Letter To everyone who submitted a resume. Email is appropriate.

Dear \_\_\_\_\_\_\_\_\_\_\_,

We have received your resume for consideration of the position of senior pastor at \_\_\_\_\_\_\_\_\_ (name of church). We ask for your prayers during our time of transition. Be assured that we are committed to faithfully and prayerfully seek God’s will, as well as maintain the highest level of confidentiality through the search process.

We will receive resumes until \_\_\_\_\_\_ (cut off date). Your resume will be placed with the others we have received. After a period of prayer and discussion, a selection will be made to narrow the candidate pool. We hope to have made this first narrowing decision by \_\_\_\_\_\_\_\_ (anticipated date). Should we be led to consider you further as a candidate, you will be contacted at that time for further information. We are committed to an orderly process and will seriously consider only one man at a time.

Thank you for your submission to the Lord’s will. We pray that God will continue to use you in your current place of service to the fullest, and will direct your steps clearly in the future.

In Christ,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor Search Committee Chairman