

Suggested outline for a letter issuing a call to a Minister

Dear _____,

The Congregation(s) for the placement of _____ extend to you a call to become a Minister of this Congregation(s). This call has been sustained by the Congregation(s)' Meeting and approved by the Presbytery and after consideration of a nomination by the Pastoral Relations & Placement Commission.

This call is made as a result of the prayerful consideration of the members of the Congregation(s). We have been impressed by your gifts and graces, skills and abilities and ministerial qualifications (**here in particular references may be made**) as being desirable for the well-being of our Christian community and our effectiveness in mission.

Should you agree to accept this call, and should all the requirements of the Church be fulfilled to enable you to serve among us, the Congregation(s) assures you of its faithful and prayerful support, encouragement and co-operation in your ministry.

In issuing this call, the Congregation is acting under the Constitution and Regulations of the Uniting Church in Australia. *"A call to a placement gives effect to the perceived will of God as expressed by a decision of a council or councils of the Church and by the response of the Minister concerned."*(2012 Regulation 2.6.3(c).

It is an invitation into covenant between God, the Congregation(s) and the Minister.

If you accept this call, it is the Presbytery which will induct you into this ministry and you will be responsible to the Presbytery for the exercise of your ministry (Constitution 15).

The Terms of Placement included/attached in this letter of call are those approved by the Presbytery and are not able to be altered without the authority of the Presbytery.

We await your reply, within 14 days of receiving this letter, meanwhile praying that God will guide you as you consider God's will for your future ministry.

Yours sincerely

Name

Title: Secretary of Congregation(or) or body issuing the call.