Sample Letter to Non-Successful Candidate

Dear [applicant],

Thank you for your interest in our pastoral vacancy. We appreciate the effort and sincerity you put into the information you sent us.

We have had a number of applicants with excellent training, experience and commitment, and as a search team we have tried to carefully consider each application. After careful and prayerful deliberation, we have chosen to pursue another candidate at this time.

Because we have only one pastoral vacancy, we have had to say no to several qualified applicants who are undoubtedly excellent pastors. We regret this and trust that God will continue to lead you into ministries that will be personally fulfilling and that will significantly strengthen His Kingdom here on earth.

Sincerely,

Name

Church

**​**