

RESOURCE 12

SAMPLE COVER LETTER FOR INITIAL PACKET

September 22, 2007

St. Swithen's Church
West Overshoe, NY 12345

Dear

We are in the early stages of a Discernment Process for a new rector for St. Swithen's. Our preliminary studies suggest that you might be a person who would fit well into our parish community. We invite you to join us under the guidance of the Holy Spirit in a process leading to a decision by our vestry some time in June. Should you feel moved to accept this invitation, we promise to maintain frequent contact to keep you informed of our progress.

To provide you with an overview of our parish and community, we enclose documents and other material, including a description of the position of rector as we have been led to understand it in recent studies. If you would like to talk to someone here before responding in writing, you may phone committee member Isaac Newton, who can generally be reached in the daytime at 210-555-1223, or evenings at 210-555-2215.

If your answer is "yes," please send us a copy of your resume via email along with anything else you feel might be helpful to us (we have your CDO profile). Also, please answer the attached questions and respond by April 10. For your information, our Visiting Team will be making field visits on weekends during late April and through May. They will expect to be present for Sunday worship, meet with a few parishioners whom you select, and, of course, spend some time in a personal conversation with you and responding to your questions about us. We view this as a time of mutual discernment for us all. Nominees and spouses will be invited to our church (at our expense, of course) the last week in May.

If you do not wish to pursue this further, we would still like to hear from you. We thank you for taking the time to consider and respond.

In the Peace of the Lord,

Jane Doe
Discernment Committee Chair
jdoe@aol.com