

Letter Asking Network/District Offices & Other People for Recommendations

The following letter can be used as a generic email to send to district/network offices and the staff of the larger churches to request leads or recommendations. This can also be a creative way to identify someone who may feel released from their current ministry. Feel free to cut, paste, or edit accordingly.

(Insert your church name), an Assemblies of God church in (insert your city, state), is in the process of seeking a new lead pastor. As an influential leader in our Fellowship, we thought you may have a recommendation or could forward this email to someone who may qualify.

We have (attach information or create a special website) where potential candidates can learn more about (insert your church name) and our search process at (insert web address for your web/blog info page). Please feel free to forward this information to anyone you may feel meets these needs.

Sincerely,

(Insert first and last name here)

Chair, Pastoral Search Committee

(Insert your church name)

Alternate Version if the person was referred as a person who can recommend someone

My name is (insert name), and I am on the pastoral search committee for (insert church name), an Assemblies of God church in (insert city, state). You were referred as someone who may be able to recommend a candidate to us. I have attached a bio about the church and the type of candidate we would like to connect with (or say, I have included a link to a pastoral search website that will tell you a little more about our church and the type of person we are seeking). Should you have any ideas or know anyone who would, please feel free to reply and let me know.