**PRESBYTERY OF DETROIT**

Committee on Ministry

 **PARISH ASSOCIATE CONTRACT**

The Rev.\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_ Presbyterian Church, City, MI

This contract is established between the following three parties for the purpose of providing ministry at \_\_\_\_\_\_\_\_\_ Presbyterian Church, City, Michigan:

 The Session of \_\_\_\_\_\_\_\_\_\_\_\_\_\_Presbyterian;

 The Rev. \_\_\_\_\_\_\_\_\_\_ as Parish Associate;

 The Presbytery of Detroit through its Committee on Ministry.

**Position Description**

Purpose

The Parish Associate will assist the Pastor/Head of Staff in ministry as requested by the Pastor/Head of Staff as outlined by the responsibilities listed below.

Responsibilities

The Parish Associate will have the following responsibilities:

*List the responsibilities*

Additional Roles and Responsibilities

The Parish Associate will be responsible for abiding by the terms of the Sexual Misconduct Policy and Procedures of the Presbytery of Detroit, and the terms of the Statement of Professional Ethics of the Presbytery of Detroit. The Parish Associate will be responsible for regularly reviewing and following any changes in these two policies, including signing forms or attending when required.

**Review and Accountability**

During the time of service, the Parish Associate will be accountable to the Pastor/Head of Staff of the church, the session, and to the Committee on Ministry of the Presbytery of Detroit.

There will be a joint review conducted by the Pastor/Head of Staff and the Parish Associate in consultation with the Committee on Ministry every 12 months, or more often at the request of any of the parties.

**Length and Termination of Contract**

This contract is for a period of one year beginning on **\_\_\_\_\_\_, 2020**, and may be renewed thereafter by mutual agreement of the three parties for up to one year at a time.

This contract may also be terminated as follows:

At any time by mutual agreement of the three parties;

By the Parish Associate, or by the Session, with one month’s notice, provided there is prior consultation with and concurrence by the Committee on Ministry;

By the Presbytery if the Committee on Ministry, after consultation with the Parish Associate and the Session, finds that the church’s mission under the Word imperatively demands it.

In accordance with COM Policy, the contract between the Parish Associate, the session and the Presbytery shall terminate when the call to the installed Pastor/Head of Staff is dissolved.

**Compensation and Benefits**

This is a part-time position. It is estimated that it will take \_\_\_\_ hours per week.

Compensation and benefits will be as follows: (IF APPLICABLE)

Effective Salary:

Reimbursements:
TOTAL COST TO THE CHURCH:

Vacation and Study Leave: (not required for a Parish Associate)

***(When no salary is offered, the Session is encouraged to provide for the reimbursement of travel and expenses related to the duties of the position.)***

In addition to the amounts and times above, the session is encouraged to pay for and allow time for the Parish Associate to attend one of the Presbytery’s Pastors in Transition retreats.

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 Clerk of Session Date of Session Action

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 Parish Associate Date

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 Committee on Ministry Chair Date of COM Action

**Return completed contract to the Committee on Ministry**