review this agreement and the PMA-Congregation relationship every 12 months. The PMA's supervising pastor shall be present at and participate in this review.

**Parish Ministry Associate**

**Congregation**

**Council President**

\_\_\_\_\_  
*name*

\_\_\_\_\_  
*name*

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*name*

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*signature of PMA*

\_\_\_\_\_  
*signature of president*

**Return a signed copy of this document to:**

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

**PMA Program questions can be directed to:**

Assistant to the Bishop & PMA Program Director  
Pr. Steve Meysing    [steve@nebraskasynod.org](mailto:steve@nebraskasynod.org)    308-530-5740

PMA Administrator  
Pr. Carol Mapa    [pma@nebraskasynod.org](mailto:pma@nebraskasynod.org)    308-532-0250, option 4

Revised December 20, 2016