

3Sample Elder Letter

The letter should be in your own words and from you.

POINTS:

INTRODUCE YOURSELF

EXPLAIN YOUR ROLE AS ELDER (see bylaws...)

GIVE TWO OR THREE GREAT THINGS ABOUT OUR SAVIOR

ENCOURAGE ATTENDANCE of SERVICES (list times and so forth).

ENCOURAGE THEM TO REACH OUT TO THE PASTORS or YOU IF THEY HAVE NEEDS or HELP

GIVE CONTACT INFORMATION

INVITE THEM TO INTRODUCE THEMSELVES TO YOU AT CHURCH on SUNDAY

Dear _____,

Greetings in Christ! Each member of Our Savior Lutheran is assigned an elder to encourage and induce them to regularly attend services and all the blessings that come from that. We know that in recent years we have not been regularly reaching out to you as members, but we are hoping to change that with this new year.

BYLAW DUTIES OF THE ELDERS:

6.1.1 Assist the Pastor in all matters pertaining to the spiritual welfare of the Congregation.

6.1.2 Consider complaints and grievances of members of the Congregation if Matthew 18: 15-16 has been fully observed, and they shall report to the Congregation those which cannot be otherwise adjusted, in accordance with Matthew 18:17-20.

6.1.3 Make every effort to induce members who have been negligent in their attendance of services, in the use of the Sacraments, or financial or gifts support of the Congregation, to mend their sinful ways and fully enjoy the rights and privileges of their membership.

6.1.4 Ensure that all services are conducted in such a manner as to avoid needless disturbance and to foster an attitude conducive to worship among those in attendance.

6.1.5 Assist the Pastor in arranging for pulpit assistance, special services and guest speakers.

6.1.6 Appoint and supervise ushers and head usher.

6.1.7 Serve as a screening committee and prepare a recommended list of candidates in conformity with Constitution Article 5 when the Congregation is to call a Pastor or other called auxiliary worker.

6.1.8 Be an example of Christian conduct and life.

MORE PARAPHRASED VERSION (for use in letters)

As elders of Our Savior, we assist our pastors in their spiritual care of our members, help members to get along with each other, encourage attendance of services, encourage the faithful use of the Sacraments, encourage support of our congregation, and ensure services are properly conducted in good order and in accordance with our beliefs.