

EVANGELICAL LUTHERAN CHURCH IN AMERICA
CENTRAL STATES SYNOD



SUGGESTED TEXT FOR LEADERS NO LONGER BEING CONSIDERED

Date

Minnie Ster
123 Any Street
Anytown, Kansas/Missouri 12345

Dear Ms. Ster,

You were one of several *ministers* to whom it was our privilege to give consideration in our search for a *pastor* to serve _____ Lutheran Church. Our committee is very appreciative of the opportunity we had to meet and confer with you.

Knowing that you will appreciate some word as to the outcome of our effort, we are reporting that, in the light of the needs of our parish and the qualifications of persons with whom we have made contact, you are no longer being considered to serve _____ Lutheran Church.

Thank you for your courtesy to our committee. We wish to extend to you our best wishes in your ministry.

Sincerely,

Mary Smith

cc: Synod Bishop