

Church Letterhead

Date:

Non-Participant Name

Address

City

Dear xxxx,

Is it possible that it has been more than a year and a half since you have participated in the life of our congregation? Perhaps the records are incorrect, as we do rely on the Friendship Pad signatures when we record attendance. If you are coming to church, it would be helpful if you would sign in now and then – and please disregard this letter!

As a long-time member of ----- *Church*, requested by the Session and the pastor(s) to send this letter, I am wondering if there is a concern that you might want to discuss, or some way the pastoral staff or I could encourage you to renew your participation. I'd welcome your call if such a conversation would be helpful. Or maybe you are living away from – *xxxtown*, or are now involved in another church and would like to transfer your membership. Please let me know. My home phone is (xxx) xxx-xxxx.

You are important to us, and we extend a warm invitation to worship with us and become re-involved in active membership through the challenging new church program which begins in *xxxmonth*. *You could list some of the upcoming opportunities here????* I hope you will at least consider the possibilities for your life in participation with this congregation.

We care about you, we miss you, and we are always here for you. And we look forward to your once again being active in the*Church*.

Sincerely,

Xxxxx xxxxx,
Clerk of Session

Church Letterhead

November 1, 2xxx,

Non-Participants Name

Address

City

Dear xxxx,

It is hard to believe that it has already been another year since we originally wrote to you about your inactivity in church life here at*Church*. The Session has now asked me to explore your wishes regarding your continuing relationship to this congregation.

When you united with*Church*, you affirmed your faith in Jesus Christ and vowed to participate in the worship and work of the church. Our records may not be correct, but it appears that you have not attended a worship service (or indicated your presence by signing the Friendship Pad), or been involved in the life and work of the congregation in any way during the past two and a half years. If you are worshiping with us or supporting our work through offerings other than identifiable checks, or if you or members of your family are in a class, fellowship group or some aspect of ministry, we are just not aware of it. Hard as we try not to, we've been known to make a mistake! On behalf of the Session, I would certainly appreciate hearing from you to correct any mistake or misunderstanding.

Perhaps your*Church* membership is still meaningful to you, even though you have not been active recently. Please feel free to contact our pastor (or one of our pastors) at church (xxx-xxxx) or me at my home (xxx-xxxx). We would be very pleased to talk with you. *(Or just return the enclosed card, indicating your preference.)*

Should we not hear from you by December xx, we will consider it acknowledgment that you are no longer interested in being a member of*Church*. We trust you have found a new community of believers in which your faith is being nurtured and you are finding fellowship. The Session, following guidelines in the Presbyterian Book of Order, will be prepared to remove your name from the church rolls at its meeting December xx.

If you are leaving us, "may you go in peace, may you go in love, and may God always hold you in the palm of His hand."

Sincerely,

Xxxx xxxxx,
Clerk of Session