



THE FOURSQUARE CHURCH

Turning people down - Help Sheet

The purpose of this sheet is to help you honor every person while communicating that we cannot move forward with their volunteer application at this time.

- **General decline (warm + kind)**

“Thank you so much for your heart to serve and be part of our team. After reviewing your application, we won’t be able to move forward right now, but please know we genuinely value you and are grateful you took this step. We’d love to stay connected and help you find a place to belong.”

- **Decline without giving specific details**

(Great for sensitive background-check outcomes)

“Thank you for your willingness to serve. At this time, we won’t be able to move forward with this particular volunteer role. That said, we truly appreciate you and your desire to contribute to our church family.”

- **Redirect to another team or a safer role**

“We’re not able to move forward with this position, but we believe there may be other areas where your gifts could be a great fit. If you’re open to it, we’d love to help you find another place to serve.”

- **For applicants who need more time, healing, or growth**

(For pastoral concerns, said with grace)

“Thank you for your heart to serve. After prayerful consideration, we believe this may not be the right season for this role, but we want to walk with you and support you as you continue growing. When the time is right, we’d love to revisit this.”

- **For applicants with strong desire but not the right fit**

“We love your passion to serve. After getting to know you a bit more, we think this role may not be the best fit for your gifts right now. We’d love to help you explore where you might thrive most.”

- **When the background check disqualifies them**

(No mention of specifics; protects privacy and avoids legal issues)

“Thank you for completing the application and background process. At this time, we’re unable to move forward with this volunteer role. We appreciate you, and we’re grateful for your desire to serve.”