

**SAMPLE LETTER TO ROSTERED LEADER NOT SELECTED BY THE CALL COMMITTEE**

Date

Name

Address

City, State Zip

Dear Pastor *Name*:

Greetings in the name of our Lord and Savior Jesus Christ.

On behalf of the Call Committee of *Name of the Congregation*, I want to thank you for your interest in our congregation and for participating with us in the call process. We appreciate the time you spent with us sharing your view of ministry in Christ's Church.

After prayerful consideration of your candidacy, we have decided not to continue in the process with you. We have two main reasons for coming to the decision that your gifts for ministry and our ministry needs are not a good fit. First, you prefer to limit visitation to the sick, shut-in, and crisis situations while we are seeking a pastor who will make as a priority regular visitation among active, lapsed, and prospective members. Second, you stated that you were uncomfortable giving children's sermons and that you did not like the idea of having someone else give them in your place. As we told you during the interview, the members of our congregation see the children's sermon as an important part of our weekly worship.

We pray that God's Holy Spirit will continue to bless you as you seek to discern his leading. You are a fine pastor with many gifts; we enjoyed meeting you.

Yours in Christ,

*Signature*