

TOOL 24

LETTER TO PROSPECTIVE PASTOR ABOUT QUESTIONNAIRE

Date
Formal heading

Dear _____:

Thank you for your willingness to discuss with our committee the possibility of your coming to serve as the pastor of our church. We are grateful for the opportunity to become better acquainted with your ministry and your family. We certainly believe that this is the direction God wants us to move.

We recognize that we have a responsibility to be honest and open with you in order to build a strong, caring relationship of trust. We also acknowledge a responsibility to meet our church's expectations of us. Therefore, we request that you answer the enclosed questionnaire and return it to us for our files. It includes questions we wish we did not need to ask, but we want to ensure a strong relationship of trust for the future.

If you do not come to serve as our pastor, the questionnaire will be returned to you, and no copies of it will be made. If you become our pastor, the questionnaire will be placed in a closed file and used only to substantiate that the committee followed a thorough process in determining the suitability of the person called to serve as pastor.

Unfortunately, we live in a time of infrequent but occasionally documented abuses by members of the clergy. We also live in a time when churches are not immune to litigation. Please understand that these questions are not meant to insinuate any negative thinking or distrust on our part. We simply need to have this information on file for your protection and for the welfare of the church. If any response is problematic, we can honestly report that the committee discussed it, dealt with it, and made an informed decision to proceed.

You are asked to complete and return the enclosed questionnaire to the chairman of the committee. Thank you for your assistance in this matter.

Sincerely,

Chairman, Pastor Search Committee