

Sample Letter from COM Liaison to Church Congregation

Date

Clerk of Session's Name
Address
City, Michigan

Greetings,

I write to you as your liaison to the Presbytery via the Commission on Ministry. It is my task to become acquainted with you as a congregation. What do you most enjoy doing together as a congregation? What are the most meaningful times in the life of your congregation? How is your congregation changing? This is not a questionnaire; I want to learn the answers to these things by simply being present with you in perhaps a worship service, a session meeting, or special events.

I would like to receive your newsletter, and I would like to know your session meeting schedule. When I come to a session meeting, it will be only to introduce myself, and then just listen. When I come to worship, I do not want any special treatment or recognition. I just want to worship with you, and, if you have a coffee hour, to introduce myself to members of the congregation. If you have any special events, I would really like to be in attendance, if possible.

Becoming acquainted with and supportive of your pastor(s) is also part of my role. Could you give me the dates of special days in their lives, (birthdays and anniversaries)? I would like to send cards to them on those days. I would also encourage you to organize as a congregation an appreciation card shower perhaps in October or November. Pastors need to know they are appreciated.

I look forward to becoming acquainted with you as a congregation.

Sincerely Yours,

COM Liaison's Name