

TOOL 17

LETTER FOR WRITTEN REFERENCES

Using church letterhead, send this letter to each reference with the pastor's "Reference Release" (tool 15); "Character-Reference Inquiry" (tool 18); and a stamped, addressed envelope.

Today's date

Formal heading

Dear _____:

_____ has given us your name as a reference.

Our pastor search committee is currently exploring the possibility of _____ coming to serve our church as pastor. As a part of our background screening, he signed a release form giving permission for references to share information about him. You will find enclosed a photocopy of the signed release form.

Please help us understand how the qualifications of this prospective pastor might meet the needs of our church by filling out the enclosed character-reference inquiry and returning it to us as quickly as possible. A stamped, addressed envelope is provided for your convenience.

Please pray for our committee as we continue our search process. We will depend on your help in protecting the candidate's present ministry by not telling anyone about this inquiry.

Sincerely,

Chairman or Secretary, Pastor Search Committee

Enclosures