

APPENDIX D-1

XXXXXX, 200_

XXXX
XXXX
XXXXX

Dear XXXXX

On behalf of the Search Committee for a Settled Pastor at the
XXXXXXXXXXXXXXXXXXXX, I wish to acknowledge receiving your Ministerial
Profile indicating your interest in becoming our Pastor. We want you to know that your
profile will be given careful consideration by our committee.

The committee is in the process of receiving and reviewing profiles of interested
candidates. We expect to begin discussing your profile by XXXXXXX, and hope to
communicate with you within XXX weeks afterwards.

Thank you for your interest in us.

Sincerely,

Search Committee
XXXXXXXXXXXX Church UCC
XXXXXXXXXXXX
XXXXXXXXXXXX