

Screening in Faith

SAMPLE REFUSAL LETTER

[PARISH LETTERHEAD]

[Date]

[address]

Dear [FIRST NAME]

Thank you for offering to minister in the position of [name of position]. We appreciate the time and effort you took to go through our selection/discernment process. Through our baptism we are called to minister using our varied and different gifts.

Acceptance in ministry is not automatic. Decisions to accept a person are based on the Diocese of Ontario's *Screening in Faith Policy*. This involves an assessment of the parishioner's (volunteer's) ability and skills, positions available and outcome of the screening process. In following that process, and to follow up with our recent conversation, [I/we] regret to inform you that we are unable to accept your ministry in the position of [name of position].

The Diocese of Ontario [parish/agency name] is abundantly blessed with gifted and committed people, like you, who offer their talents. We encourage you to explore other forms of ministry within the parish *[if this is true]*. Please contact [me or name of another] so that [I/we] can help you discern suitable ministry opportunities.

Thank you again for you presence among us and for your willingness to serve.

Yours faithfully,

Note to parish leaders: The appropriate person to sign the letter is, normally, the one who led the screening process for the candidate. Each church will need to have a discussion and set guidelines. The Incumbent may not be the best person to sign such a letter, as it may make it difficult to pastor the candidate afterwards. However, possibilities to consider include the Incumbent, Ministry Leader, Parish volunteer Coordinator or Churchwarden or a combination of two people.