

## **Letter to Non-Selected Candidates**

During the process, candidates who are no longer being considered should be sent a letter apprising them of the decision **immediately**. A word of encouragement to dismissed candidates would be appropriate and go a long way to alleviate any emotional letdown they may experience. Feel free to cut, paste, or edit accordingly.

Dear Pastor (insert candidate's last name):

You will recall that we were recently in touch with you concerning your interest in our need for a senior pastor. Your résumé was one of a large number that we have carefully and prayerfully reviewed in light of our selection criteria.

However, as we have walked through the pastoral selection process, we have moved in the direction of other candidates. Thank you for allowing us to consider you as a possible candidate. We wish you God's blessing and leading as you seek where He would have you serve.

Sincerely,

(Insert first and last name here)

Chair, Pastoral Search Committee

(Insert church name)