

Date _____

Dear brother/sister:

The Council of the _____ Christian Reformed Church of _____ has the honor and pleasure of informing you that they have decided to extend you a call to serve as chaplain at _____.

This action was taken at our meeting held on _____ 20____.

Our delegates reported that Classis _____, at its meeting on _____, reviewed your Job Description for this ministry found it consistent with your ordination as Minister of the Word.

On behalf of our congregation, we therefore now extend to you this Letter of Call to this new ministry on behalf of the Chaplaincy and Care Ministry of the CRCNA and of the _____ CRC of _____.

It is our understanding that all financial arrangements regarding your moving costs, salary, social security costs, health, dental and life insurance, as well as your Minister's Pension contribution will be your responsibility or the responsibility of your employer. With this letter, we pledge ourselves to interact with you at least on an annual basis, after we have received your written report, as recommended in the Joint Supervision document provided by the Chaplaincy and Care Ministry office of the CRCNA.

We trust that you will want to be involved in the well-being of our congregation and therefore we plan to invite you to participate in events such as council retreats, visioning exercises, etc. We will invite you to lead our worship services at least once a year, possibly on Chaplain Sunday. We also encourage you to share with us your gifts in other areas, such as worship, pastoral care, teaching an adult class, and delegation to major assemblies. Perhaps you will be able to share your expertise in areas such as health reform, restorative justice, prison ministry and advocating for the marginalized in our society.

May the Christ the King impress this official call upon your heart. And may the Lord assure you that in accepting this call to serve as chaplain and associate pastor you will honor His name, serve His church and bear witness to His coming Kingdom.

Yours in Christ,

The Council of the _____ Christian Reformed Church of _____.

Done in Council this _____ day of _____, 20 ____.

_____, Chair _____, Clerk