**\*GREEN LETTER\* - This letter addresses absent/missing members inviting them to reconnect with the church but also asking them what they would like to the church to do with their membership. It is written from the perspective of the Pastor.**

[Date]

[Address]

**Dear [Name]**

**RE: [Name of the Church]**

In [date] I had the privilege to become the Pastor of [name of Church]. It has been an exciting and challenging time, as the church continues to take up the challenge to share the Gospel with the community and the world. In [month and year] the church asked a sub-committee to try to bring the church’s membership up to date. You might be wondering what this has to do with you.

[Give a brief reason for why contact has not been made sooner e.g. *Over the last year the various challenges within pastoral ministry have prevented us from giving due attention to all the church members. The leadership team would like to rectify this lack of emphasis. As part of the strategy to improve it, is contacting our members systematically by way of this letter in order to see what support we can offer and at the same time update any relevant details. In order to establish an effective communication channel and pastoral care environment we need to know who our members are and with what, if anything, we can support them.*]

I realise that the team has not been in touch with you for a very long time and may have lost contact with you. We would love to get in touch with you and if possible, arrange a visit. If you would like any of us to do this, please use any of the above contact details to inform me and we can make arrangements.

Although I have made the suggestion of contact, I would understand fully if you do not want the church, for whatever reason, to contact you in the future. If that is your desire, please do let me know what you want the church to do with your membership.

I know there are times in life when people disappoint and even hurt us. Then one takes some time away from the environment where such hurt happened and before one knows it all contact with others in that environment has been lost. However, I would like to extend a warm hand of friendship as someone you may have or may not have met before.

[Could share some information about what the church is currently doing, e.g. *You might not know that we are currently busy with a refurbishment and extension project of the old worship space. You can view some of the pictures and find regular updates on the Church website. Also you can follow every service live online by just going to the website and clicking on the relevant links*.]

As you consider the invitation may your thoughts and decision be inspired by God’s Spirit. Thank you for the time you have taken to give attention to this letter and request. I would appreciate receiving your reply before [date].

Thanking You

Yours sincerely

[signature]

[name of author]