

Board's Initial Letter to Congregation

Greetings,

As you know, Pastor (insert pastor's first name) resigned as lead pastor due to (insert specific scenario) effective (insert date). We appreciate Pastor (insert first name) and (insert spouse's first name) and their contribution to the church over the past (insert number) years, and we will be announcing ways we hope to express our appreciation to them before they depart.

In the meantime, we wanted to let you know of our immediate plans to secure a new lead pastor. To guide us in this process, we have chosen to use an excellent resource provided by the Wyoming Ministry Network of the Assemblies of God. The resource contains several time-tested steps to help identify God's will for a new pastor and identifies the best practices in pastoral transitions. Our bylaws also provide specific instructions concerning the process of selecting a new lead pastor. Article (insert reference) says:

(insert text from bylaws prescribing the process your church has for a pastoral search and election).

Although it is not possible to know exactly how long the process will take, the average pastoral search takes about 8-12 months. However, we believe our prior planning and preparation through the resource may enable us to identify a candidate in approximately (insert your projection) months. As a board, we will be:

1. Seeking the counsel of the Network Superintendent.
2. Appointing an interim pastor to allow us to put our full attention and focus on the pastoral search process and permit the staff to continue providing effective leadership to our ministries.
3. Calling the church to 40 days of prayer with a daily focus.
4. Making a prayerful determination of the goals and needs of the church.
5. Screening, interviewing, and vetting potential candidates concerning their compatibility to serve.
6. Selecting the best-qualified candidate to be presented to the membership for election.
7. Presenting the candidate to the congregation over a weekend which will include a social event on a Saturday, preaching on Sunday morning, and a business meeting in the evening.
8. Throughout the entire process, we will keep the church informed of our progress and prayer needs.

Please pray for the board and search team and allow this process to come to a satisfactory conclusion without lobbying or division (Ephesians 4:3-4). This process has proven to work effectively and is the normal method for Assemblies of God churches across the United States. We will be sure to keep you updated as to our progress.

Sincerely,

The Board of Deacons

(list each deacon's name)