

Initial Inquiry Letter to Candidate

Date _____

Dear _____,

Our pastor, _____, recently resigned to _____, leaving us without a pastor. A search committee has been formed to seek and recommend a successor.

Your name has been recommended to us as a person who could give good leadership in our church. We are interested in receiving more information from you, if you are willing.

Without any commitment on your part, or on the part of this church, we would like to know whether or not you are willing to be considered a possible candidate.

If your answer is affirmative, we ask you to complete the enclosed questionnaire and return it to us within ten days. If you do not feel led to consider this opportunity, please return the questionnaire to us.

Enclosed are some items which will give you insight into our church, our ministries, and our community.

Should you have any questions, please call me at _____, and I will be happy to give you further information.

Sincerely in Christ,

Chair, Search Committee

Enclosures:

Questionnaire

Pastoral Profile

Community Profile

(Note: it is good to enclose a self-addressed, stamped envelope with this letter.
DELETE this Note before printing)