



## PARISH ASSOCIATE CONTRACT

\_\_\_\_\_ Presbyterian Church, \_\_\_\_\_ and  
\_\_\_\_\_ city/state  
the Rev \_\_\_\_\_ enter into a parish associate relationship for one year with the  
following terms and conditions, beginning \_\_\_\_\_, 20\_\_\_\_ and ending \_\_\_\_\_, 20 \_\_\_\_.

A. Title:

The Rev \_\_\_\_\_ shall serve as Parish Associate of \_\_\_\_\_.

B. Terms:

\_\_\_\_\_ This is a PAID position

- The financial terms of employment on an annualized basis are based on \_\_\_\_\_ hours per week.
- All payments are to be designated as housing allowance.  
(Note: Any compensation not designated as housing allowance may be taxable.)
- Vacation time and sick leave will be negotiated and will be unpaid.

IMPORTANT REMINDER:

*If the pastor works 20 or more hours per week, and is paid for that work, then a form is required by the Board of Pension and the congregation is responsible for paying 12% post retirement dues to the Board.*

\_\_\_\_\_ This position is NOT PAID.

However, the pastor will be reimbursed for reasonable expenses (defined below).

These purchases will be pre-authorized by: \_\_\_\_\_.

C. Responsibilities:

Purpose:

Possible area(s) of Ministry: (List the areas of ministry that the parish associate will be involved with)

Time Commitment for each area listed:

D. Accountability:

The parish associate will report to the pastor and session through the personnel committee.

E. Provisions for Extension or Termination

This contract begins on \_\_\_\_\_, 20\_\_\_\_ and ends on \_\_\_\_\_, 20\_\_\_\_. This contract may be renewed for one or more additional specified extensions by the Session of \_\_\_\_\_. In the absence of action by the Session to renew the contract prior to its expiration this contract shall terminate effective on the last day of the contract. This contract may be terminated with 30 days written notice by either the session, the pastor or by the parish associate. *This contract also becomes invalid with the departure of the Head of Staff pastor.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Clerk of Session

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Session Moderator/Head of Staff

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parish Associate

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Commission on Ministry Moderator