### LETTER TO CANDIDATES WHO MADE SHORT LIST AND WHO HAVE BEEN CONTACTED BY PHONE

Date

Address

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Thank you for our recent phone conversation. Our Search Committee is excited about the assignment our congregation has given us to seek a new pastor for our church family. We are committed to prayer and seeking the will of God in this matter. We truly believe that our greatest days are ahead and that with the right leadership we can impact not only our community but also our state and the world.

We are grateful that you have agreed to become one of the five people on our short list of pastoral candidates. We want to be completely candid in this process. On the basis of your resume, we felt led by the Holy Spirit to contact you for further consideration. We feel a professional responsibility to keep you informed about the process.

When we talked to you on the phone, we mentioned that we would like your authorization to check references and to run a background check, which will include credit, criminal and medical reports. We have enclosed a form by which you may grant authorization for us to proceed with that process.

Also, we asked you to please provide us a sermon that we can listen to. It would really be helpful if you could provide us with two sermons, if possible.

We are enclosing a stamped, self-addressed envelope in which you may return the items we have requested. You may also send us the weblink via email to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Again, thank you so much for your time and cooperation. We know that you will join with us in praying for God’s leadership as we seek to find our next pastor.

Sincerely,