

Sample Cover Letter for Referral Form

Dear “*Church Name*” Member,

This Call Committee has recently completed a significant step in the call process – the completion of our Ministry Site Profile. This profile will be used by the Bishop and staff to identify candidates to refer to the Call Committee. More importantly, it is used by the candidates themselves to learn about the mission and ministries at “*Church Name.*” A copy of the profile is available in the church office.

Along with information on “*Church Name,*” the profile includes a description of our expectations for a Pastor/lay rostered leader. This description was prepared based on the information received from congregational surveys and input from the council and staff. Enclosed you will find a copy of the description of our expectations for the position.

With these expectations in mind, we are giving you the opportunity to submit names of any ELCA pastors/rostered leaders whom you feel should be contacted by the Bishop and the Call Committee regarding our congregation. Please use the enclosed Candidate Referral form to give us your recommendation. To preserve confidentiality, please mail the form to:

Candidate Referral
Call Committee Chairperson
Address

Once your referral is made, please support the confidentiality and integrity of the call process by allowing the Call Committee and Synod to have exclusive contact with the candidate for any matters related to our congregational call. Thank you for your continued support and prayers for the Call Committee. We will continue to keep you updated on our progress towards calling a Pastor/Associate in Ministry/Diaconal Minister/Deaconess.

Sincerely,