

Sample Letter to Student's Pastor

Pastor So and So
Church Anywhere we Gather
1234 Right There Avenue
Close to Home, KS 00000

Dear Pastor So and so,

Greetings in the strong name of Jesus Christ!

My name is Rev. Dr. Don Davis, and I serve as Director of The Urban Ministry Institute of World Impact. As you know, it has been our privilege to serve **Bessie Bold**, a member and servant under your leadership there at Church Anywhere We Gather. We have been blessed to have **Bessie** be a part of our learning community. Her completion of the *Certificate of Urban Theological Studies* program shows **Bessie** to be a hard-working, faithful student who desires to use her gifts and talents to serve through Anywhere We Gather.

Bessie has indicated to us her continuing interest to receive our *Ministerial Studies Diploma (MSD)*. As an introduction to this important degree, we host a class entitled *Ministry Assessment Process*, or MAP, for short. This class is designed to help our MSD candidates discuss with their pastor or ministry supervisor their goals and ministry desires for the future, providing them with excellent, supervised input from their leaders. As **Bessie's** pastor, your role in her ministry selection and training will be critical. This letter is informing you of your role in this course, and inviting you to participate in **Bessie's** ongoing supervised ministry development.

As part of her work, we ask that you assist Bessie by providing the following input, participation, and oversight:

1. Attend two meetings listed on the enclosed sheet held here at TUMI
2. Provide **Bessie** with a ministry assignment within Anywhere We Gather, supervised by you personally or anyone there whom you may appoint, and
3. Be available periodically to **Bessie** (and her supervisor) for discussion about her ongoing progress in ministry, problems encountered, or other issues which surface from her internship there at Anywhere We Gather.

Our intent is to encourage **Bessie** and our other MSD candidates to receive ongoing ministry instruction and oversight from their pastoral and supervisory leadership. In our judgment, we are convinced that your role is and will continue to be central in **Bessie's** development, so we invite you to be a part of her ongoing development. If you have any questions on any matters here, please do not hesitate to call (681-1317, ext. 307).

Again, thank you, Pastor So and so, for your ongoing support of the Institute and **Bessie's** ministry preparation. Our sole intent and determined purpose is to provide her with the best possible training to make her ministry there at Anywhere We Gather fruitful to the church, and an honor to the Lord.

We look forward to discussing the details of this important program soon. Don't hesitate to call if you have any questions or comments about our MAP process.

Yours in the Lord,

Rev. Dr. Don L. Davis
Director, The Urban Ministry Institute