

PARISH MINISTRY ASSOCIATE PROGRAM

Sample New Request for Sacrament Authorization

When a PMA has been newly assigned to serve your congregation, the council must request from the Bishop authorization for the Assigned PMA to preside at sacraments for your congregation.

The request must include the name and town of your church and the time period for which authorization is requested.

There are two ways to submit the request:

Email it to PmaAuthorization@nebraskasynod.org

or

*Mail it to **Bishop Brian Maas**
Nebraska Synod, ELCA
6757 Newport Ave., #200
Omaha, NE 68152*

Here is a sample of how your request could be written:

Dear Bishop Maas:

The council of *Church Name* is requesting Word and Sacrament ministry authorization for *Name*, *PMA*, who begins serving our congregation under contract from *date* to *date*. We understand that you may renew sacramental authorizations on July 1 of every year and that authorization lasts for one year.