Date

Address Line 1

Address Line 2

Dear Members of *[CALLING CONGREGATION]*,

We’ve never met before, and there are several miles between *[CALLING CONGREGATION]* and *[CURRENT CONGREGATION]*. But you and I have a very strong connection. We are Christian people who love Jesus and trust in him as our Savior. Our connection is now made stronger because of the divine call the Holy Spirit extended to me through you to serve as your pastor. With this letter I wish to officially acknowledge that I have received your call.

Now, with humility and joy, I have the privilege of deliberating whether to serve the Lord in *[CALLING CONGREGATION]*, or to continue here in *[CURRENT CONGREGATION]*. I will be praying over and thinking through where the Lord would best use me as a shepherd of his people. You members of *[CALLING CONGREGATION]* will be on my heart, just as the people here at *[CURRENT CONGREGATION]* will be on my heart, during this decision-making process.

I have a lot to think about these next few weeks! So please feel free to contact me by phone or email, introduce yourselves to me, and help me get to know the ministry of your congregation.

Jesus be with you!

Name

Church

cc: District President Joel Zank

 District President *of Calling Congregation*

 *Circuit Pastor*

 *Pastor or vacancy pastor serving calling congregation*