

Letter to a Recruited Candidate Who Expresses Interest

If a recruited candidate expresses an openness to exploring the possibility of a ministry change, email them the church profile and pastor profile along with a request that they reply with their résumé. Feel free to cut, paste, or edit accordingly.

Dear Pastor (insert candidate's last name):

Thank you for your time on the phone this week. Our Pastoral Search Committee is currently seeking God's will for capable leadership for (insert church name). You were recommended as someone who may have the leadership and spiritual giftings to lead our church. I appreciate your openness to explore the possibility of God's will and have attached a church profile describing (insert church name) as well as a pastor profile describing the type of leader we believe can lead our church into the future.

We have also created a special website/blog where potential candidates can learn more about (insert church name) and our search process at (insert web/blog address). If after reviewing this information you are open to discussing this matter in greater detail, we would appreciate you sending your résumé so we may share it with the other members of our committee.

Sincerely,

(insert name here)

Chair, Pastoral Search Committee

(insert church name)