<<Date>>

<<Name of Minister>>

<<Address of Minister>>

<<email address>>

Dear <<Name of Minister>>

The <<Name of Congregation>> wishes to extend to you a call to a ministry placement with in that Congregation. This call was sustained by a meeting of the Congregation on <<date of meeting>> where it was agreed to proceed with a call to you, and has been approved by the <<Name of Presbytery>> and the Synod Placements Committee.

This call is extended to you as a result of prayerful consideration from the Congregation. Together we have been impressed by your gifts and graces and a growing sense that this match between yourself and our congregation reflects the will and purpose of God. As such we believe it will be effective for the mission of the Congregation and for the development of your own gifts.

*In issuing this call, the Congregation is acting under the Constitution and Regulations of the Uniting Church in Australia. “A call to a placement gives effect to the perceived will of God as expressed by a decision of a council or councils of the Church and by the response of the Minister concerned.” [Reg.2.6.3(c)]*

*It is an invitation into covenant between God, the congregation(s) and the Minister.*

If you accept this call, it is the Presbytery which will induct you into this ministry and you will be responsible to the presbytery for the exercise of your ministry. (Constitution 15)

*The terms of placement included in this letter of call are those approved by the presbytery and are not able to be altered without the authority of the Presbytery.*

<<Name of Minister>>, the Terms of Placement provided by the <<Name of Presbytery>> are attached. There are three copies and I would ask that you would sign each one, keep one for yourself, return one to me and send one to ACOMP at [ACOMPm@nswact.uca.org.au](mailto:ACOMPm@nswact.uca.org.au).

I am pleased that this call can be extended to you and I trust that this placement is one that will bring rich blessing on your ministry.

Best wishes

<< Church Council Secretary>>

<<Name of Church Council>>l

<<Contact details>>

Encl.