

SAMPLE LETTER INVITING A CANDIDATE FOR AN INTERVIEW

Date

Pastor's Name
Address 1
Address 2
City, Province Postal Code

Dear _____:

I am writing to invite you to an interview with the Call Committee of (your congregation) for consideration for call.

You will find enclosed with this letter a copy of our Congregational Mission Profile and our most recent annual report. (I would ask that you would send us a copy of the most recent annual report from the congregation you currently serve.)

I will be contacting you by telephone in the next week in order to arrange an interview time.

We look forward to meeting you and together discerning God's call.

Yours in Christ,

(Your name)
Chair, Call Committee
(Your congregation)

cc: The Rev. _____, Assistant to the Bishop