

Sample Final Letter from a Departing Pastor

Dear (NAME OF CHURCH),

As our covenant relationship between pastor and congregation nears the time of dissolution, I want to share with you my gratitude for our time together. We have shared both joys and burdens—baptisms, weddings, funerals, worship services, mission activities, and more.

The conclusion of our relationship means I must now entrust the session and your next pastor to shepherd this congregation in your next chapter. I have deeply treasured our shared ministry. I will hold you in my thoughts and prayers as you continue the work of the gospel in this community and beyond.

Please note that I am held accountable to a high-level of professional ethics and that I must honor the Former Pastor Relationship, Guidance, and Policy of the Northwest Coast Presbytery (attached). This means that I must cease all pastoral relationships when my call is dissolved. I appreciate your support and understanding of these boundaries.

While I will no longer be your pastor, I will always be your fellow disciple. Thank you again for the privilege of being your pastor. It has been my great joy and honor to serve you.

Blessings,

Pastor (NAME)