

SAMPLE LETTER FOR RECOMMENDATION OF LICENSED MINISTER

[CHURCH LETTERHEAD]

Dr. Joseph W. Jennings
WNY District Superintendent
4669 Pinecrest Terrace
Eden, New York 14057
office@wnydistrict.com

Dear Dr. Jennings:

This certifies that [NAME], a member in good standing of **[CHURCH NAME]**, is hereby recommended by the **[CHURCH NAME]** Local Board of Administration to the Western New York District Conference of The Wesleyan Church as having the graces, gifts, usefulness and other qualifications necessary for district authorization to serve as a Licensed Minister.

[MINISTER'S NAME] is employed as an Assistant Pastor charged with the following duties:

[GIVE DETAILED DESCRIPTION OF DUTIES]. He/she is compensated by the Church for _____ hours of work each week.

By order and in behalf of the local Board of Administration of the _____ Church, this

____ day of _____, 20__.

[Signatures]

Senior Pastor

Local Board Secretary