

In order to properly consider the matters that come before the Committee, please take note: the Committee meets on the second Thursday of the month; therefore, all terms of call, contracts, MDPs, commissions to install, and other documents for consideration must be emailed to Kim Stroupe [kims@shenpres.org](mailto:kims@shenpres.org) by noon on the first Thursday of the month.

**FOR THE SAKE OF UNIFORMITY AND ACCURACY,  
WE ASK YOU TO NOT CHANGE THIS FORM IN ANY WAY**

PRESBYTERY OF SHENANDOAH – P.C.(U.S.A.)

FORM OF CONTRACT

**TEACHING ELDER SERVING AS A PARISH ASSOCIATE AND A SESSION**

*Book of Order G-2.0504b*

Having been nominated to the Session by the installed pastor of the \_\_\_\_\_  
Presbyterian Church of \_\_\_\_\_ to serve as Parish Associate, and being  
fully satisfied with your ministerial qualifications to lead and assist us in the fulfillment of our corporate and  
individual ministries, hereby contracts with you, \_\_\_\_\_, to  
serve as our Parish Associate from \_\_\_\_\_, 20\_\_\_\_ to  
\_\_\_\_\_, 20\_\_\_\_. This contract is renewable at the end of this period of time and  
may be renewed. The contract is subject to supervision by the Committee on Relational Ministry.

During this time you will be responsible to the installed pastor and the Parish Associate relationship will  
terminate upon dissolution of the installed pastor's relationship with the congregation. You are to perform  
the following services, estimated to require \_\_\_\_\_ hours per week:

**SERVICES:**

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**COMPENSATION:**

The Session promises and obligates itself to provide you with the following:

1. A salary of \$\_\_\_\_\_ per month, payable monthly \_\_\_\_\_ (semi-monthly \_\_\_\_\_).
2. Reimbursement for travel in the performance of your professional duties while serving our congregation at the current IRS rate.
3. Other items: \_\_\_\_\_  
\_\_\_\_\_

This contract was agreed upon by the Parish Associate, the installed pastor, and the Session on \_\_\_\_\_, 20\_\_\_\_.

**SIGNED:**

\_\_\_\_\_  
Parish Associate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Installed Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Session

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by the Committee on Pastoral Transition

\_\_\_\_\_  
Date