Date

Address Line 1

Address Line 2

Dear Members of *[CALLING CONGREGATION]*,

Whenever I am blessed to deliberate calls, a portion of Paul’s letter to the Philippians always comes to mind, “*I always pray with joy because of your partnership in the gospel.*” Over the past few weeks, I’ve seen that partnership again as I learned about your church. It is clear to me that Holy Spirit is active among you as you partner with each other to share the gospel.

After prayer and much thought, I have decided to return your call and continue to serve here at *[CURRENT CONGREGATION]*. I believe God has blessed your church with leaders who are guiding you well. I trust that the Lord will bless you in your vacancy and that the next pastor to serve with you will be blessed.

I will continue to pray for you and your ministry as you go through the next phase of the calling process. Until he provides you with another shepherd I encourage you all to continue serving our Lord faithfully. Again, I thank you and wish you all the richest blessings that our Savior God has to give.

In service to Christ our Savior,

Name

Church

cc: District President Joel Zank

 District President *of Calling Congregation*

 *Circuit Pastor*

 *Pastor or vacancy pastor serving calling congregation*