



Letters *and* Emails *from the* Pastor

Putting Thoughts into Words for the Busy Leader

- ✓ Send an email on Saturday and watch attendance grow on Sunday
- ✓ Includes 172 Letters and Emails

Thomas J. Tozer

Letters & E-Mails From the Pastor

Putting Thoughts into Words
For the Busy Minister

Thomas J. Tozer



Church**Growth**.org
Timeless Tools for Christian Growth

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FROM THE AUTHOR

Dear Pastor:

I hope you will find this resource helpful to you as you reach out to your congregation, community and colleagues. I'd like to offer a few thoughts on its content and purpose.

First, these are model letters. In many if not most cases, you will certainly extract what works for you and add your own language. I have written these letters simply to provide you with concepts and approaches. Your language and the way you present it are up to you.

Second, these are truly simply guidelines for addressing specific audiences. I have tried to write for everyman (and everywoman). I am not a theologian. Therefore, you may wish to alter a passage to satisfy your particular theological persuasion. I would expect you to do so.

Third, I encourage you to share this resource with your staff, Sunday school teachers, youth leaders and church committee chairs. With just a few slight changes in wording, they can use many of these letters to reach out to their particular age and interest groups.

Finally, please accept these letters in the spirit that I wrote them. My sole desire was to put sincere thoughts into clear words. I did so in the hope that my efforts would help those who struggle with that process—or who simply don't have the time to acknowledge every occasion with a brief note or letter.

In this age of quick hits, sound bites and truncated messages (not to mention those foreign-looking abbreviations!), I think people still want to understand what they are reading, hearing and watching. Somehow we have to relearn how to connect at a very personal level. It still matters, today more than ever.

Bless you in your good work.

Thomas J. Tozer

P.S. "The Letters You Wish You Could Write"...is my opportunity to have some fun and to vent a little. I'm a preacher's kid. I grew up in the church surrounded by some very fine, very human people. I'll bet you could write several of your own!

GENERAL PRAYER REQUEST E-MAILS FROM THE PASTOR TO STAFF/CONGREGATION

Please remember ___ in your prayers as he/she continues to struggle with his/her illness. There is healing power in collective prayer. Thank you.

Please remember ___ in your prayers as he/she undergoes surgery (time, location). There is healing power in collective prayer. Thank you.

Please remember ___ in your prayers as he/she recovers from surgery, which took place (time, location). There is healing power in collective prayers. Thank you.

Please remember (family)___ in your prayers as they work together through difficult times. Pray for reconciliation and healing. Thank you.

Please remember ___ in your prayers as he/she continues to defend our freedom in a foreign land. May God's presence conquer all fear and guide all actions. Ask God to be with his/her family back here at home and to help them to maintain courage, strength and faith as they remain in God's protective embrace. Thank you.

Please remember (family) ___ in your prayers as they recover from their recent tragedy. Pray for healing and wholeness. Thank you.

Please pray for all the families who are traveling this season. Ask God to watch over them, provide refreshment in their hours of leisure and fellowship and bring them home safely. Thank you.

Please remember ___ in your prayers as he/she/they deal with the loss of _____. Ask God to provide solace, strength and healing. Thank you.

Please remember ___ in your prayers as he/she goes through this difficult time. When a member of the team is hurting, we all hurt. May God provide the balm that ___ and all of us need. Thank you.

Please remember ___ in your prayers as he/she/they struggle through the recent loss of a job. If you can help in any way, please contact the church office. The staff will assist in making contact with the family and working out any details. Thank you.

Please add ___ to your church prayer list. We do not know all the details yet, but we understand that he/she is coping with a sudden illness/difficulty. We will furnish additional information as we are able. Thank you.

Please keep ___ in your prayers as he/she recuperates from her/his injuries suffered (details). There is power in collective prayer. We will provide updates as they become available. Thank you.

STEWARDSHIP/FINANCES/FUNDRAISING

Catching up on Commitment #1

Dear,

In the life of the church, just as in the business world, the most difficult aspect of generating revenue is “asking for the sale.” Rather than sound too cold and commercial, let me just remind you that your financial support—just like your prayers, presence, service and witness—is crucial to sustaining the vitality of our church.

As your pastor, I deem it a great privilege to serve this congregation. And I hope and pray that our church—all of us who share in Christian fellowship—consider our financial obligation a true privilege to support the work of Christ’s Church. Together we can work miracles through the sharing of the love of Jesus Christ. Bringing miracles to fruition requires our prayers, participation and, yes, our financial support.

If “pledge” is too cold a word, then let’s warm it up by calling our financial gift a privilege.

Thank you for your help.

Catching up on Commitment #2

Dear,

When I went to seminary, I never took a course in bill-collecting. And I do not aspire to work for a collection agency. Yet, it is necessary from time to time to write a few words to church members to remind them to review their financial pledge and catch up on their commitment. There, I said it ... and I’m glad it’s behind me.

Speaking of getting behind, we all know how difficult it can be to keep up with monetary obligations. Please let me offer a simple reminder—the church depends on the revenue promised through member pledges. In reviewing our records, we’ve noticed a lapse in your pledged giving. If you have encountered unexpected hardships, we certainly understand. If you have simply forgotten to keep pace, then please consider this a gentle nudge. (Name of church) needs your prayers, presence, service, witness and financial support.

Many thanks for your help.