

Appendix 5

Letter: Acknowledgement of Resume Received

(Secretary: This is an initial acknowledgement to all prospective candidates. Use church letterhead for this letter. However, it is suggested that you hand write on a plain envelope using the Search Committee chairperson's name in the return address instead of the church name. Writing "personal" on the envelope may also help with confidentiality.)

Dear Rev. _____

The Pastor Search Committee of _____ Baptist Church has been provided your name as a possible candidate for pastor.

We are in the initial stages of our task. We are gathering several bits of information from our local church members. We are asking everyone to pray for our search to be directed by our Lord. We are confident of His direction in these matters.

At this point, we simply desire to acknowledge we have received your name. If you would rather us not give the slightest consideration of you as a pastoral prospect, please drop us a note to remove your name from our search.

We pray God directs you in all you do in service to Him.

Sincerely,

Chairman, Pastor Search Committee