

PARISH MINISTRY ASSOCIATE PROGRAM  
Request for NEW Sacramental Authorization

When a PMA has been *NEWLY* assigned to serve your congregation, the council must request the bishop's 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: [pma@nebraskasynod.org](mailto:pma@nebraskasynod.org)

OR

Mail it to: PMA Administrator  
Nebraska Synod, ELCA  
6757 Newport Ave., Suite #200  
Omaha, Nebraska 68152

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

Dear Bishop Johnson:

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

*Name*

*Council President*

*Church Name*

*Church Address*