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[SAMPLE LETTER FOR LOCAL CHURCH RECOMMENDATION OF MINISTERIAL STUDENT]

Date

Dr. Joseph W. Jennings
466 Pinecrest Terrace
Eden, New York 14057

Dear Dr. Jennings:

This certifies that:

Student's Name
Address
Phone Number(s)
Email Address

is a covenant member in good standing of (Church Name) and is hereby recommended by the Local Board of Administration to the Western New York District of the Wesleyan Church as having the grace, gifts, wisdom and other qualifications necessary for district authorization as a Ministerial Student. By order and in behalf of the Local Board of Administration of (Church Name), this (date) day of (month), (year).

Pastor's Signature

Local Church Secretary's Signature

cc:
Ms. Mary Selden,
DBMD Coordinator
755 Elbert Road
Orchard Park, NY 14227

December 14, 2000

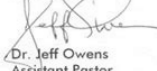
Dear Pastor,

I'm thrilled to have the privilege of recommending to you Bryan and Rebekah Johnson. Bryan and Rebekah are graduates of Westchester College. Not only are they graduates, they have been long-term members of the great First Baptist Church of Homersville, Indiana. I have been closely associated with them because they attended my married couples class for years.

Both Bryan and Rebekah have sweet spirits. They have servants' hearts and excellent work ethics. They feel that God has called them to the mission field of Brazil. I believe very strongly that they will do a fabulous job. I think your prayer, time, or money invested in them would be a worthy investment. As a result, you will reap great dividends.

I believe in them and their work very much. I love them and trust them, and I want to highly recommend them to you. If I can personally answer any questions for you regarding them, don't hesitate to call me at my church office 219-932-0711.

Sincerely,


Dr. Jeff Owens
Associate Pastor

JAO/ak

The Cover Letter

What is a Cover Letter?

The cover letter typically accompanies your resume when you are applying for a position. It should be specific to the position that you are applying for, and demonstrates to the employer why (based on your background) you are a great candidate for that particular position (based on the job description) and/or company. The cover letter is a business document, so should be formatted with a business heading and left aligned.

Typical Cover Letter Format

Your Address
Your Contact Information

Date

Contact Name (if available)
Contact Title
Company Name
Company Address

Dear Mr./Ms./Dr. (if no contact, you can say "Human Resources Manager, or Hiring Manager"),

The first paragraph is an introduction of yourself and how you learned of the opening, as well as your interest in the position/organization. This requires you to relate yourself to the organization or to the position in order to demonstrate your interest.

The middle paragraph(s) is a profile of how your skills and experience match the qualifications sought. In order to do this, consider the following points:

Read the job description carefully to get a clear idea of what the company is looking for. This goes beyond just the "qualifications" section of a job description- make sure to discuss your ability to do the job.

Review the company website to learn what type of person the company might value. Match your background, whether it is work experience, academics, volunteer experience, etc. and describe why you believe those experiences make you a qualified candidate for the position.

The last paragraph wraps up the cover letter. You should reiterate your interest in the position, and desire to hear from them regarding the opportunity. You also want to thank the reader for their time in considering your application, and provide information for how you can be reached. If you would like, and are able to you can state that you will follow-up with them directly. Be positive and confident (without being arrogant).

Sincerely,

Signed Signature (if a physical copy is being sent)

Name (Typed)



Church Children's Pastor Job Description

Principal Duties and Responsibilities

Personal Responsibilities

Committed follower of Jesus who strives to maintain constant contact with the Holy Spirit through Scripture, service and prayer. Convey the overall Vision and Values of Eastside Christian Church effectively. Inspiring pastoral leader who works well to motivate others. Disciple making leader who can pastor parents and volunteers. Balance vocational ministry with ministry at home with spouse and children. Over all staff team player. Manage time and tasks well and recognizing that saying "no" is a healthy thing.

Professional Responsibilities

Implement vision for the Eastside Kids Ministry (birth-4th grade) that is consistent with the vision of Eastside Christian Church. Cultivate an atmosphere of love for Christ and the world with children and their parents. Create safe worship and learning environments for children where they can discover how to own their faith. Volunteer development

Create a leadership team with volunteers and parents. Create and maintain leadership list/flow chart of responsibilities. Create a written plan for volunteer development, including but not limited to...

Regular training
Evaluation of programming/curriculum/direction
Develop position expectations/responsibilities for volunteers
Background check volunteers every 2 years (Fall) or as needed for new volunteers

Vacation Bible School

Provide oversight of VBS working closely with the VBS volunteers.

Themes: Creation and maintenance of VBS leadership team
Scheduling Church wide events
Cabin Fever Daddy/Daughter date night
Mother/Son date night
Church picnic
Easter Egg Hunt
Fall Festival
Assist with updates and flow of Check-In and receiving and inputting new family information.

In addition to the responsibilities with Family Ministries, there are general requirements for your employment at Eastside-such as scheduled in office days, weekend responsibilities or general staff assignments as assigned by your supervisor-that all employees participate in

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