



Sample Letter – Invitation for personal interview following initial phone interview

Date

(Rev. or Deacon) Jane R. Doe

Address

City, State Zip

Dear (Pastor or Deacon) Doe:

On behalf of the call committee at _____ Lutheran Church, I express our sincere appreciation for the opportunity to visit with you on _____. I thought it was a very helpful and informative interview. It certainly allowed us to gain a clearer perspective regarding your many gifts as a Lutheran minister and we thank you for that. *(Make reference to some of those gifts.)*

After careful and prayerful discernment, it is our wish to invite you to meet personally with *(indicate who would be included in that meeting)* in order for us to become better acquainted and to discuss in greater depth the current leadership needs of this congregation.

If married...

Please consider this invitation to also include your spouse. We would like to arrange a time when this visit would be convenient for you. Once we have arrived at a suitable time, we will arrange accommodations for you *(and your spouse)* while you are here. Please plan to spend *(indicate the length of time)* with us so that we might more fully explore our mutual vision for ministry.

Expenses which you incur, including your transportation, will be reimbursed by the congregation. We look forward to hearing from you at your earliest convenience. If you have special needs, please make them known and we will try to accommodate them. I can be reached by phone at _____.

I wish God's richest blessings on your continued ministry.

Sincerely yours,

Your Name