Notification of Candidate to the Church Body

After the board has approved the one candidate (recommended by the search committee) to be voted upon by the membership ***and the candidate has signed off on the remuneration package and agreed to be voted upon***, the board should send a letter to the church informing them that they have identified a candidate. The letter should inform the church of the candidate's name, the date they will be presented to the church, and how they can become better acquainted with the candidate. The candidates background info and your bylaws specific requirements will need to be included in with this notification. Following is a template that may be helpful. Feel free to cut, paste, or edit accordingly. Besides sending this to all members, it can be printed along with the background information and bylaw requirements, and set out for people to pick up.

Dear (insert church name) Family:

For some time now, the Pastoral Search Committee has been reviewing résumés and interviewing prospective candidates for the senior pastor position at (insert church name). It is with joy and anticipation that we announce to you that we have invited (name of candidate) to visit our church and speak on Sunday morning, (insert date).

To allow the church an opportunity to become personally acquainted with (him/her) and (his/her) family, we have planned a dessert social at 2 p.m., Saturday, (insert date). Bring your family, and let's enjoy this time together.

A special business meeting of the membership has been called for Sunday afternoon at 4 p.m. on (insert date) for the exclusive purpose of voting on (insert name of candidate).

In addition, the following things are enclosed for your convenience:
- Background information about (his/her) ministry experience, personal background, and family.
- Helpful reminders of specific requirements in our bylaws concerning senior pastor.

Please continue to pray with us through the coming days for God's will to be done.

Sincerely,
The Board of Deacons
(Insert church name)