

# SAMPLE: MINISTRY MINUTE RECRUITMENT CONFIRMATION LETTER

## RESOURCE 2.41



Dear *JOHN*:

Thank you for being willing to serve Christ Church by saying a few words about why you love the church and its congregation. I am aware that attending all three services is a hard thing but I hope that for this one Sunday on which you are scheduled, you are able and willing to do so. It will be great for you as leaders to see what the different services are like. I will look forward to speaking with you over the next few days. I know your schedule is demanding with work and family, so please call my cell phone at \_\_\_\_\_ anytime. If I am busy or it is too late or too early (nearly impossible!!!) then I will let it roll over to voicemail and call you right back. I am usually asleep by 9:00 pm and awake by 5:00 am.

Thank you again for all you are doing to help the church celebrate its life and ministry in this way. Please do not hesitate to call me. Here is the order of upcoming events:

1. You and I discuss your 500 words.
2. You draft your 500 words (a couple of you have already) and we develop summary statements which reflect your full statement. These we will use in postcards and bulletin announcements
3. We polish them and they are proof read for a second set of eyes.
4. Carol calls you sometime soon to invite you to attend one of two meetings in which to be filmed so you can get used to the space, the microphone, the feelings of speaking in such a large space and the sight of yourself on film.
5. A member of the Stewardship Commission will call you the week of and the night before you speak to encourage you.
6. A member of the Stewardship Commission will meet you at the door on the Sunday you speak and escort you through the day; water, snacks, directions, ...whatever you need to be happy about speaking.
7. You speak. You sit and return for the next service of the day until you have spoken at all the Sunday liturgies. Please attend coffee hour so that the congregation may thank you and discuss further their joys about what the church means to them.

The five Sundays for the talks are Oct 15, Oct 22, Oct 29, Nov 5, and Nov 12. If you tell me two dates, giving a first and second choice, I can fit everybody in and then get back to you.

So that's it! Thank you for doing this. I will be in touch in the next 48 hours to work with you on the 500 word content (about 2.4 to 2.7 minutes).

Peace,

George Steinbrenner  
Rector or Campaign Chair