

Sample Letter:

Final Notice: No Longer Considered; Position Filled

Church Ministry Assistant or Search Committee Correspondence Secretary: This is a notice to all candidates previously being considered to inform them that your church has extended a call and these candidates will no longer be considered. Use church letterhead for this letter. However, it is suggested that you hand write on a plain envelope using the Search Committee chairperson's name in the return address instead of the church name. Writing "personal" on the envelope may also help with confidentiality.)

_____(home address if possible)
_____, _____

(date)

Dear _____:

In appreciation for the time and gracious consideration you have shown to our committee as we have sought the Lord's will, we wanted to let you know as soon as possible that our church has extended a call to _____ to serve as our (position).

We have been impressed with your commitment to ministry and your willingness to go wherever He leads. It is our prayer that this time together has resulted in an affirmation of your current service in His name and to the ministry to which He has called you.

It is our prayer that the Lord will continue to lead and bless you in ministry and witness. We pledge to pray for you and your ministry, and we ask for your prayers for our church as we begin this journey of service with our new minister/pastor.

Sincerely,

Chair , (Position) Search Committee
_____ Baptist Church