

Background Check Letter to Candidate

Date

Name

Address

City State Zip

Dear _____,

Thank you for your willingness to discuss with our team the possibility of your coming to serve as the pastor of our church. We are grateful for the time you have given in order for us to become better acquainted with your ministry and your family. We certainly believe that this is the direction God would have us to be moving.

We recognize that we have a responsibility to be honest and open with you in order to build a strong, caring relationship of trust. We acknowledge, also, a responsibility to our congregation and the expectations they have of us. Therefore, we request that you answer the questions on the enclosed form and return it to us as soon as possible.

Unfortunately, we live in a time of occasional misdeeds from members of the clergy, and a time when churches are not immune to litigation. Please understand that we wish we did not need to ask the questions. These questions are not meant to insinuate any negative thinking or distrust on our part. We simply sense a need to have this information on file for your and our protection. Should there be a response that is potentially problematic, we can honestly report that the team discussed it and an informed decision was made to proceed.

If you do not come to serve as our pastor, this form will be returned to you; and no copies of it will be made. If you become our pastor, this form will be placed in a closed file and used only to substantiate that the team followed a thorough process in determining the suitability of the person called to serve as pastor.

You are asked to complete the questions and return the form to our team chairman. Thank you for your assistance in this matter.

Sincerely,

_____ Church Search Team