

Sample 1
PNC-received letter acknowledgement

Letterhead

Date

Name
Address

Dear :

The Pastor Nominating Committee of Maplewood Presbyterian Church in Edmonds, has received the Personal Information Form which you sent to us. We are currently reviewing your qualifications, experience and interests in the light of the pastoral needs of our congregation.

As we progress, we will keep you informed of your status in our proceedings. A copy of our Church Information form has been enclosed as you requested. (optional sentence)

Sincerely,

Louise O. Baker, moderator

Sample 4
2nd Letter:
Drop from further consideration

Letterhead

Date

Name
Address

Dear _____ :

The Pastor Nominating Committee of Maplewood Presbyterian Church in Edmonds has prayerfully reviewed your qualifications, experience and interests in the light of the pastoral needs of our congregation. We have come to the conclusion that our position is one that would be more appropriately filled by another person. Therefore, we will not be giving further consideration to your candidacy.

We appreciate your interest in Maplewood as we search for our new pastor. We pray for you as you continue to do God's work in the world.

Sincerely,

Louise O. Baker, moderator

Sample 5
2nd Letter:
Request for additional materials

Letterhead

Date

Name
Address

Dear _____ :

The Pastor Nominating Committee of Maplewood Presbyterian Church in Edmonds is in the process of selecting a candidate for our Pastor who best meets the pastoral needs of our congregation. Your Personal Information Form has been reviewed by the committee in the preliminary stage of our process.

If you are interested in continuing to be considered as a possible candidate, we would like you to send us additional information about yourself and your style of ministry. Video or audio tapes, printed copies of sermons and educational materials you have developed could all be helpful.

Thank you for your interest in _____ . We look forward to hearing from you soon.

Sincerely,

moderator,

Sample 6
2nd Letter:
Thank you for sending additional materials

Letterhead

Date

Name
Address

Dear _____ :

Your packet of personal information has been received by the Pastor Nominating Committee at Maplewood. We appreciate your willingness to share the information with us at this time.

Thank you for responding to our request.

Sincerely,

Louise O. Baker, moderator

Enclosure: Maplewood Presbyterian Church Information (optional)

Sample 7
Semi-finalist:
Drop from further consideration

Letterhead

Date

Name
Address

Dear _____ :

The Pastor Nominating Committee of Maplewood Presbyterian Church has prayerfully reviewed your qualifications, experience and interest as presented in your Personal Information Form and in the materials that you so thoughtfully shared with us. However when we have compared your gifts with the pastoral needs of our congregation, we have come to the conclusion that our position is one that would be more appropriately filled by another person. Therefore, we will not be giving further consideration to your candidacy.

We appreciate your interest in Maplewood as we search for our new pastor. We pray for you as you continue to do God's work in the world.

Sincerely,

Louise O. Baker, moderator

Maplewood P.N.C.: Writing Assignment for Candidates

This week at Maplewood:

- The weather was dark and rainy;
- The Anderson's were finally able to bring home their twin sons;
- An anonymous donor presented a \$10,000 contribution to the mission of MPC;
- Dave Baker, clerk of the session, was rushed to the hospital and remains in critical condition;
- Saturday is the annual MPW Women's Retreat for 30 – 35 women;
- The Youth Group earned only \$14 at last week's Sunday Pancake Breakfast.

Assignment: As Maplewood's pastor, you would be asked to write a weekly "from the Pastor" column for the church newsletter, *The Progress*. Please give us a sample of what you might write for this, the December 2, 1999 issue. (No more than 500 words)

Please return your column to us at Maplewood on or before _____, using the enclosed self-addressed stamped envelope.

Dear

Thank you very much for your interest in the designated pastor position in Quilcene, Washington. As the Task Force of Committee on Ministry which has screened the applicants, we are grateful for your interest and impressive qualification.

The Task Force has chosen not to refer your Personal Information file to the Quilcene Pastoral Nominating Committee to be considered for the position. We are confident that God will continue to guide you to that ministry for which you have been prepared in the service of God's Kingdom.

Sincerely,

COM Screening Task Force
Terry S. Nelson, Executive Presbyter

Sample 2

**PNC – received letter
But no thanks!**

(Letterhead)

Date

Name
Address

Dear _____ :

The Pastor Nominating Committee of Maplewood Presbyterian Church in Edmonds has received your Personal Information Form. We have prayerfully considered your qualifications, experience and interest in light of the pastoral needs of our congregation. We have come to the conclusion that our position is one that would be more appropriately filled by another person. Therefore, we will not be giving further consideration to your PIF.

We appreciate your interest in Maplewood as we search for our new pastor. We pray for you as you continue to do God's work in the world.

Sincerely,

_____, moderator

Sample 3
PNC – received letter
No thanks: 2 years experience required

(Letterhead)

Date

Name
Address

Dear _____ :

The Pastor Nominating Committee of Maplewood Presbyterian Church in Edmonds has received the Personal Information form which you sent to us. We have prayerfully considered the essential qualifications for finding the right person for our church. One of those is that a candidate have a minimum of two years pastoral experience. As a result, we will not be giving further consideration to your PIF.

We appreciate your interest in Maplewood as a search for our new pastor. We pray for you as you continue to do God's work in the world.

Sincerely,

Louise O. Baker, moderator
Pastor Nominating Committee

Whidbey Presbyterian Church
1080 S.E. 8th Avenue
Oak Harbor, WA 98277

Date

Name
Street address
City, State, Zip

Dear

Thanks you for your interest in Whidbey Presbyterian Church and our need for a new Pastor.

We have prayerfully considered your Personal Information Form while seeking God's Will in finding the right person for our church. We have come to the conclusion that our position is one that would be more appropriately filled by another person. Therefore, we will be giving no further consideration to your PIF.

We pray that God will lead you to the position He needs for you to fill.

Sincerely, In Christ,

Jane Squires
Corresponding Secretary
Pastor Nominating Committee

"We sent this letter as soon as we decided we were not interested in a candidate. We did not feel it was fair to leave them wondering if they were still under consideration."

Whidbey Presbyterian Church
1080 S.E. 8th Avenue
Oak Harbor, WA 98277

Date

Name
Street address
City, State, Zip

Dear

This is to inform you that your Personal Information Form has been received and that we will review it in consideration for our vacant Pastor position.

We will contact you if we require any additional information.

Sincerely, In Christ,

Jane Squires
Corresponding Secretary
Pastor Nominating Committee

<p>“We sent this that day we received PIF’s.”</p>

Whidbey Presbyterian Church
1080 S.E. 8th Avenue
Oak Harbor, WA 98277

Date

Name
Street address
City, State, Zip

Dear

Thank you for expressing an interest in the position of Pastor for our congregation. We are trusting in the Lord to help us make this most important selection. Enclosed is a copy of our Church Information Form (CIF) that will give you more knowledge about our congregation and our community.

If, after reviewing our CIF, you are still interested in the position, please request Presbyterian Call Referral Services to send us a copy of your Personal Information Form (PIF). Or, if you prefer, you may send your PIF directly to our PNC Moderator at the following address.

Mrs. Pauline Williams
1836 N Dawnview Terrace
Oak Harbor, WA 98277

May God's Holy Spirit guide both you and us in our respective searches.

Sincerely,

Jane Squires
Corresponding Secretary
Pastor Nominating Committee

“We send this letter when we received requests by phone or in person about our opening.”

North Puget Sound Presbytery
12/15/2005

Committee on Ministry
Sample Letters for PNCs 4.3506

Pastor Nominating Committee
Whidbey Presbyterian Church
1148 8th Avenue
Oak Harbor, WA 98277
October 10, 1996

No Sexual Misconduct Information Form

The Pastor Nominating Committee has received your Personal Information Form. We have noted that it is missing Part VI-The Sexual Misconduct Information Form. The Presbytery of North Puget Sound has instructed us to not consider any PIFs that do not include this form. We are enclosing a blank of this form and ask that you return it completed so that we can consider your PIF.

We are sending a copy of four Church Information Form for your review.

Thank you for your interest in Whidbey Presbyterian Church. We look forward to hearing from you soon.

May God be with you and us in our respective searches.

Sincerely, In Christ,

Pauline Williams
Moderator
Pastor Nominating Committee

Pastor Nominating Committee
Whidbey Presbyterian Church
1148 8th Avenue
Oak Harbor, WA 98277
October 10, 1996
Additional Information Request

Name
Address

The Pastor Nominating Committee of Whidbey Presbyterian Church has reviewed your PIF.

If, after you review our CIF, you want us to continue to consider you as a possible candidate for Pastor of our Church, we would like for you to send us additional information about yourself and your style of ministry. Video tapes, audio tapes, printed copies of sermons and educational materials you have developed could all be helpful.

Thank you for your interest in Whidbey Presbyterian Church. We look forward to hearing from you soon.

May God be with you and us in our respective searches.

Sincerely, In Christ,

Pauline Williams
Moderator
Pastor Nominating Committee

“We sent this to Pastor’s whose PIF’s seemed to indicate that we might be a good match so we wanted more info. We included a copy of our CIF with this letter.”

North Puget Sound Presbytery
12/15/2005

Committee on Ministry
Sample Letters for PNCs 4.3506

Pastor Nominating Committee
Whidbey Presbyterian Church
1148 8th Avenue
Oak Harbor, WA 98277
Returning PIF

Dear Pastor:

Thank you for your interest in Whidbey Presbyterian Church and our need for a new Pastor.

Since we are close to making our decision and are no longer accepting PIF's we are returning yours.

We pray that God will lead you to the position He needs you to fill.

Sincerely, In Christ,

Jane Squires
Corresponding Secretary
Pastor Nominating Committee

Jim Ervine
Corresponding Secretary
Pastor Nominating Committee
C/O Mount Vernon Presbyterian Church
1511 East Broadway
Mount Vernon, WA 98273

Date

Rev.
Street
City, State

Dear Rev.

On behalf of Mount Vernon Presbyterian Church Pastor Nominating Committee, I would like to thank you for your participation in our search for a new pastor. We recognize and appreciate the thoughtful answers to the supplemental questions you submitted.

We have been prayerfully evaluating all of the responses and PIF's that been returned as the committee seeks the best match for MVPC. We are trusting the guidance of the Holy Spirit as we assess all of the possibilities. While we thank you, we feel that your gifts in ministry will not be a good fit for MVPC.

Our committee prays that you will find the call to a ministry that will effectively utilize your gifts to glory and praise of our Lord and Savior, Jesus Christ. May God bless you in this quest.

Yours in Christ,

Jim Ervine