

Appendix 6

Reference Letter

Using church letterhead, send this letter to reference with pastor's release.

Today's Date

Dear _____:

Your name has been given by _____ as a reference.

Our pastor selection committee is currently exploring the possibility of _____ coming to serve our church as pastor. As a part of our background screening, the minister agreed to sign a release form in order that all references might know that permission has been given for any and all information to be shared. You will find enclosed a photocopy of the signed permission form.

In order to save you time, we have asked _____, who is a member of our search committee, to call you on the telephone. You will be asked a number of questions, but the entire interview should not take more than eight minutes. I hope that this will meet with your approval. Please pray for our committee as we continue our search process.

Sincerely,

Chairperson or Secretary

Enclosure