

## Appendix H

### Email First Contact with Potential Pastoral Candidates

[DATE]

Dear Rev. [NAME] –

The congregation of Sample Lutheran Church and School, Anytown, USA is prayerfully in the process of seeking whom the Lord has chosen to be its next Associate/Assistant Pastor. As the call committee has completed a self-study of the congregation, developed a profile of the next Associate/Assistant Pastor, received nominations from the congregation and worked with the [\_\_\_\_\_] District to compile candidates, your name has arisen as one whom the Lord has led us to contact.

Sample Lutheran – Anytown is a loving congregation with more than 60 years of church, school, and preschool history serving our community. We have a strong legacy of local and global mission outreach, along with a warm, welcoming congregation that enjoys a vibrant traditional and contemporary worship life. We view our preschool and K-8 school as a primary mission focus, and praise God for the many families who have joined the congregation through our school. We seek an associate/assistant pastor who will lead us in the joy and challenge of effectively accomplishing our mission—connecting people to Jesus in our community, region, and world.

We hope you will participate with us in the call process. Although you may not feel open to a change at this moment and may be perfectly content in your current place of ministry, that makes you exactly the kind of person we are seeking. For more information about us, we invite you to review the enclosed materials as well as view our website at (website address).

We look forward to your reply as together we seek the Lord’s will. You can respond to me via email at the address below or send a written response to the church address to the attention of Chairperson – Call Committee.

In Christ,

(Name)

Chairperson, Associate/Assistant Pastor Call Committee

Email:

Mobile: