

TOOL 19

LETTER FOR TELEPHONE INTERVIEWS

Using church letterhead, send this letter to each reference with the pastor's "Reference Release" (tool 15).

Today's date

Formal heading

Dear _____:

Your name has been given by _____ 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.

To save you time, we have asked _____, who is a member of our search committee, to call you on the telephone and ask you a number of questions. I hope this will meet with your approval.

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