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| Street  Suburb  City  Contact: [NAME]  Email: [NAME]  [EMAIL]  [NAME #2]  [EMAIL #2] |



**Letter of calling [DATE]**

Dear Brother [NAME]

We believe that our Lord Jesus Christ calls men to specific offices in his church in order to minister his Word and his love to his people. We believe that he does so by means of his church carefully and prayerfully considering which men have the necessary gifts to serve as office bearers in his church.

It is our privilige to inform you that you have been called to serve as a deacon in the Reformed Church [NAME].

In the formative stages of the early Jerusalem Church, the deacons were ordained as office-bearers in order to facilitate, direct, and develop the communion of the saints or the loving and caring fellowship of God’s people. Deacons were called with the task of ensuring that the church actively practice their unity in Christ in mutual love. They must make sure that believers do good to all people so that the love of Christ can be seen visibly.

As a church council, we would like you to please set aside time to carefully and earnestly reflect on the calling you have received. Be assured that we are praying for you as you do so.

Your elder will contact you to talk about this calling. Please only submit your formal answer to the church administrator/scribe, [NAME], once you have had a discussion with your elder.

On behalf of the Church Council,

Rev. [NAME & SURNAME] (V.D.M) [NAME & SURNAME] (Scribe)