**SAMPLE LETTER TO CANDIDATE - *No Longer Under Consideration***

Dear

The members of our Search Committee have prayerfully and carefully reviewed your Ministerial Profile. At our most recent meeting we came to the point of decision about your materials, and we want you to know that you are no longer under consideration.**\*\***

Making these decisions is a painful process—for committee members and candidates alike. We are grateful for your interest in our church, and we ask that God continue to bless your life and ministry.

Sincerely,

**\*\*** Your Search Committee could be more personal and more specific in the next sentence, sharing information that may help the candidate understand why you made your decision.

*We made the decision to eliminate you from our pool of candidates because one of our expectations is that the new pastor will have…*

*several years of previous parish experience . . .*

*more experience working with small, family-sized churches . . .*

*firsthand experience with mission and outreach programs . . .*

*more experience supervising church staff . . .*