

Sample letter for notifying prospective pastor he is no longer being considered.

Church Stationary

December 1, 2020

Rev. John Baptist
P.O. Box 1000
Someplace, FL 32000

Dear Rev. Baptist,

We enjoyed our visit with you last week. We appreciate your willingness to meet with our committee.

After prayerful consideration, the search committee feels that we need to continue our search. May God bless you as you continue to serve Him.

Sincerely,

_____, Chairman
Pastor Search Committee

NOTE: If the committee has had any communication with a prospective pastor, other than acknowledging receipt of a resume, the committee should inform the prospect as soon as the decision is made that he is no longer being considered. Many pastors will not talk with more than one committee at a time. Please be considerate once your decision is made to move on to another prospective pastor.