

## Sample Letter from Session when a Pastor Departs

Dear (CHURCH NAME),

As of (DATE), Pastor (NAME) will no longer be the pastor of our church. Their ministry has been a blessing and many memories and relationships have been forged. We deeply appreciate the gifts they brought and their service to our church family.

The Session of the church is charged with leading the church in its next chapter and preparing a healthy foundation for new relationships. While we enter this transitional season, the Session will work closely with The Commission on Ministry of the Northwest Coast Presbytery to attend to interim needs, future pastoral relationships, and more.

We also ask for your help in this season. As we move forward together, we ask you to honor the Former Pastor Relationship Guidance, Recommendations, and Policy of the Northwest Coast Presbytery both because it helps our congregation move forward and because it also protects our soon-to-be former pastor and prevents any unhelpful burden or pressures that may be placed upon them as they depart. In this season, roles and relationships change but our mission stays the same. We hope you will join us in supporting a healthy transition so that our congregation's ministry has a positive future.

With gratitude,

The Session of (CHURCH NAME)