

## **Appendix I**

### Email With Information Packet for Interviews

[Date]

Dear Rev. [Name],

Thank you for your affirmative response to our request to engage with us in our associate/assistant pastor call process. We appreciate your prayerful consideration and seeking the Lord's will with us—we are excited to see what His leading will be as we go forward!

Enclosed with this letter is an information packet that includes a Congregational and Associate/Assistant Pastor Profile, an in-depth self-study we completed as part of this call process. This study includes rich information on our ministry context, our congregation, and the needed attributes and characteristics we have identified for our next Associate/Assistant Pastor.

In addition, we've provided staff position descriptions, an overview of our lay leadership boards, Associate/Assistant Pastor position description, some highlights of this year's ministry plan, an information packet about our school, and some web links for you to explore more about Anytown and surrounding cities.

We will soon be contacting you to schedule an interview. Our goal is to conduct these interviews via video. More information to come.

We are looking forward to speaking with you as we follow the call process to the conclusion God has already chosen for us! We pray continued blessings to you and your family as you serve our Lord and His Kingdom.

In Christ,

[Name]

Chairperson, Associate/Assistant Pastor Call Committee

Email:

Mobile: