

PARISH MINISTRY ASSOCIATE PROGRAM
Sample Request for Renewal of Sacrament Authorization

To renew sacrament authorization for the PMA assigned to serve your congregation, the council must request renewal of that authorization from the Bishop.

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

For renewals by July 1st, please submit your request by June 1st.

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* would like to renew our agreement for *Name, PMA*, to serve our congregation for the period of *date* to *date*. With this renewal we request authorization for Word and Sacrament ministry be granted during this time period. We understand that you may renew sacramental authorizations on July 1 of every year and that authorization lasts for one year.