**PMA Missional Relationship Agreement Procedures**

In 2011/2012 as the elected Board (now PMAB) was restructured into a smaller body, the array of relationships and the covenant renewal and reporting process needed review. The former description of relationships had been out of date for several years.

The Manual of Operations, Section IV, Relationships and Other Policies currently states:

*The Presbyterian Mission Agency acknowledges that we are not solely responsible for the achievement of the Great Ends of the Church identified in Book of Order F-1.0304. Our role is to be faithful stewards of God’s blessings by focusing only on what the Church needs from the national church today, using the unique resources of the Presbyterian Mission Agency. We often work in partnership through missional relationships.*

The PMA Missional Relationships Preamble represents the culmination of a process to develop a new protocol. There are four categories of formal PMA missional relationships defined in the Preamble along with approval/reporting requirements for each category:

* Institutional Relationships
* Professional Associations
* Missional Partnerships
  + PMA Organization Wide
  + Office Partnerships

**Process:**

Our process is designed to meet the goal of focus on aligned ministry with less administration, so it is our hope that all partners will be reviewed for alignment with current PMA Mission Work Plan.

The Project Manager for Mission Program Administration in the Executive Directors Office is responsible for keeping the Chart of Current PCUSA PMA Missional Relationships updated by working with appropriate staff liaisons. Worksheets, Agreement Templates and Reporting information are provided on CenterNet under *Department Info Polices and Forms / PMA Missional Relationships Policy, Procedures, Forms and Templates*

**To renew a relationship:**

* Six months to a year before the term ends review the existing relationship document.
* Review the “Expectations in a formalized PMA Mission Relationship” document.
* Assess the ministry impact of this relationship as it pertains to your program and the PMA Mission Work Plan.
* Prepare for a conversation with the partner liaison to review specifics of the relationship.
* Review draft agreement specifics with Supervisor and Director and then produce an agreement for the appropriate category to finalize with partner.
* After partner approval, submit the agreement to Legal for review.
* Submit approved agreement to the Leadership Cabinet for notification, review and approval.
* Prepare an Action or Information Item to be submitted to the Presbyterian Mission Agency Board.
* After the PMA Board Meeting, submit Board approved version with appropriate dates filled in to the Project Manager for Mission Program Administration.

**To begin a new relationship:**

* Review existing relationships in your program/ministry.
* Discuss the possibility of a new relationship with other staff and leadership in your ministry to assess the impact to your program and the PMA Mission Work Plan.
* In a conversation with the new partner, provide information needed in the “Staff Worksheet Toward Completing (this particular) Missional Relationship Agreement”.
* Review draft agreement specifics with Supervisor and Director and then produce an agreement for the appropriate category to finalize with the partner.
* After partner approval, submit the agreement to Legal for review.
* Submit approved agreement to the Leadership Cabinet for notification, review and approval.
* Prepare an Action or Information Item to be submitted to the Presbyterian Mission Agency Board.
* After the PMA Board Meeting, submit Board approved version with appropriate dates filled in to the Project Manager for Mission Program Administration.