

Letter to Call of the Candidate

Date

Dear _____,

We are pleased to inform you that the members of our congregation voted to extend a call to you to serve as the pastor of _____ Church. We are confident that God will use (list three-four specific gifts and personal traits) for effective pastoral ministry in our church.

We ask that you agree to the following compensation and details for this position and commence your ministry at our church on (list date).

- Detail financial package
- List other conditions of the call

We are excited about the potential of God's work in our church ministry under your leadership. Please prayerfully consider this offer and inform us of your decision by (list date).

We pray for God's best for you as you seek His will for your life and ministry. Thank you for your interest in our church.

Respectfully,

Chair, Search Committee

_____ Church