

Sample Letter for Potential Members of the Local Committee

Dear

I am a student with the Centre for Christian Studies. This year, our program includes an Pastoral Care Ministry field placement from September to the end of April. I will be doing my field placement with One of the requirements is to have a Local Committee who will work with me, offer support, and reflect with me on some of the experiences with people at It is important to me that I have honest and constructive feedback in relation to the work I am doing. The Local Committee should consist of four or five people who, among them, have experience in the area of (include some of the ministry areas related to your learning goals, e.g. advocacy, anti-racism education, gender discrimination), who are willing to offer honest feedback, and who understand and appreciate the work of ministry in the church.

This sense of working with a team of people who are interested in my learning is a very important part of my field experience. I hope that we can develop a mutual pattern of learning together over these next few months. We will be meeting as a Local Committee five or six times over the next eight months. The time and location will be determined once I have a team in place.

Your name was suggested as a person who has significant gifts to offer and who might consider accepting the opportunity to be a part of this learning process. I trust this opportunity will provide enrichment and strengthening in the faith and in the work of the church for members of the team.

I have enclosed for your information a copy of the "Expectations of the Local Committee" as outlined by the Centre for Christian Studies. Please prayerfully consider whether this is a team in which you would be willing to participate. Please be assured that whatever you decide will be accepted without question. I will contact you within a week to ask what decision you have reached. In the meantime, if you have any questions about any of this information please don't hesitate to phone me at

Blessings,