

Figure 6

Sample Letter of Call

Dear _____

It is my privilege and joy as chairperson of the Pastoral Search Committee and Church Clerk to write this letter to report to you the positive action of the _____ Church to call you to become our senior pastor.

At the special business meeting held on _____ the church members expressed their appreciation of your ministry with us and voted to extend a call to you to become our pastor. The vote was as follows:

_____ Affirmative _____ Negative

We promise you our unified support, encouragement, and positive obedience in the Lord. We promise and commit ourselves to the following compensation arrangements so you may fully devote yourself to lead us in ministry and outreach in our community.

1. Salary:

\$ _____ per year. To be paid:

\$ _____ monthly; \$ _____ biweekly; \$ _____ weekly

2. Housing:

Parsonage: _____; or,

Housing allowance: _____

Utilities: _____; or,

Utility allowance: _____

3. Insurance:

Medical: _____; Dental: _____; Retirement: _____

Life: _____; Disability: _____; Other: _____

4. Business Expense:
- Car allowance: \$ _____
- Continuing education: \$ _____
- Books and periodicals: \$ _____
- Association meetings: \$ _____
5. Vacation:
- Annual: _____ weeks
- Special meetings: _____
- Study leaves: _____
- Days off per week: _____
- Sick leave/days per month: _____
6. Moving Expense: \$ _____

We further promise you our prayer support, acceptance of your leadership, and openness to the needs that may arise as you serve the Lord with us.

In anticipation of your positive response,

Chairperson

Church Clerk

Pastoral Search Committee
of _____ Church⁸